

**TOWN OF KENNEBUNK  
BOARD OF SELECTMEN  
TUESDAY, JANUARY 10, 2017 – 6:30 P.M.  
KENNEBUNK TOWN HALL  
3<sup>rd</sup> FLOOR/ROOM 301**

**AGENDA**

**1. Call to Order & The Pledge of Allegiance**

*I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

**2. Minutes (2-3 minutes)**

- a. December 13, 2016 Regular Meeting

**3. Items to be Signed (2-3 minutes)**

- a. Items as Presented

**4. Public Hearing(s)**

- a. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**Hummingbird Café d/b/a Squaretoes Restaurant  
Located at 30 York Street  
For a renewal Malt, Spirituous and Vinous Liquor License Application**

*Town Manager's Note (not part of the public hearing notice):*

*Fire Department: nothing found in the inspection that would interfere with the renewal of the license.*

*Police Department: no calls for service that would interfere with the renewal of the license.*

***MOTION:** To approve the Malt, Spirituous and Vinous Liquor License Application for Hummingbird Café d/b/a Squaretoes Restaurant.*

- b. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**Old Vines Wine Bar LLC d/b/a Old Vines Wine Bar  
Located 173 Port Road  
For a renewal Malt, Spirituous and Vinous Liquor License Application**

*Town Manager's Note (not part of the public hearing notice):*

*Fire Department: nothing found in the inspection that would interfere with the renewal of the license.*

*Police Department: no calls for service that would interfere with the renewal of the license.*

***MOTION:** To approve the Malt, Spirituous and Vinous Liquor License Application for Old Vines Wine Bar LLC d/b/a Old Vines Wine Bar.*

- c. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**Mogo Holdings d/b/a Pedros  
Located at 181 Port Road  
for a renewal Malt, Spirituous and Vinous Liquor License Application  
AND  
Special Amusement Permit Application**

*Town Manager's Note (not part of the public hearing notice):*

*Fire Department: nothing found in the inspection that would interfere with the renewal of the license.*

*Police Department: no calls for service that would interfere with the renewal of the license.*

**MOTION:** *To approve the Malt, Spirituous and Vinous Liquor License Application and Special Amusement Permit Application for Mogo Holdings d/b/a Pedros.*

- d. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**A proposed ordinance entitled "Town of Kennebunk Park Use Ordinance". This proposed ordinance will go before the voters at the Annual Town Meeting of June 13, 2017.**

Copies of the proposed ordinance may be reviewed on the Town website and are available in the Town Clerk's Office.

*Town Manager's Note (not part of the public hearing notice):*

*A copy of the proposed Ordinance is included in the packet.*

*The enactment of a new ordinance would require a Town Meeting vote. If the Board wishes to send this to the Annual Town Meeting on June 13, 2017, the motion could be as follows:*

**MOTION:** *To send the proposed Park Use Ordinance to the Annual Town Meeting on June 13, 2017.*

- e. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**A proposed moratorium on retail marijuana establishments and retail marijuana clubs in the Town of Kennebunk. This question will go before the voters at a Special Town Meeting Referendum Election on February 28, 2017.**

Copies of the proposed moratorium may be reviewed on the Town website and are available in the Town Clerk's Office.

*Town Manager's Note (not part of the public hearing notice):*

*A copy of the proposed Moratorium Ordinance is included in the packet.*

*The Board has already voted to send this to a Special Town Meeting on February 28, 2017. No further action is required.*

- f. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**The discussion of proposed carry forward balances remaining in accounts with unexpended funds (from FY15-16 to FY16-17).**

*Town Manager's Note (not part of the public hearing notice):*

*In accordance with the Town's Charter, Section 3.06, the Board of Selectmen, after a public hearing, may carry forward funds remaining in accounts with unexpended balances as of June 30, 2016. The books and records for the general fund are nearly closed, with the one of the final steps in this process being the identification of funds to be carry forward from fiscal year 2015-2016 into fiscal year 2016-2017.*

**MOTION:** *To carry forward fund balances remaining in accounts with unexpended funds (from FY 15-16 to FY 16-17).*

**5. Public Comments (5-10 minutes)**

**6. Acknowledgements/Announcements (5-10 minutes)**

a. Accept the Following Donations – The Town recently received the following donations from the Kennebunk community:

- For the Emergency Fuel Assistance Fund and Social Services:
  - \$200 from an anonymous donor
  - \$250 from Karen and Michael Pardue of The Tideview Group
  - \$407 from the Red Hat Group the “Kindred Bunkies”
  - \$1,000 from Estabrook’s
  - \$1,000 from Betsy Ames-Fitzgerald, Coldwell Banker Residential Brokerage
  - \$5,000 from Tim Harrington
- For the Fire Rescue Department:
  - \$100 from Michael & Virginia Hammar
  - \$1,000 from John & Nancy Cummings in memory of Harrison G. Coleman and Lloyd Nedeau

**MOTION:** To accept the donations for Fuel Assistance, Social Services and the Fire Rescue Department and send letters of appreciation to all donors for their generous support of the Town.

b. Hear a Brief Presentation on the Recent Storm (December 29 - January 2) – The Director of Public Services, Eric Labelle, will provide an update of the recent storm activities.

c. Holiday Closures and Curbside Collection Information for Martin Luther King, Jr. Holiday

**Martin Luther King, Jr. Holiday – Monday, January 16**

- Town Hall and Department of Public Services will be closed
- Transfer Station will be closed (closed Sun. & Mon. each week)
- Curbside collection of trash and recycling will take place as usual all week.

**7. Time Sensitive Business**

a. Take Up the Town Manager Appointment of the Tax Collector (3-5 minutes) – Below you will find the Town Manager’s Nomination for Tax Collector for the remainder of the fiscal year (through June 30, 2017). This position was previously held by Barry Tibbetts.

Joel Downs    Tax Collector

Confirmation from the Board is required.

**MOTION:** To confirm the Town Manager’s Nomination of Joel Downs as Tax Collector through June 30, 2017.

**8. Old Business (2<sup>nd</sup> Reading)**

**9. New Business (1<sup>st</sup> Reading)**

a. Appoint the Registrar of Voters through 2019 (5 minutes) – State law requires the Board of Selectmen to appoint a Registrar of Voters in all odd number years for a two year period. Town Clerk Merton Brown has agreed to serve in this position.

**MOTION:** To appoint Merton Brown as the Registrar of Voters until December 31, 2019.



Watch our website ([www.kennebunkmaine.us/calendars](http://www.kennebunkmaine.us/calendars)) for any changes in the schedule due to the weather, availability of Selectmen, etc. You can also sign up to receive notifications (reminders) of these events. Sign up for "home page calendar" events on the Town's homepage under "Notify Me".

- e. Discuss Any Other Business (2-3 minutes)

## 10. Selectmen's Comments

- a. Subcommittee Reports (if any)  
b. Individual Selectmen Comments

## 11. Town Manager's Comments/Notes

- a. Upcoming Selectmen's Meetings/Workshops/Sessions:
- **Tuesday, January 17** – Special Joint Meeting with Kennebunk Light & Power District re: Dams will be held at 6:30 p.m. in the Town Hall Auditorium. Watch this meeting at the Town Hall, on digital cable TV channel 5 or online at [www.townhallstreams.com](http://www.townhallstreams.com).
  - **Wednesday, January 18** – York County Commissioners will be meeting to discuss the County's initiative to create a detox and drug treatment center in a County-owned building on Layman Way in Alfred. A copy of the proposed program is included in this packet. The meeting will be held at 4:30 p.m. in the EMA training/conference room in the government building at 149 Jordan Springs Road in Alfred.
  - **Saturday, January 21** – Selectmen's Outreach Session will be held from 8:30-10:30 a.m. on the third floor of the Town Hall.
  - **Tuesday, January 24<sup>th</sup>** – next regular Selectmen's meeting
  - **Tuesday, February 28, 2017** – A Special Town Meeting will be held in the Town Hall Auditorium from 6:00 a.m. to 8:00 p.m. to vote on a Proposed Moratorium Ordinance on Retail Marijuana Establishments and Retail Marijuana Social Clubs.
- b. Update on the Mathew J. Lanigan Bridge Project – Construction of the bridge has begun and is expected to be fully completed by Memorial Day, 2017. The new bridge will be wider and will include six-foot sidewalks on both sides. There will also be a cantilevered viewing outlook at the center of the bridge on both sides. The \$2.7 million state project is being done in stages to accommodate the tourism economy of the region. According to the Maine Department of Transportation (MDOT), the schedule is as follows:
- Jan. 4 through March 4, Route 9 traffic over the bridge will be reduced to one lane of alternating traffic.
  - March 5 through mid-April accommodates a full closure of the bridge and Route 9 traffic in that vicinity. This period of full closure will allow the contractor to complete the majority of the work at an accelerated pace.
  - Mid-April to Memorial Day – The bridge will return to one lane of alternating traffic until the project is completed in late May.
- Please note: All construction work is weather-dependent so the schedule may change.**  
To keep up-to-date on this construction project schedule, visit the Town's website at: [www.kennebunkmaine.us/laniganbridge](http://www.kennebunkmaine.us/laniganbridge) where you will find a link to MDOT's website for this project.
- c. Project Updates – The Skate Park, Beach Parking Assessment, and Lower Village Master Plan RFPs have been issued.
- d. Volunteer Zamboni Drivers – If you are interested in volunteering to run the zamboni at the Waterhouse Center this winter, please contact Jeanne at 604-1381.

## 12. Executive Session

## 13. Adjournment

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(MINUTES)

**TOWN OF KENNEBUNK**  
**BOARD OF SELECTMEN MINUTES**  
**DECEMBER 13, 2016 - 6:30 P.M.**

**REGULAR MEETING – 6:30 P.M.**

**1. Call to Order & The Pledge of Allegiance**

On Tuesday, December 13, 2016, at approximately 6:30 P.M., in Room 301 of the Town Hall, Richard Morin, Chairman of the Board of Selectmen for the Town of Kennebunk, called to order the Regular Meeting of the Board of Selectmen. Present were Selectmen L. Blake Baldwin, Richard Morin, Edward Karytko, Daniel Boothby, Christopher Cluff, Shiloh Schulte and Deborah Beal. Also in attendance was Town Manager Michael Pardue.

The Chair proceeded to the next item.

**2. Minutes**

a. November 22, 2016 Regular Meeting

**DISCUSSION:**

None.

**A motion was made to accept the minutes from November 22, 2016.**

**MOVED:**

Karytko

**SECONDED:**

Cluff

**MODIFICATIONS:**

None

**VOTE:**

7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

**3. Items to be Signed**

a. Items as Presented

None.

The Chair proceeded to the next item.

**4. Public Hearing(s)**

a. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**Ports of Italy d/b/a Ports of Italy**  
**Located at 4 Western Avenue**  
**For a renewal Special Amusement Permit**

**Town Manager's Note (not part of the public hearing notice):**

*Fire Department: nothing found in the inspection that would interfere with the renewal of the license. Police Department: no calls for service that would interfere with the renewal of the license.*

DISCUSSION:

Cluff noted that the business in question is a client of his and asked if the Board minded if he took part in this vote to approve a renewal of a Special Amusement Permit. Everyone was content with Cluff voting on such.

**A motion was made to approve the Special Amusement Permit for Ports of Italy d/b/a Ports of Italy.**

**MOVED:** Karytko  
**SECONDED:** Cluff  
**MODIFICATIONS:** None  
**VOTE:** 7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

**5. Public Comments**

Seeing no one seeking to speak, the Chair proceeded to the next item.

**6. Acknowledgements/Announcements**

a. Accept the Following Donations – The Town recently received the following donations from members of the Kennebunk community:

- \$450 for fuel assistance from Pat Hansen, owner of Hearth & Soul. Pat donated 10% of her sales from Small Business Saturday to the emergency fuel assistance fund.
- \$100 to the Kennebunk Police Department from the Parsons Beach Association.

DISCUSSION:

None.

**A motion was made to accept the donations above and send letters of thanks for their generous donations.**

**MOVED:** Cluff  
**SECONDED:** Karytko  
**MODIFICATIONS:** None  
**VOTE:** 7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

b. Holiday Closures and Curbside Collection Information for Christmas and New Year's Day Holidays

**Christmas Holiday**

- Town Hall and Department of Public Services: CLOSED Monday, Dec. 26
- Transfer Station/Recycling Center: CLOSED Saturday, Dec. 24 (and Sunday and Monday)
- Curbside Collection: No changes this week, all items will be collected as scheduled

**New Year's Day Holiday**

- Town Hall and Department of Public Services: CLOSED Monday, Jan. 2
- Transfer Station/Recycling Center: CLOSED Saturday, Dec. 31 (and Sunday and Monday)
- Curbside Collection: No changes this week, all items will be collected as scheduled

The Chair proceeded to the next item.

## 7. Time Sensitive Business

- a. Discuss the 2017 Ambulance Bids – In the 2016-17 budget, we set aside \$220,000.00 for a Type 1 Ambulance. We received five bids for this purchase, ranging from \$240,695.00 to \$263,504.09. All bids received were over budget.

After evaluating the bids, specifications and possible reasons for the bid results, the Town Manager and Chief Rowe recommend that we reject all bids, reconfigure our bid specification packet and send this back out to bid in hopes of coming within budget.

### DISCUSSION:

Cluff asked if Fire Chief Rowe is confident that they can get what they want within the budget. Rowe answered Cluff, explaining the process that they just went through. He said that they wanted to purchase an “F-series,” a truck-front, instead of getting a van-front. However, after receiving the bids, they realized that they were somewhere around \$30,000 over budget. They want a van-front which should bring them within budget.

Schulte asked if the vans have 4-wheel drive. Rowe responded by saying that they do not. However, the vans will have so-called “on-spot chains” instead of 4-wheel drive. He stated that they currently use these chains and they work.

Karytko asked if Rowe feels confident that they will get what they want with the minimum amount of money that they will bid, \$240,695.00. Rowe said that they were originally going to review all 5 bids to determine if they met the specifications or if they did not. But, they didn't want to waste their time knowing that the lower bids may not meet their specifications. For example, one of the lower bids was a demo, which does not meet their specifications. Therefore, Rowe believes that it makes more sense to reject all of the bids and re-bid, to save time. Karytko added that he does not want to short-change the ambulance. Rowe said that they are not under any time limit and that they are “looking good.”

Some discussions on the differences between van-front and truck-front ambulances also ensued.

**A motion was made to reject all bids and re-bid for the purchase of an ambulance as recommended.**

**MOVED:** Karytko  
**SECONDED:** Cluff  
**MODIFICATIONS:** None  
**VOTE:** 7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

## 8. Old Business (2<sup>nd</sup> Reading)

- a. Discuss the Extension of Certain Proposed But Unaccepted Ways (Paper Streets) Pursuant to 23 M.R.S.A. § 3023(2) – In 1997, the Board of Selectmen filed for a 20-year extension of time to preserve the Town's rights to 23 "paper streets" in town. Paper streets are those unimproved ways shown on paper subdivision plans, but that were "Dedicated" to the Town by being shown on recorded subdivision plans, but that were never formally accepted by the Town. Since the 20-year timeframe is due to expire in September, 2017, the Town now has three options: (1) formally accept them as Town ways; (2) do nothing and by operation of law they will be "deemed denied;" or (3) have the Board of Selectmen vote to file a new certificate at the Registry of Deeds to keep the Town's options open for another 20 years. At the November 22<sup>nd</sup> meeting, the Board identified paper streets on nine different recorded subdivision plans that it wishes to obtain extensions for. All of the paper streets shown on the following nine subdivision plans, are as follows:

Plan Book	Page	Plan Name
3	4	Kennebunkport Seashore Co.
3	30	Storer Homestead Subdivision
8	9	Charles Parsons Estate
10	44	Cottage Lots of Robie Wentworth Kennebunk Beach
26	15	Emery Acres (Intervale)
27	2	Ocean View Acres
32	21	Land Owned by Robert & Hazel Coyne
40	50	Revised Plan Emery Acres
49	47	River-Dale

The Town Attorney, Bill Dale, has reviewed the two-page filing document which the Board needs to act on. The document is enclosed in the Board's packet.

DISCUSSION:

None.

**A motion was made to extend for a period of twenty (20) years all of the dedicated, but unaccepted ways, shown on the nine subdivision plans listed above and in the document entitled "Notice by Town of Kennebunk to Extend Time to Prevent Vacation of Dedicated, But Unaccepted Ways," as included in the Board's packet, and permit the Chairman to sign it.**

**MOVED:**

Cliff

**SECONDED:**

Karytko

**MODIFICATIONS:**

None

**VOTE:**

7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

**9. New Business (1<sup>st</sup> Reading)**

- a. Hear and Decide Tibor & Ibolya Kormendy Tax Abatement Application to Municipal Officers Per 36 M.R.S. § 841(1)

DISCUSSION:

Because Town Attorney Bill Dale was planning to be present at the meeting, the Chair, with the approval of the Board, moved onto the next items on the agenda while waiting for Dale to arrive. *(This item was taken up after Article 9c.)*

- b. Discuss the Draft Traffic Calming Policy – Staff has drafted a new Traffic Calming Policy encompassing a number of variables, which is enclosed in the Board's packet for review. Staff intends to make amendments to this first draft over the next few weeks and bring a final draft before the Board at a meeting in February.

DISCUSSION:

Chris Osterrieder, Town Engineer, spoke. He essentially gave an overview in regard to this agenda item, explaining what they are doing to modify their current Traffic Calming Policy. Among other things, Osterrieder stated that they want to implement better speed bumps. In fact, they want to put in speed "humps" instead. They have mainly used speed bumps thus far. He also stated that there are other solutions too, but noted the possible costs of some of these other solutions. He said that the policy will now make it so that the police assess the conditions, in terms of traffic, of the area where one requests equipment to be implemented in order to help with

traffic. Finally, Osterrieder noted that they want to modify the way that they assess how long it will take them to implement traffic calming devices on a street. They want to make sure that they chose a device that will resolve a given problem, but noted that they have to be aware of costs and that they can't always agree to implement every device requested.

Schulte understood that people want permanent devices implemented, such as speed bumps, but suggested that such is usually put in place to solve a seasonal issue. He also noted the issue of having speed bumps in the winter while snow plows go by. Osterrieder responded by saying that most of these devices are on "cut-through streets." There is usually need for speed bumps on roads that many people use as shortcuts. He said that they certainly don't want to put anything in place where public works does not think the devices can be maintained.

Karytko noted traffic problems, many seasonal, including streets with stop lights that cause many cars to be backed up, which persuades people to use streets to cut through such traffic, adding for the need of speed bumps. He wondered if the removal of stop lights on certain streets would make the need for speed bumps on those streets unnecessary. Osterrieder said that they have discussed the fact that they don't want to propose something on a certain street that people don't want. For example, if they implement a permanent speed hump, they don't want to have to take it out not too long after its implementation.

Michael Pardue said that they would like to modify this policy more, with the Board's support. For example, they want to add timelines, making a commitment to be responsive to the public when requests come in. He also wants people from the community, namely the people of a neighborhood where the proposed change is suggested to take place, to give feedback.

Karytko said that a past Selectman suggested having a Public Safety Committee. Karytko asked if it makes sense to add someone from the public onto the committee. Pardue responded by saying that he wants to rely on the expertise of their engineer and staff, but added the importance of inviting people to give feedback at these meetings. Karytko asked if their meetings are posted. Pardue said that they are. He added that they can notify a neighborhood where a specific change is requested, ahead of the meetings, so that they can attend the meetings to participate and to listen.

Schulte said that Pardue's last suggestion was a great idea and recommended that it be done.

It was deemed that the Board does not have to move this to a second reading yet. Pardue said that they want to make adjustments to the policy first.

The Chair proceeded to the next item.

- c. Discuss the Upcoming Joint Meeting on January 17, 2017 with the Kennebunk Light & Power District—Todd Shea, General Manager of the Kennebunk Light & Power District, has confirmed that the KLPD Board of Directors have agreed to meet January 17, 2017 at 6:00 p.m. for a joint meeting. A draft agenda, outlined by Todd Shea, Barry Tibbetts, Joel Downs and myself (Michael Pardue) will be sent to both boards prior to the meeting for comments.

#### DISCUSSION:

Todd Shea, General Manager for KLPD, made himself available to answer any questions that the Board may have for him. He said that their Board is looking forward to starting this discussion. He wants to keep both Boards on the "same page." He added that they have a decent amount of information on their website. He requested the Selectmen to pass any questions they have onto Pardue in order for Shea to get such information for the Selectmen prior to the meeting.

Morin stated the importance of not making this meeting into a “mudslinging” type of meeting. He wants the Chairs of both Boards to keep the meeting orderly. Input is welcomed, but it must be structured. Shea said that the KLPD Board of Directors want to have two noticed (posted) meetings to allow each Board to speak at their own meetings. Therefore, they can have two simultaneous meetings because two different Boards are meeting at the same time. Morin agreed with Shea.

Pardue spoke, saying that this meeting will be a facilitated meeting. They want someone who is knowledgeable about hydropower. He wants to keep the meeting structured by doing things such as having people in favor of keeping the dams speak for a certain period of time and then having people in opposition of such to also talk about such for a specific time period.

Karytko said that he has many questions that he has to ask both Boards in order to understand everything about the topic. Pardue said that, as Shea stated, Board members should provide them with their questions prior to the meeting so that they can give answers before the meeting.

Schulte said that there was an informal meeting in the spring that was facilitated and wondered if the same facilitator for that meeting is going to facilitate this coming meeting on January 17, or, if they don't know at this time. Pardue is fairly confident that they will not have the same facilitator that they had in the spring.

The Chair proceeded to the next item.

At this time, around 7:07 P.M., the Chair moved back to item 9.a. of the agenda, seeing that the Town Attorney had arrived.

- DRAFT**
- a. Hear and Decide Tibor & Iboya Kormendy Tax Abatement Application to Municipal Officers Per 36 M.R.S. § 841(1) – On November 7, 2016, Tibor and Iboya Kormendy filed a tax abatement application with the Board of Selectmen. The application requests abatements for tax years 2013 to present (FY 14, FY 15 and FY 16) for their single family residence at 17 Tideview Terrace on the basis that the taxes assessed on the land and building were “illegal.” The Board sits in a quasi-judicial capacity in hearing and deciding this application. There is some history to the Kormendys’ various tax abatement applications and appeals, and the Town Attorney will be present to assist the Board with this application.

#### DISCUSSION:

Because Town Attorney Bill Dale was planning to be present at the meeting, the Chair, with the approval of the Board, moved onto the next items on the agenda while waiting for Dale to arrive.

Tibor Kormendy spoke first. He said that he has been trying to find out who the Town Attorney is, but that he could not find the name of this person. He wondered why another attorney claims that she represents the Town. Bill Dale then cited the person, explaining that she is his law partner and sometimes takes his place because he cannot “be at every place at the same time.” Kormendy said that he believes there to be a clear conflict of interest implicit in the fact that Dale’s law partner is Kormendy’s opponent, and because Dale has been invited tonight to be an assistant to the Board. Dale responded to Kormendy. He said that the Kormendy’s are complaining about their real estate taxes and that they took their appeal to the Assessor who denied their appeal. Then, they went to the Board of Assessment Review. Dale explained that when a complaint is taken to the Board of Assessment Review, it is recommended that the Town hire a second lawyer, not from his law office, to be the independent lawyer for the Board of Assessment Review. Dale also mentioned that such is being done in this situation. Dale went further, saying that the Kormendy's are allowed to come here tonight to speak about this matter if they believe that not just an evaluation error has occurred, but rather also that they have been taxed more because they are a certain race, etc.

Baldwin asked Dale if the Board has the ability to hear this matter. Dale said that they should hear Kormendy and if he claims that they were treated differently because of ethnicity, gender, etc. than the Board can correct the

injustice. However, Dale said that if Kormendy is here to complain about the change in his assessment, then they don't have a say on the matter.

Kormendy spoke again, seemingly a little disgruntled by Dale "speaking for him." Kormendy said that he understands that the Board of Selectmen cannot change the valuation, by law. However, Kormendy stated that there was illegal action that had taken place, in violation of the Maine State Constitution as well as the U.S. Constitution. He cited the Due Process Clause in both constitutions. He said that there should be, before an action is taken by a government agency, a notice about such an action and a chance, for the people who such an action may affect, to be heard about the matter. He said that the Town simply made the change without doing this and did not notify him afterward either. He believes that it was done on purpose to pre-empt a review. Kormendy stated that he was denied information on the matter and was obstructed when he was raising this issue. He said that he was accused of harassment after he tried to avoid obstacles. He claimed that Tibbetts sent him a letter that said that his "questions are denied." He also said that there is a lawsuit that he filed because he feels as though the Town has not cooperated with him.

Morin said that when a suit is brought against the Town, it is not ideal for them to offer "anything to anybody." He also noted that if Kormendy has a problem with the way that his assessment was handled, such is a matter to be resolved in court and not a matter for the Board of Selectmen. Kormendy responded by saying that there is a statute that allows the Board of Selectmen to suggest a correction on their own initiative or on a written application, the latter being what Kormendy did.

Schulte asked if, when there is a decision such as this one (to make a correction to the valuation of these properties), do the people affected in the situation receive any type of notification? Dale answered by saying that it is not required by law. Generally, the Due Process Clause of the 1<sup>st</sup> and 14<sup>th</sup> amendments of the U.S. Constitution, and the Maine Constitution, require notice in advance. However, in this case, under Maine Assessing law, there is not an obligation for notice in advance. There is an "adequate post-deprivation remedy" which allows people to file complaints about such changes after they have occurred. Schulte was under the impression that there is no expectation, then, for the Town to send out such notices. Dale said that, generally every 10 years, the Town does a Town-wide revaluation and sends out notices to people for practical matters, not because it is required. Schulte also noted his concern that someone else can come in and say the same thing as Kormendy. However, Dale said that there is a time period (185 days from commitment) for people to do such.

Kormendy said that in 2003 the Town did send a letter to the residents of Kennebunk before the revaluation, but that it was not simply done out of courtesy, but because law required it of them. Kormendy said that the fact that it was done because it is the Maine law is stated in the letter. He also said that the letter stated that anyone who wanted to review their assessment, could do such before the taxation went into effect. He said that if the Town is able to make corrections to assessments then he should be able to raise into question problems with the assessment too. In other words, he only has 185 days to question such and the Town has 10 years, according to Kormendy.

Schulte said that this seems like the type of issue that has to go through the Board of Assessment Review and then to court. Kormendy agreed but said that Dale brought the topic of revaluation into the discussion.

Morin said that Dale's comments are to the Board and that he is there to guide them. He added that the Board does not have any jurisdiction on this matter.

Cluff asked Kormendy if he has a copy of the letter that notified Town residents of the Town-wide revaluation in 2003. Kormendy stated that he does but that he did not have it with him at tonight's meeting.

Dale said that sending a letter such as the one cited in this discussion that was sent in 2003 is not required by law.

Karytko also spoke, citing a time when he talked to an assessor. He does not remember the man stating that they do or don't send notices out to people when adjustments are made.

**A motion was made to deny the abatement of an application for the FY2014, FY2015 and FY2016 tax years pursuant to Title 36 M.R.S. § 841(1).**

**MOVED: Baldwin**  
**SECONDED: Boothby**  
**MODIFICATIONS:**  
**VOTE:**

Before the above motion could be voted on, Dale suggested that the motion be amended to include the phrase "based upon this Board's lack of jurisdiction."

The above motion was amended to the following wording:

**Based on this Board's lack of jurisdiction, a motion was made to deny the abatement of an application for the FY2014, FY2015 and FY2016 tax years pursuant to Title 36 M.R.S. § 841(1).**

**MOVED: Baldwin**  
**SECONDED: Cluff**  
**MODIFICATIONS: None**  
**VOTE: 7 in favor, 0 opposed. The motion passed.**

Kormendy said that he believes that the Board does have jurisdiction on this matter because the law states that they can correct illegal actions.

The Chair proceeded to the next item.

d. Discuss Any Other Business

None.

The Chair proceeded to the next item.

**10. Selectmen's Comments**

a. Subcommittee Reports (if any)

None.

The Chair proceeded to the next item.

b. Selectmen's Comments

Selectman Baldwin:

- Celebrated the holiday season with the Festival Committee at Duffy's. He promised them that he would put on a hat (which looks like a crown) that they all got, at tonight's meeting (and he did!).
- Happy holidays

Selectman Beal:

- Thanked everyone who volunteered for the Thanksgiving meals at the Church and at the Dorothy Stevens Center. They were well attended and many volunteered, which is appreciated.
- Merry Christmas, happy holidays, and I look forward to seeing everyone in the New Year

Selectman Boothby:

- Merry Christmas
- “Be here or be square” on Saturday morning with him and Karytko for their Selectmen Outreach Session despite the possibility of a storm

Selectman Schulte:

- Merry Christmas, happy holidays. Stay safe.

Selectman Karytko:

- Contacted by a representative for the Cub Scouts. They wanted to talk to a public official. He will be such an official and will meet with the Scouts on Thursday night to explain to them how town government works and what they do as Selectmen.
- Thanked the Parks and Recreation Department and other members of the Town. At another meeting, he brought up the fact that pool table tops needed repair. Now, they are fixed and look great. The kids are happy.
- Mentioned Wreaths Across America and said that the school had done a great job. He was especially impressed with the Elementary school children’s ability to remember many words to songs that they sang.
- Thanked, in advance, their Police and Fire Department, for working on Christmas to protect us and our homes while so many have the time off to be with family and friends. He also thanked, in advance, Public Works, because they too will need to be out working if there is a storm on Christmas.
- Said that Schulte’s holiday lights at his house look great

Selectman Cluff:

- None

Selectman Morin:

- Merry Christmas

Pardue said that it is an honor to sit with all of the Selectmen and to represent the Town. He also wished everyone a Merry Christmas. He finally stated that Wreaths Across America was great and that it was nice to see so many people there.

The Chair proceeded to the next item.

## 11. Town Manager’s Comments/Notes

a. Upcoming Selectmen's Meetings/Workshops/Sessions:

- **Saturday, December 17** – Selectmen's Outreach Session will be held from 8:30 – 10:30 a.m. on the third floor of the Town Hall. This session will be hosted by Selectmen Ed Karytko and Dan Boothby.
- **Tuesday, December 27** – Regular Meeting cancelled – Due to the Christmas holiday, the December 27 Selectmen's meeting has been canceled. The next regular meeting of the Board will be held on January 10.
- **Tuesday, January 17** – Special Joint Meeting with Kennebunk Light & Power District re: Dams will be held at 6:00 p.m. in the Town Hall Auditorium. It is anticipated that this meeting will be televised.
- **Tuesday, February 28, 2017** – A Special Town Meeting will be held in the Town Hall Auditorium from 6:00 a.m. to 8:00 p.m. to vote on the Town of Kennebunk Moratorium Ordinance on Retail Marijuana Establishments and Retail Marijuana Social Clubs.

b. Staff Training – Update the Board on "All Staff" meeting, recent evacuation drill held in compliance with Bureau of Labor Standards, and upcoming conflict resolution training.

c. Zamboni Drivers – We may be looking for a few more volunteer drivers to run the zamboni at the Waterhouse Center this winter. Interested parties should contact Jeanne at 604-1381.

The Chair proceeded to the next item.

**12. Adjournment**

**A motion was made to adjourn the meeting at approximately 7:42 P.M.**

<b>MOVED:</b>	<b>Karytko</b>
<b>SECONDED:</b>	<b>Cluff</b>
<b>MODIFICATIONS:</b>	<b>None</b>
<b>VOTE:</b>	<b>7 in favor, 0 opposed. The motion passed.</b>

---

Deborah Beal, Secretary  
Kennebunk Board of Selectmen

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

DRAFT

4

PUBLIC  
HEARING

(d)

# TOWN OF KENNEBUNK PARK USE ORDINANCE

## 1. PURPOSE

The purpose of this ordinance is to provide open spaces and facilities for educational and recreational purposes to all residents of Kennebunk and those visiting. These Rules and Regulations are intended to assist the Town of Kennebunk in its management of its Properties and Facilities to ensure that all residents of the Town of Kennebunk have safe and equal access to its Properties and Facilities, which include:

- Beaches: Gooch's Beach, Middle Beach and Kennebunk Beach (aka Mother's Beach)
- Cannon Park, corner of Main and Fletcher Streets
- Dog Park, 36 Sea Road
- Downtown Plaza, 36 Main Street
- Ethelyn Stuart Marthia Park, 128 Beach Avenue
- Intervale Road River Park with Boat Launch, Intervale Road
- Lafayette Park, 9 Storer Street
- Lloyd G. Nedeau Memorial Park, 1 Clearbrook Crossing
- Lower Village Park, 159 Port Road
- Parsons Field, 19 Park Street
- Rogers Pond with Boat Launch, 49 Water Street
- Rotary Park, corner of Main and Water Streets
- Route 9 Mousam River Boat Landing (Boat Launch), Route 9 (Western Ave.)
- Seagrass Lane Boat Launch, Seagrass Lane
- Skateboard Park, 30 Factory Pasture Lane
- Washington Memorial Park, next to 4 Summer Street
- Waterhouse Center, 51 Main Street
- West Kennebunk Recreation Field, 39 Holland Road
- Wiggins Pond, 20 Wood Pond Lane
- Wonderbrook Park, 16 Plummer Lane

## 2. AUTHORITY TO MAKE RULES

The Parks & Recreation Director or his/her authorized representatives may issue such rules and regulations as are necessary to insure public health and safety in the use and enjoyment of any and all park facilities, which will be referred to as "Parks" in this document, including but not limited to its park lands, beaches, playgrounds, trails, Teen Center, Dorothy Stevens Center, Waterhouse Center, and any other recreational facilities.

## 3. PARK CLOSING HOURS

The Parks shall be closed from Dusk until Dawn the following morning, except for permitted Special Events, Town sanctioned events, or Recreation Programs. No person or property of any kind shall remain in the Parks after closing time unless written permission of the Parks & Recreation Director or his/her designee for later hours. Exceptions to parking after dusk may be permitted for employee parking of local businesses (Lower Village Park, Waterhouse Center) as well as during snow removal operations (Parsons Field, Waterhouse Center). (Class A)

#### **4. PERMITS**

All events within the Parks will comply with the Town of Kennebunk's Special Events Policy. (Class A)

#### **5. REFUSE AND RECYCLABLES**

No person shall deposit or leave any garbage, tree, shrub, or grass trimmings or clippings, refuse or other material of any kind on the Parks or waters. Paper, glass, cans, garbage and other refuse of every kind resulting from picnics or other proper use of the park system shall be deposited in the appropriate receptacles provided for that purpose, and no person shall litter, suffer, or cause the park system to be littered in any way. (Class B)

#### **6. GRAFFITI PROHIBITED**

1. It shall be unlawful for any person to write, paint, draw or otherwise mark upon any wall, rock, bridge, building, fence, gate or other structure, tree or other real or personal property, located within the Parks unless otherwise authorized by the Parks & Recreation Director or his/her designee. (Class C)
2. The Parks & Recreation Director or his/her designee may by written permit, allow writing, painting, drawing or other marking upon specified structures or property in the Parks, at specified times and for specified purposes, upon such reasonable terms and conditions as he/she may determine, which conditions shall be evenly and fairly applied. (Class C)

#### **7. TREES AND SHRUBS**

1. No person shall cut, break, or in any way injure or deface any tree, shrub, plant, flower, turf, or any of the buildings or other structures and properties, or dig into the soil or into any road, park, parkway or playground within the Parks without written permission of the Parks & Recreation Director or his/her designee. (Class B)
2. No person shall cut, quarter or remove any dying, dead or downed trees or shrubs from the Parks property without written permission of the Parks & Recreation Director or his/her designee. (Class B)

#### **8. ANIMALS**

1. No person shall hunt, trap, catch, wound or kill or treat cruelly, or attempt to hunt, trap, catch or wound or kill any bird or animal in any park. (Class B)
2. No person shall bring a dog or cat within the Parks, unless properly leashed and/or under voice control at all times. It is also unlawful for any dog owner to allow a dog under his/her control to deposit solid waste or dung without immediately removing such waste in a proper container. (Class A)
3. Any animal found within the park system in violation of this section may be apprehended, removed to the animal shelter, public pound or any other place, provided for that purpose and impounded, all at the expense of the owner. (Class C)

#### **9. FIRES**

No person shall light or make use of any fire in the park system except at such places as may be established for such purposes and then only under such rules as may be prescribed therefore. Every fire shall be continuously under the care and direction of a competent person from the time it is kindled until it is completely extinguished. This ordinance does not supersede the Town of Kennebunk's Beach Ordinance 3-5 Public Beaches. (Class A)

#### **10. SMOKING AND ALCOHOL PROHIBITED**

It shall be unlawful for any person to smoke within the Parks cigarettes, cigars, pipes or other types of tobacco; it shall also be unlawful to possess or consume alcohol within the Parks. (Class A)

#### **11. CAMPING**

No person shall be permitted to camp in Parks without first having obtained an approved Special Events Permit or written permission from the Parks & Recreation Director. (Class A)

#### **12. RESTRICTED AREAS**

No person shall enter upon any portion of the Parks where persons are prohibited as indicated by sign or notice. No person shall enter or attempt to enter any building or area in the Parks when it is closed to the public or scheduled for a specific group or activity, unless invited by same. (Class A)

#### **13. DISORDERLY CONDUCT**

No person within the Parks shall do any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace. (Class B)

#### **14. WEAPONS, MISSILES AND FIREWORKS**

No person or organization shall bring, carry, or use in any way knives, or other weapons of any kind, or any fireworks or other explosive substance of any kind into the park system without the written permission from the Parks & Recreation Director or his/her designee. No person shall throw, cast, or shoot arrows, stones, or other missiles of any kind within the Parks except at such places and times as designated for such purposes. (Class B)

#### **15. HAWKING, PEDDLING AND SELLING**

No person shall hawk, peddle or sell or attempt to hawk, peddle or sell any goods, wares or merchandise of any kind or nature within the Parks without first having obtained written permission of the Parks & Recreation Director. This does not supersede Town of Kennebunk Ordinance 6-1. (Class A)

#### **16. SOUND AMPLIFICATION**

No person within the Parks shall play or operate any sound amplification device including radios, television sets, public address systems, amplified musical instruments and the like or operate any other energy amplification device in a manner which may reasonably be expected to annoy other persons in the Parks. This does not supersede Town of Kennebunk Ordinance 3-19. (Class A)

#### **17. ADVERTISING**

No person shall display any placard or advertisement of any kind in any park, nor shall any person distribute, cast, throw, or place any handbill, pamphlet, circular, advertisement or notice of any kind, nor post, stencil or otherwise affix any notice or bills, advertisements or other papers upon any structure or thing in the Parks unless otherwise authorized by the Parks & Recreation Director or his/her designee. (Class A)

## 18. MOTORIZED VEHICLES

1. Designated Travel Lanes/Parking Areas - No person shall drive any automobile, truck, motorcycle, or other motorized vehicle within any of the Parks except upon the designated roadways and parking areas provided for driving or parking the same, except Town of Kennebunk employees in the performance of their duties.
2. Speed Restrictions - No person may drive a vehicle upon any roadway of the Parks at a speed which is greater than 15 mph. (Class B)
3. Designated Parking Areas - No person shall park any vehicle in designated parking areas of the Parks beyond the normal closing hour of the park system at Dusk except where an individual is attending a function where written permission has been granted for a later closing hour by the Parks & Recreation Director, his/her designee, or specified therein. (Class A)
4. Parking, Standing or Stopping Illegally - No person shall park, stand or otherwise stop a vehicle within any Park, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic control device, in any of the following places: (Class A)
  - a. On lawn areas and grounds.
  - b. In front of public or private driveways or loading zones.
  - c. In any position to block another car legally parked.
  - d. At any place where official signs prohibiting parking entirely or prohibiting parking for more than a specified period have been posted by the Parks.
  - e. In any park beyond the normal closing hour of Dusk.
  - f. In any position which obstructs or interferes with the travel of other vehicles on a roadway or the use of any park facility within the Parks.
  - g. Within fifteen (15) feet of a fire hydrant or traffic control signal or sign.
5. Impounding of Vehicles - Any vehicle parked or standing within the park system in violation of any law, ordinance, or rule is hereby declared to be a public nuisance. Such vehicle may be removed and impounded and the owner or person entitled to possession of the vehicle shall pay all charges and expenses arising out of any action taken hereunder. (Class C)

## 19. DRONES

Drones shall not be allowed for use in Town parks or facilities without authorization from the Parks & Recreation Director or his/her designee.

## 20. PENALTIES

1. Eviction – Any person violating any of the provisions of this ordinance may be forthwith evicted from the Parks.
2. Penalties – Any person who violates this ordinance shall be subject to a fine as set by the Board of Selectmen's fee schedule, in addition to the cost to the Town to repair or, where necessary, to replace any damaged public property.

## 20. ISSUANCE OF CITATION

The Town of Kennebunk's Town Manager shall designate the proper persons or authorities that have the power to issue complaints or citations regarding the enforcement of all ordinances in the preceding chapters.

**PROPOSED: 2016-11-22**

# Drones - Informational Flyer

## About Know Before You Fly

"Know Before You Fly" is an educational campaign that provides prospective unmanned aircraft users with the information and guidance they need to fly safely and responsibly.

## About AUVSI

The Association for Unmanned Vehicle Systems International (AUVSI)—the world's largest nonprofit organization dedicated to the advancement of unmanned systems and robotics—represents more than 7,500 members from 60+ allied countries involved in the fields of government, industry and academia. AUVSI members work in the defense, civil and commercial markets.



For more information, go to [www.auvsi.org](http://www.auvsi.org).

## About AMA

The Academy of Model Aeronautics (AMA) is the premier community-based organization in the United States for model aviation enthusiasts. With 175,000 members, the AMA is dedicated to the advancement and safeguarding of modeling activities. The Academy provides leadership, organization, competition, protection, representation, education and scientific/technical development to the model aviation community.



For more information, go to [www.modelaircraft.org](http://www.modelaircraft.org).

## About the FAA

The Federal Aviation Administration is committed to providing the safest, most efficient aerospace system in the world. The agency is executing a plan for safe and staged integration of unmanned aircraft systems into the National Airspace System.



For more information, go to [www.faa.gov/UAS](http://www.faa.gov/UAS).

For more information visit  
[WWW.KNOWBEFOREYOUFLY.ORG](http://WWW.KNOWBEFOREYOUFLY.ORG)

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Unmanned Flight Safety Guidance

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#FLYRESPONSIBLY

## Commercial

The FAA currently authorizes the use of unmanned aircraft systems (UAS) for commercial or business purposes on a case-by-case basis. You may not fly your UAS for commercial purpose without the express permission from the FAA. You should check with the FAA for further determination as to what constitutes a commercial or business use of small UAS.

### **What is a commercial use of UAS?**

Any commercial use in connection with a business, including:

- Selling photos or videos taken from a UAS
- Using UAS to provide contract services, such as industrial equipment or factory inspection
- Using UAS to provide professional services, such as security or telecommunications

### **What are some examples of commercial uses of UAS?**

- Professional real estate or wedding photography
- Professional cinema photography for a film or television production
- Providing contract services for mapping or land surveys

If you want to use UAS for a commercial purpose, you have a few options. You can apply for an exemption from the FAA to operate commercially. You can use UAS with an FAA airworthiness certificate and operate pursuant to FAA rules. In both cases you would also need an FAA Certificate of Authorization (COA). For more information about how to apply for an exemption, visit [https://www.faa.gov/uas/legislative\\_programs/section\\_333/](https://www.faa.gov/uas/legislative_programs/section_333/).

## Recreational

Currently, small unmanned aircraft systems (sUAS) may be operated for hobby and recreational purposes under specific safety guidelines as established by Congress. Small UAS flown for recreational purposes are typically known as model aircraft.

Under the Special Rule for Model Aircraft, recreational UAS must be operated in accordance with several requirements, including a community-based set of safety guidelines and within the programming of a nationwide community-based organization such as the Academy of Model Aeronautics (AMA). Operators not operating within the safety program of a community-based organization should follow the FAA's guidance at [http://www.faa.gov/uas/publications/model\\_aircraft\\_operators/](http://www.faa.gov/uas/publications/model_aircraft_operators/).

### **What is recreational use of a sUAS?**

The recreational use of sUAS is the operation of an unmanned aircraft for personal interests and enjoyment. For example, using an sUAS to take photographs for your own personal use would be considered recreational; using the same device to take photographs or videos for compensation or sale to another individual would be considered a commercial operation. You should check with the FAA for further determination as to what constitutes commercial or other non-hobby, non-recreational sUAS operations.

### **What are the safety guidelines for sUAS recreational users?**

- Follow community-based safety guidelines, as developed by organizations such as the Academy of Model Aeronautics.
- Fly no higher than 400 feet and remain below any surrounding obstacles when possible.
- Keep your sUAS in eyesight at all times, and use an observer to assist if needed.

- Remain well clear of and do not interfere with manned aircraft operations, and you must see and avoid other aircraft and obstacles at all times.
- Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and vulnerable property.
- Contact the airport or control tower before flying within five miles of an airport.
- Do not fly in adverse weather conditions such as in high winds or reduced visibility.
- Do not fly under the influence of alcohol or drugs.
- Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the sUAS.
- Do not fly near or over sensitive infrastructure or property such as power stations, water treatment facilities, correctional facilities, heavily traveled roadways, government facilities, etc.
- Check and follow all local laws and ordinances before flying over private property.
- Do not conduct surveillance or photograph persons in areas where there is an expectation of privacy without the individual's permission (see AMA's privacy policy).

If you want to use a model aircraft for recreational purpose, we encourage you to read the AMA's Model Aircraft Safety Code and Community-Based Guidelines.

## Public Entities

Public entities, which include publically funded universities, law enforcement, fire departments and other government agencies, may currently apply for a COA from the FAA in order to use sUAS in public aircraft operations.

### **Who can obtain a COA to operate public aircraft?**

- Only government entities—such as federal and state government agencies, law enforcement agencies and public colleges and universities—can receive a COA for public UAS aircraft operations.
- Public aircraft operations must be conducted for a governmental function.
- COAs are most commonly issued to public (government) entities, but are also required for civil (private) operations.
- The FAA thoroughly evaluates each COA application to determine the safety of the proposal.
- COAs are issued for a specific period of time, usually two years, and include special provisions unique to each proposal, such as a defined block of airspace and time of day sUAS can be used.

### **How can I apply for a COA?**

- Visit the FAA website for information on how to apply for a COA online
- Since 2009, the FAA has taken steps to streamline the application process by transitioning online
- The average authorization period is less than 60 days
- Expedited authorization is available in emergency and life-threatening situations

\* For more information about public aircraft operations refer to 49 U.S.C. §§ 40102(a)(41), 40125, and FAA Advisory Circular 00-1.1A, *Public Aircraft Operations* (Feb. 12, 2014).

4

PUBLIC  
HEARING

(e)

**TOWN OF KENNEBUNK MORATORIUM  
ORDINANCE ON RETAIL MARIJUANA ESTABLISHMENTS  
AND RETAIL MARIJUANA SOCIAL CLUBS**

WHEREAS, a ballot initiative to legalize, regulate and tax marijuana for non-medicinal purposes known as the “Marijuana Legalization Act” proposed to be codified in the Maine Revised Statutes in Title 7, chapter 417, will be voted on by a State-wide referendum election on November 8, 2016; and

WHEREAS, the proposed Act authorizes municipalities to regulate the number of retail marijuana stores and the location and operation of retail marijuana social clubs and retail marijuana establishments, including retail marijuana stores, retail marijuana cultivation facilities, retail marijuana products manufacturing facilities and retail marijuana testing facilities, as those terms are defined in the proposed Act, as well as the option to prohibit the operation of retail marijuana social clubs and retail marijuana establishments, including stores, cultivation facilities, manufacturing facilities and testing facilities within its jurisdiction; and

WHEREAS, the proposed Act will not limit the privileges or rights afforded by the Maine Medical Use of Marijuana Act (22 M.R.S.A. §§ 2421 – 2430-B) to qualifying patients, primary caregivers, or registered dispensaries, including cultivation facilities;

WHEREAS, the outcome of the State-wide referendum vote is yet to be determined and the Town’s current Code of Ordinances does not include any regulations related to retail marijuana establishments or retail marijuana social clubs under the proposed new Act, nor any regulations related to products or merchandise associated with the use, cultivation, retail sales, manufacturing or distribution of marijuana and retail stores that specialize in offering such paraphernalia for sale to consumers; and

WHEREAS, the unregulated location and operation of retail marijuana establishments and retail marijuana social clubs within the Town of Kennebunk raises legitimate and substantial questions about the impact of such establishments and social clubs on the Town, including questions of the compatibility of retail marijuana establishments and social clubs with existing uses and development in residential, commercial and industrial zoning districts; the possible connection of retail marijuana establishments and social clubs with medical marijuana cultivation facilities and dispensaries; the potential adverse health and safety effects of retail marijuana establishments and social clubs on the community if not properly regulated; the possibility of illicit sale and use of marijuana and marijuana products to minors and misuse of marijuana and marijuana products by those who would abuse the uses authorized under the new law; potential criminal activity associated with the cultivation,

manufacturing, sale and use of marijuana and marijuana products for non-medicinal purposes and the potential increased burden on the public safety agencies serving the Town in responding to the same; and the adequacy of the Town's streets and infrastructure to accommodate the additional traffic and/or population that may result from the presence of retail marijuana establishments or social clubs; and

WHEREAS, the possible effect of the location and operation of retail marijuana establishments and/or retail marijuana social clubs within the Town has serious implications for the health, safety and welfare of the Town and its residents; and

WHEREAS, the Town needs time to review the proposed Act in anticipation of the election and to review its own Code of Ordinances to determine the implications of future proposed retail marijuana establishments and/or social clubs to develop reasonable ordinances governing the location and operations of such establishments and social clubs to address the concerns cited above; and

WHEREAS, the Town, under its home rule authority, its police power generally, and under 30-A M.R.S.A., chapter 187, subchapter 3 ("land use regulation"), as provided by the proposed new Act, or as otherwise provided by current law, has the authority to impose reasonable restrictions, conditions, and limitations on such retail marijuana establishments and social clubs; and

WHEREAS, the Board of Selectmen, with the professional advice and assistance of the Kennebunk Police Department, the Planning Board and the Planning Department, shall study the Town's current Code of Ordinances to determine the land use and other regulatory implications of retail marijuana establishments and social clubs and consider what locations, if any, and conditions of approval, if any, might be appropriate for such uses; and

WHEREAS, the Town's current Code of Ordinances and other applicable local laws are not adequate to prevent serious public harm that could be caused by the development of retail marijuana establishments and social clubs and other uses authorized by the proposed changes in law to be voted on in the November 8, 2016 referendum election, thereby necessitating a moratorium; and

WHEREAS, a moratorium is necessary to prevent an overburdening of public facilities that is reasonably foreseeable as the result of retail marijuana establishments and social clubs and other uses authorized by the proposed changes in law, if passed, to be voted on in the November 8, 2016 referendum election, being located in the Town; and

WHEREAS, it is anticipated that such a study, review, and development of recommended ordinance changes will take at least one hundred and eighty (180) days

from the date the Town enacts this Moratorium Ordinance on Retail Marijuana Establishments and Retail Marijuana Social Clubs;

NOW, THEREFORE, be it ordained, at a Kennebunk Town Meeting, that the following Moratorium Ordinance on Retail Marijuana Establishments and Retail Marijuana Social Clubs be, and hereby is, enacted, and, in furtherance thereof, the Town does hereby declare a moratorium on the location, operation or licensing of any retail marijuana social clubs and any retail marijuana establishments, including retail marijuana stores, retail marijuana cultivation facilities, retail marijuana products manufacturing facilities and retail marijuana testing facilities, within the Town.

In addition, the Town does hereby declare a moratorium on the location, operation or licensing of any new medical marijuana cultivation facilities or dispensaries under the terms of the Town's Zoning Ordinance, within Kennebunk.

This Moratorium Ordinance shall take effect, once enacted by Town Meeting, in accordance with the provisions of the Town Charter, but shall be applicable as of October 11, 2016, as expressly provided below. The moratorium shall remain in effect for one hundred and eighty (180) days from the date of applicability of this Ordinance, unless extended, repealed, or modified by the Board of Selectmen, for the express purpose of drafting an amendment or amendments to the Town's current Code of Ordinances to protect the public from health and safety risks including, but not limited to, compatibility of retail marijuana establishments and social clubs with existing and permitted uses in residential, commercial and industrial zoning districts; the correlation of retail marijuana establishments and social clubs with medical marijuana cultivation facilities and dispensaries; the potential adverse health and safety effects of retail marijuana establishments and social clubs on the community if not properly regulated; the possibility of illicit sale and use of marijuana and marijuana products to minors and misuse of marijuana and marijuana products by those who would abuse the uses authorized under the new law; criminal activity associated with the cultivation, manufacturing, sale and use of marijuana and marijuana products for non-medicinal purposes and the potential increased burden on the public safety agencies serving the Town in responding to the same; and the adequacy of the Town's streets and infrastructure to accommodate the additional traffic and/or population that may result from the presence of retail marijuana establishments or social clubs

BE IT FURTHER ORDAINED, that this Ordinance shall apply to retail marijuana social clubs and retail marijuana establishments, including retail marijuana stores, retail marijuana cultivation facilities, retail marijuana products manufacturing facilities and retail marijuana testing facilities, as those terms are defined by the proposed "Marijuana Legalization Act" to be codified, if passed, at 7 M.R.S.A. §§ 2442 (36), (39), (40), that may be proposed to be located within the Town on or after the October 11, 2016 applicability date of this Moratorium Ordinance; and

BE IT FURTHER ORDAINED, that notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, this Moratorium Ordinance, when enacted, shall govern any proposed retail marijuana establishments or social clubs for which an application for a building permit, Certificate of Occupancy, site plan or any other required approval has not been submitted to and granted final approval by the Code Enforcement Officer, Planning Board or other Town official or board prior to October 11, 2016, the applicability date of this Moratorium Ordinance; and

BE IT FURTHER ORDAINED, that no person or organization shall develop or operate a retail marijuana establishment or social club within the Town on or after the October 11, 2016 applicability date of this Moratorium Ordinance without complying with whatever ordinance amendment or amendments the Town may enact as a result of this Moratorium Ordinance; and

BE IT FURTHER ORDAINED, that no person or organization shall develop or operate a business that engages in retail or wholesale sales of products or merchandise for which a substantial portion of its business is to prepare, cultivate, distribute or ingest marijuana or retail or wholesale sales of such products or merchandise of the kind that are commonly offered for sale or used at so-called head shops, retail marijuana social club or retail marijuana establishment, including, without limitation, water pipes, hashish pipes, glass pipes, pipe screens, bongs, vaporizers, scales, rolling papers, hydroponic equipment and grow lights and general tobacco products in so-called smoke shops; and

BE IT FURTHER ORDAINED, that during the time this Moratorium Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the Town shall accept, process, approve, deny, or in any other way act upon any application for a license, building permit, certificate of occupancy, special exception review, site plan review and/or any other permits or licenses related to a retail marijuana establishment, retail marijuana social club, a new medical marijuana cultivation facility or dispensary, or the expansion of an existing medical marijuana cultivation facility or dispensary; and

BE IT FURTHER ORDAINED, that those provisions of the Town's current Code of Ordinances that are inconsistent or conflicting with the provisions of this Moratorium Ordinance, are hereby repealed to the extent that they are applicable for the duration of the moratorium hereby ordained, and as it may be extended as permitted by law, but not otherwise; and

BE IT FURTHER ORDAINED, that if retail marijuana establishments, retail marijuana social clubs, new medical marijuana cultivation facilities or dispensaries, or expansions of existing medical marijuana cultivation facilities or dispensaries are established in violation of this Ordinance, each day of any continuing violation shall constitute a separate violation of this Ordinance, and the Town shall be entitled to all

rights available to it in law and equity, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations; and

BE IT FURTHER ORDAINED, that should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

Applicability Date: October 11, 2016  
October 25, 2016 (updated)

PROPOSED

9.b.

JANET T. MILLS  
ATTORNEY GENERAL



STATE OF MAINE  
OFFICE OF THE ATTORNEY GENERAL  
6 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0006

TEL: (207) 626-8800  
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84 HARLOW ST. 2ND FLOOR  
BANGOR, MAINE 04401  
TEL: (207) 941-3070  
FAX: (207) 941-3075

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PORTLAND, MAINE 04101  
TEL: (207) 822-0260  
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1  
CARIBOU, MAINE 04736  
TEL: (207) 496-3792  
FAX: (207) 496-3291

December 20, 2016

Kennebunk Police Department  
Chief Robert MacKenzie  
4 Summer Street  
Kennebunk, ME 04043-6642

RE: State of Maine vs. Taylor Keene  
York County Superior Court Doc. No. CR-16-775 - **Criminal Forfeiture**  
Required Vote of Municipal Officers/Approval of Transfer of Forfeiture Assets

Dear Chief MacKenzie:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

- A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**
- B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;
- C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) *In Rem* will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) *In Rem* are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) *In Rem* to a Department, Agency, County or Municipality based upon the "*substantial contribution*" of that Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) *In Rem* or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final

forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Karen Dostaler for".

Karen Dostaler  
Assistant Attorney General

Enclosure

STATE OF MAINE  
York, ss

SUPERIOR COURT  
Criminal Action  
Docket No. CR-16-775

State of Maine	}	
	}	
v.	}	Municipality of Kennebunk
	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) & §5822(4)(A)
Taylor Keene,	}	
Defendant;	}	
	}	
And	}	
	}	
\$6,472.00 U.S. Currency,	}	
Defendant(s) In Rem #1	}	
	}	
One 2004 Chevrolet 1500 pick-up truck	}	
VIN # 2GCEK19VX41264583	}	
Defendant(s) In Rem #2	}	

NOW COMES the municipality of Kennebunk, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned 25% of Defendant(s) in Rem #1 (\$1,618.00 in U.S. Currency) and 100% of Defendant(s) in Rem #2 (one 2004 Chevrolet 1500 pick-up truck), or any portion thereof, on the grounds that the Kennebunk Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Kennebunk, Maine does hereby approve of the transfer of the Defendant(s) in Rem #1 and #2, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Kennebunk municipal legislative body on or about

\_\_\_\_\_.  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Municipal Officer  
Kennebunk, Maine  
(Impress municipal legislative body seal here)

9.c.

**2017 TIF Districts Projects and Recurring Expenditures**

A	B	C	D	E	F	G	H	I	Proposed	Status	Changes
TIF DISTRICT	Priority with "A" being the Highest	Request	Approx. Cost	Is this an allowable expenditure using TIF \$?	To be paid out of other funds instead?	Information	Recurring 2015	2016	2017		
1	Downtown	A	Geraniums and related maintenance	\$5,000	Yes	No	Recurring	\$5,000	\$5,000	Same	\$5,000
2		A	Planting, watering and maintenance of flower beds in islands, planting areas, entrances to Town	\$3,000	Yes	No	Recurring	\$3,000	\$3,000	Same	\$3,000
3		A	Economic Development Director	\$35,000	Yes	funded from all three TIF's	Recurring	\$20,000	\$35,603		would come out and go into the regular budget
4		A	Trolley (Route to be from Wells to Downtown to LV--3 to 5 yrs.)	\$34,000	Yes	No	Recurring	\$34,000	\$34,000	Same	\$34,000
5		A	Downtown Flowers, Maintenance, Watering	\$37,000	Yes	No	Recurring	\$37,000	\$37,000	Same	\$37,000
6		A	Holiday Wreaths & Garland	\$3,000	Yes	No	Recurring	\$2,500	\$3,000	Same	\$3,000
7		A	Annual funding for recurring events such as WinterFest, May Day, Old Home Week (now called SummerFest), HarvestFest, Tree Lighting, Shakespeare in the Park.	\$15,000	Yes	No	Recurring	\$15,000	\$15,000		Should evaluated often times not always used
8		A	Chamber Annual Support	\$5,000	Yes	No	Recurring	\$5,000	\$5,000	Same	\$5,000
9		A	Kennebunk Development Corp.	\$5,000	Yes	No	Recurring	\$5,000	\$5,000	Same	\$5,000
10		A	Kennebunk Event Brochure	\$5,500	Yes	No	Recurring	\$5,500	\$5,500	Same	\$5,500
11		A	Annual Funding for Shakespeare in the Park	\$2,500	Yes	No	Recurring	\$2,500	\$3,500	Same	\$3,500
12		A	Downtown Network Program	\$1,000	Yes	No	3rd yr of program	\$1,000	\$1,000		this program other than it provides a bonus point on grants
13		A	Miscellaneous	\$5,000	Yes	No	Recurring	\$5,000	\$5,000	Same	\$5,000
14		A	Marketing Infor-mercial	\$3,500	Yes	No	one-time		\$3,500		this was a one time expenditure
			Multi Media outsourced to Chamber- this achieves one of the BOS objectives on communication						\$20,000		handle all multi media for Town
15		A	Membership on the Economic Dev. Corp. (Charlie Galloway represents the community on their board)					\$5,258	\$5,258		\$5,258
16			<b>SUB TOTAL Recurring</b>					<b>\$140,500</b>	<b>\$161,103</b>		<b>\$146,258</b>
17											
18											
19	West Kennebunk										
20		A	Flowers & geraniums and watering (estimated)	\$1,200	Yes	No	Recurring	\$1,200	\$1,200	Same	\$1,200
21		A	Economic Development Director	\$15,000	Yes	funded from all three TIF's	Recurring	\$15,000	\$15,000		would come out and go into the regular budget
22		A	Holiday Wreaths & Garland	\$700	Yes	No	Recurring	\$250	\$300	Same	\$300
23		A	Two Benches	\$2,000	Yes	No	one-time		\$2,000		this was a one time expenditure
24											
25			<b>SUB TOTAL Recurring</b>					<b>\$16,450</b>	<b>\$18,500</b>		<b>\$1,500</b>
26											
27											
28	Lower Village										
29		A	Flowers & geraniums and watering (estimated)	\$2,000	Yes	No	Recurring	\$2,000	\$2,000	Same	\$2,000
30		A	Holiday Wreaths & Garland	\$700	Yes	No	Recurring	\$250	\$300	Same	\$300
31		A	Economic Development Director	\$9,000	Yes	funded from all three TIF's	Recurring	\$0	\$9,000		would come out and go into the regular budget
32			Benches								5 benches in and \$5,000 around boardwalk
			Beach Parking Study								study beach areas for optimizing parking in support of Bch Asset
			<b>SUB TOTAL Recurring</b>					<b>\$2,250</b>	<b>\$11,300</b>		<b>\$22,300</b>
								<b>\$159,200</b>	<b>\$190,903</b>		<b>\$170,058</b>

major difference is shifting of Ec.Dev.Dir. funding from regular budget

New Request



## Social Media Management – Kennebunk

**Maintain/run Town of Kennebunk Facebook page (posting events, photos, etc.):** The page currently has about 500 followers with little to no engagement and features posts on meetings and some events, with very little artwork. In addition, it often features multiple posts in a day, which triggers the Facebook algorithm to suppress the posts – meaning people aren't seeing them. We would look to create 4-7 Facebook posts a week, featuring not just meetings but upcoming events (also utilizing the event feature on the site for additional sharing and engagement), photo albums from events, and articles of general interest (on a new business – whether or not they are Chamber members, great person, etc.). While we are looking for more reader engagement in terms of likes and shares and could answer the occasional question on time of events or location, we will not engage in any discussion of a controversial nature, or seek to explain positions of the town on any matters. That creates a legal situation we are fully aware does not benefit either of us. Instead, we would look to keep the site interesting and informative, creating a resource for residents and showing visitors how vibrant our community is.

**Look into other social media channels/Instagram:** As we look into the types of audiences that exist for the town's message, we would explore other avenues of reaching those audiences. For either residents/potential residents OR tourists/visitors, the visual medium of Instagram holds great appeal and is an effective channel for sharing a message. Through discussions with town officials, we will determine which audience to target and create an account that highlights the right message through visual cues such as photos, graphics and videos.

Through the use of carefully curated photos – either taken by us or shared by residents/visitors/businesses – coupled with custom hashtags, we will seek to reflect Kennebunk's brand and bring it to a wider audience. This would involve a minimum of twice-weekly posts, seasonal hashtag contests, and a campaign targeted to residents, businesses and visitors to foster photo sharing.

**Create event flyers:** We are extremely fortunate to have a talented designer on staff in the person of Laura Snyder Smith. While Laura is already assisting with some Kennebunk flyers, we would take on the design of all event flyers, to foster design and message consistency. We would create a template for each committee to fill out and submit for flyer creation, and an expected turn-around time. The created flyers would be available in multiple formats suitable for use on Facebook, Instagram, the town's cable channel, web site and posters.

**Work on promotional piece with town:** The town currently produces an annual promotional piece with Seacoast Media Group, and we propose to take on the content creation, design and editing of the piece,

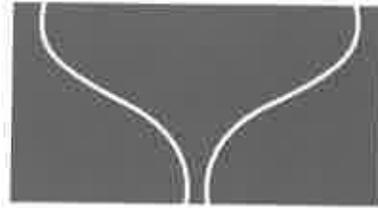
in conjunction with the town manager and director of economic development. This would include a discussion on the mission for the piece, its intended audience, distribution and content. Following this discussion, we would create content, secure photos and design a piece that will be fully vetted by the town manager and others.

**Goals:** We would seek to achieve the following goals in the initial 12-month period:

- 1) Grow current Facebook page to 1,500 followers and increase engagement.
- 2) Create and maintain Instagram account.
- 3) Create a design style for all town-sponsored events and roll out a flyer program to all town committees.
- 4) Discuss and redesign the town's promotional piece along with SMG.

**The bottom line:** We believe we are uniquely positioned to take on the media management for the Town of Kennebunk because a) we are currently successfully maintaining our own sites, of which there is a potential significant overlap of content; b) we are used to the tenor and approach needed to engage people on both the local and visitor level; c) we currently work quite closely and well with various town departments and serve on a number of local committees; d) two of us have previously worked in journalism and understand the parameters that need to be set within a working relationship such as the one proposed.

Thank you for your consideration.



*Continued  
Funding Request*

THE CHAMBER  
KENNEBUNK-KENNEBUNKPORT  
ARUNDEL

TO: Barry Tibbetts, Assistant Town Manager  
Mike Pardue, Acting Town Manager

FROM: Laura Dolce, Executive Director  
Kennebunk-Kennebunkport-Arundel Chamber of Commerce

DATE: Jan. 4, 2017

RE: Town of Kennebunk / Chamber Funding Proposal

On behalf of the Chamber, I want to thank you for serving on our Board of Directors and for all of the support you have given the Chamber. Your dedication to helping with the Chamber's presence in Kennebunk is appreciated. The Board of Selectmen's and the town's continued support in the amount of \$5,000 has been incredibly helpful.

The past year was another year of growth for us. We continued our strong partnership with the town, including our commitment to serving on its boards and taking on a role in local issues. We look forward to continuing that involvement in the year to come. At the same time, we greeted more than 35,000 cruise ship passengers, and tens of thousands of other visitors at our Lower Village kiosk. We also worked with the town on our second annual local job fair, benefitting 47 local businesses and more than 200 job-seekers. We created the LAUNCH! maritime festival, a three-day event that celebrated the shared seafaring history of Kennebunk, Kennebunkport and Arundel. We held our second annual Prelude Family Skating Party at the Waterhouse Center, worked with our rec department and Downtown Committee on the Prelude shuttle and are planning a Roger Brooks two-night event on community planning with Mat Eddy.

To do all of this, we rely upon the support of our member communities. At this time, I would like to request that the Town of Kennebunk consider another year's allocation of \$5,000 in support of the work that the Chamber does in the community.

I'd be happy to meet with you and/or the selectmen to discuss our request. Many thanks.

PO Box 740 / 16 Water Street  
Kennebunk, ME 04046  
207-967-0857

11.a.



## COUNTY OF YORK

45 Kennebunk Road  
Alfred, Maine 04002

(207) 459-2313  
Fax (207) 324-9494  
YC-Commish@co.york.me.us

*Sallie V. Chandler, Chair  
District 1*

*Richard R. Dutremble  
District 2*

*Marston D. Lovell  
District 3*

*Michael J. Cote  
District 4*

*Gary A. Sinden  
District 5*

*Gregory T. Zinser  
County Manager*

*Kathryn A. Dumont  
Assistant to the Manager*

*Victoria C. Ridlon  
Finance Director*

*Linda M. Corliss  
Human Resource Director*

*Frank P. Wood  
Treasurer*

*Rose M. Leeman  
Deputy Treasurer*

December 22, 2016

Dear Municipal Officials:

The York County Commissioners will be holding a Public Hearing on January 18, 2017 beginning at 4:30 p.m. in the EMA training/conference room in the Government Building located at 149 Jordan Springs Road in Alfred.

The purpose of the meeting will be to discuss the County's initiative to create a detox and drug treatment center in a County owned building located on Layman Way in the Town of Alfred.

It is anticipated that part of the discussion will center on funding, including the use of County tax dollars.

The County Commissioners encourage your attendance. A copy of the proposed program is included for your review.

Kindest Regards,

  
Gregory Zinser  
York County Manager  
GZ/kad  
Enclosure

# Layman Way Recovery Center

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A Collaborative Effort of



## Welcome to Layman Way Recovery Center

*A Pilot Project of York County Government and York County Shelter Programs Inc.*

Three entities, the York County Shelter Programs (YCSA), York County Government, and the York County District Attorney's Office have spent multiple months collaborating and designing a pilot program unlike any other in the State of Maine. This pilot program is a unique, multi-faceted approach designed to treat the person's addiction with the goal of getting the low level offender out of jail as soon as possible. This will be accomplished by:

1. Implementing a diversionary program with the D.A. and judicial system.
2. An intensive detoxification and residential rehabilitation program

YCSA operates both programs with financial support from County Government, referrals from the DA's office, law enforcement, the criminal defense bar and the jail system. In addition, clients currently within the YCSA continuum of care may also be found eligible for placement in either program.

# Layman Way Recovery Center

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A Collaborative Effort of



## How It Works

### YCS&P Residential Rehabilitation and Detoxification Programs

These two distinct programs are housed in one building owned by the County of York. The building is located on the grounds that also houses the York County Jail. However, these programs are not a part of the York County Jail system.

The detoxification center has 12 beds, with an average length of stay in detox of 3-7 days. The residential rehab program runs for 3-6 months in duration, and has 12 beds for women and 12 beds for men.

The programs are not meant to be utilized as a way to avoid jail per se, but instead, to alleviate overcrowding with a population of individuals who have been determined appropriate and eligible for treatment services. The focus is on providing the treatment not currently available in most jail settings, and offering individuals education and skills to arrest their substance use disorder and hopefully avoid re-offending.

This document serves as a basic outline of what services are offered as well as how potential detox patients and residents of the rehabilitation program can obtain placement. There are individual program descriptions to refer to for more specific information about each portion of the program.

Individuals who are in need of detox services may or may not also need residential rehabilitation services. The opposite is also true, where individuals in need of residential rehabilitation may or may not also need detoxification services first. For the ease of definition and outlining the procedures, assume at the point of contact the individual is in need of the specified service.

If the program(s) have openings, and neither legal system, nor YCS&P have pending referrals for placement, beds will be available to the larger York County community. Individuals interested

in making a referral for detox or residential rehab are asked to call the main number and seek placement.

### **Detoxification Program Overview**

As stated above, the detox program offers up to 12 beds for individuals who are in need of medically managed, non-intensive detoxification. Any individual requiring a hospital setting for safe detox, will be referred there. Generally, individuals who have complex underlying medical concerns are not appropriate for this free standing detox.

During the 3-7 day detox stay, individuals can expect a full assessment and physical, overview from the medical staff, nursing staff attention 24 hours per day, management of medications, nutritional meals, and basic exposure to remaining clean and sober. Individuals who have successfully completed the detox program and are eligible for residential rehabilitation, can expect to be transitioned from one side of the building to the other as they are admitted into rehab, assuming bed availability.

### **Residential Rehabilitation Program:**

This program offers up to 12 beds for women and up to 12 beds for men for a period of 3-6 months, depending upon individuals' needs. The day is structured from 6am until 11pm at night, with multiple staff available to support recovery and abstinence efforts. Many activities are co-ed; however, there are gender specific groups throughout the week for men and women, to address concerns specific to them.

Individuals entering the rehabilitation program may come directly from jail or the court system, as well as through the YCSP continuum of care. During placement in the program, individuals will engage with counseling staff, medical staff, and case management staff as necessary and required in order to meet their specified goals. After care and discharge planning can also be offered following successful completion of the rehabilitation program.

If beds are available and no pending referrals are in place, admission into the program will be offered to the County of York community. Direct calls for placement can be made to the number provided.

### **Generally speaking, neither program can serve:**

1. Violent offenders who have pending charges where his/her victim may already be in the treatment/detox program. \*Please note, a history of domestic violence will not automatically make someone ineligible. The nature of the current charges and level of violence will be evaluated and determination made. However, anyone facing new charges involving domestic violence will be ineligible.
2. Violent offenders that include weapons charges, violence against children, sexual battery.
3. Sexual offenders, past charges, convictions, or current charges pending.

4. Habitual offenders that present as institutionalized, have gang related ties, or otherwise are viewed as non-rehabilitative in this program.
5. Individuals under age 18, including those who have been emancipated.
6. Individuals with a history of arson.
7. Individuals charged with Trafficking in Scheduled drugs.

**For Individuals Who Have Been Arrested:**

1. The initial point of contact will be via law enforcement personnel who respond to a situation and ultimately place the individual in custody.

\*Law enforcement information is considered vital in determining the placement of the individual. For example, often times arresting officers know the individual quite well, having interfaced with them previously. They may have firsthand knowledge that the individual has an alcohol/drug dependency issue that needs to be addressed. This information will have to be relayed to the bail commissioner as he/she considers conditions of release.

2. The individual is either brought to York County Jail, where bail will be set, or bail will be set at the local Police Department. This is entirely dependent on local practice.
3. For individuals for whom the bail commissioner has made the determination that they should enter into and complete a long term residential treatment program, a condition of bail reflecting that will be imposed. This condition can be imposed for individuals requiring detox, on the assumption that he/she will be a likely candidate for a long term treatment program. If the individual is determined ineligible for the long term treatment program after completion of detox, the YCSP will report their inability to remain in the program to law enforcement and they will be returned to the YCJ to appear before a judge at the next in custody session.
4. Individuals who cannot make bail or meet the conditions of their bail – in this case the requirement that they enter into long term residential treatment for substance abuse issues – will be transported to the York County Jail. Jail intake will place a call to YCSP, who will respond to the jail directly within 2-4 hours to conduct a basic screening for either detoxification or residential rehab. Admission into either program will require consult with medical and supervisory staff, who may have additional questions or need further clarifying information. YCSP anticipates this will occur, and therefore recommends YCSP staff go directly to the jail to meet with the potential patients or residents.
5. Assuming eligibility, the results of the screening will be in writing, and available for the Lawyer of the Day (LOD), the prosecutor and the court at the individual's first appearance before a judge which will occur (except for long weekends) within 48 hours of arrest, many times within hours. If the court accepts the recommendation of treatment as a bail condition, a bed to bed transfer order will be entered. They are not considered incarcerated, however, will be transferred with stipulations regarding successful completion of legal requirements. The

YCSP agrees to report immediately to law enforcement any failure to remain at or complete the program. Those individuals will be considered to be in violation of their bail.

6. Assuming ineligibility, the individual will remain incarcerated for failure to meet the conditions of bail and be brought before a judge within 48 hours. It is anticipated that the screening for the program will occur within hours of arrest, and the decision regarding eligibility will be made before the individual is scheduled to appear at the next scheduled in custody arraignment session.

7. It is hoped that the bail order entered by the court will address the necessary adjustments to court scheduling for the individual to ensure adequate time is allowed for completion of the residential treatment program.

8. Individuals who have been admitted into detox program, who would also benefit from continued residential treatment will be referred to the residential rehabilitation program, located in the same building. This information will be available during the court appearance.

**For Those Individuals Summoned, but Not Arrested:**

1. Contact with law enforcement resulting in a summons to court
2. At his/her initial appearance an individual can be recommended by the court judge to attend residential rehab and/or detox program.
3. Individual will be released to treatment program, as a condition of bail, following court appearance
4. Treatment staff will work closely with the legal system, court officers, probation officers in ensuring compliance with legal requirements occurs

**For Those Whose Initial Point of Entry is Not Law Enforcement**

1. Individuals within the YCSP continuum of care will receive priority over the larger County of York community
2. Individuals will be referred to the detox or residential treatment program directly, following the same admissions procedures outlined above.
3. This program is simply considered one of the continuum of care options for any homeless YCSP resident, however, not every YCSP referred individual will be accepted. Admissions will occur in order that the referrals are received.
4. For those not in the YCSP continuum, direct inquiry regarding availability and placement will be handled by calling the main number and asking about availability and placement.

# Layman Way Recovery Center

## A Collaborative Effort of



### Detoxification Program Overview

**Description:** YCSPP manages a 12 bed, residential, detoxification program, located in Alfred, Maine. This program is a collaborative effort between York County Shelter Programs, York County District Attorney's Office, and York County Government. The primary focus is on serving individuals who would otherwise face legal charges and/or incarceration primarily due to a substance dependency problem. The goal is to provide detoxification to individuals who have been placed under arrest for non-violent crimes, in lieu of incarceration, who are in need of detoxification. Following successful detox, the individual may then move onto another treatment option as recommended by the treatment team. If you have pending legal charges, we will work closely with the legal system in ensuring you attend scheduled court appearances. Completion of detox does not alleviate any legal issues you are currently facing.

The detox program will also serve individuals within the YCSPP continuum (Serenity House, Farm, Alfred Residential, any tenant in housing YCSPP owns) who may require detox services. Assuming those two needs have been met, and there remains availability, the detox program will be open to the county of York to address the needs of Southern Maine. When beds are open to general referrals, individuals will be served on a first come first served basis. If beds become full, referring agents will be given alternative detoxification programs.

The detox program can accommodate up to 6 men and 6 women, in private rooms during the course of their detoxification. The program is staffed 24 hours a day, 7 days per week, with nursing staff, physicians, licensed counselors, and direct care staff. Individuals are provided opportunity to engage in both individual and group counseling to explore readiness for change, commitment to abstinence, appropriateness for placement in further treatment, and general exposure to addiction and co-occurring disorders.

This detoxification program is considered a "freestanding residential detoxification program" and does not replace in-patient, medically managed detoxification in a hospital setting. If an individual requires acute medical care during the detoxification process, a hospital setting is more appropriate, and will be recommended.

During your 3-5 day stay you can expect to see your assigned counselor on a daily basis, the physician on a daily basis, nursing staff at least once on every shift 24 hours per day. Staff will closely monitor your well-being and whereabouts during detox. Blood draws will occur, medications will be offered, and meals prepared for you. You will be encouraged to join the larger community of others currently in the detox program for group counseling sessions. The groups will focus on the next steps in your recovery process, introducing you to

AA or NA, defining relapse triggers, exploring alternatives to using substances, engagement with others who are committed to abstinence, and beginning levels of co-occurring education. In addition, if you are a part of the legal system (pre-release, bail conditions, pending charges) you can expect to engage with your probation officer, the DA's Office, law enforcement personnel, and the court judge.

**Services:**

Generally speaking, the services that will be provided during the average length of stay in the detox (3-5 days) include the following:

1. Complete bio-psycho-social assessment and evaluation that will occur during intake
2. A complete medical physical, including evaluation for medications during the detox process
3. Medical monitoring by nursing staff 24 hours per day
4. Medical evaluation and follow up by physician on a daily basis
5. Medication assisted treatment to ease withdrawal, as necessary
6. Individual and group counseling as tolerated
7. Nutritional assessment
8. Diet specific to detox protocol, including up to 3 meals per day, and appropriate snacks as tolerated
9. Referral to residential and/or outpatient treatment as an after care component following detox completion
10. Laboratory blood work and diagnostic assessment as needed
11. Family communication and involvement
12. Exposure to 12 step programming (AA, NA, Alanon)

**General Eligibility**

1. Individuals aged 18 or older
2. Individuals who have been assessed by the physician and nursing staff as needing detoxification
3. Individuals needing detox will not need acute care-if they do, they will be referred to a hospital setting for such.
4. Individuals being referred through criminal justice process will agree to conform to requirements set forth by the Bail Commissioner, their attorney, the court paperwork, and/or their probation officer.
5. Individuals being considered for detox program will require physician's authorization for admission. This means a physician will authorize the detox level of care as necessary for the individual.
6. History of legal offenses cannot include excessive violence or sexual offenders, both convictions and pending charges.
7. Individuals with Maine Care or other insurance will permit billing such insurance for the cost of the detox.

**Discharge:**

You will be formally discharged from the detoxification program for any of the following reasons:

1. You voluntarily leave-you will not be held against your will, you are free to leave at anytime.
2. You successfully complete the detoxification process and have been medically cleared to leave by our physician.
3. You act aggressively towards another patient or staff.
4. You fail to follow any legal stipulations placed upon you.
5. You appear to need a higher level of medical care than this program can support.
6. If you disappear from the program and your whereabouts are unknown
7. If you fail to follow the basic rules of the detox program during your stay

**Laymen Way Recovery Center  
Detox Program Budget**

	Rate	Hours	Benefits	Detail	Calculated	Rounded
Medical Director (no benefits)	33.00	2,080.00	-		68,640.00	68,600.00
Director of Nursing	29.00	2,080.00	30%		78,416.00	78,400.00
3 RN	25.00	6,240.00	30%		202,800.00	202,800.00
2 RN (24 hrs/wk)	27.00	2,496.00	-		67,392.00	67,400.00
3 CRMA	17.00	6,240.00	30%		137,904.00	137,900.00
2 CRMA (24hrs/wk)	18.00	2,496.00	-		44,928.00	44,900.00
1 CADC/LADC	16.50	2,080.00	30%		44,616.00	44,600.00
Case Manager (1/2 Detox, 1/2 Rehab)	16.00	1,040.00	30%		21,632.00	21,600.00
Admin Assistant (1/2 Detox, 1/2 Rehab)	15.00	1,040.00	30%		20,280.00	20,300.00
Full Time Cook (1/2 Detox, 1/2 Rehab)	15.00	1,040.00	30%		20,280.00	20,300.00
Part Time Cook (1/2 Detox, 1/2 Rehab)	14.00	1,040.00			18,928.00	18,900.00
Admin Support				\$500/mth	6,000.00	6,000.00
Portion of Clinical Director				\$1,000/mth	12,000.00	12,000.00
Food	\$12/day meals and \$2/snack	12 clients		\$14*12*365	61,320.00	61,300.00
Supplies					12,000.00	12,000.00
Medical Supplies					12,000.00	12,000.00
Medications					8,000.00	8,000.00
Training					8,000.00	8,000.00
Cell Phones				\$50 * 6 staff/mth	3,600.00	3,600.00
Mileage					1,500.00	1,500.00
Licenses			5 RNs @\$50	250.00		
			1/2 MD	250.00		
			CADC	50.00		
			2 CRMA @\$85	170.00		
		Facility	1/2 \$150	75.00		
Lab work					795.00	1,000.00
						3,200.00
						854,300.00
Exam Room Set Up					15,000.00	15,000.00
Total Detox Budget						869,300.00

# Layman Way Recovery Center

## A Collaborative Effort of



### York County Residential Rehabilitation Program

**Description:** Welcome. We are pleased to provide you with this treatment program as a part of your recovery from chemical dependency. This program is a collaborative effort between York County Shelter Program, York County District Attorney's Office, and York County Government.

The three entities spent many months discussing the lack of residential treatment within York County. Of further concern is the high number of individuals currently incarcerated for non-violent crimes tied to their dependency issues, who would benefit from treatment instead of jail. This group is the primary target population to be served through this program. York County Shelter Program has individuals in need within our continuum of care who may also be referred to this residential treatment, as appropriate. When possible and appropriate, diversion into this treatment program will occur.

There are two basic points of entry. Assuming the individual has been arrested, they will be brought to the York County Jail. The individual will have an opportunity to meet with a Bail Commissioner. If you are under the influence, you may be referred to our detoxification program, and from there potentially referred to this residential rehab program. If you are not under the influence, but determined to have chemical dependency issues, the Bail Commissioner will contact a representative of YCSP to conduct a screening for eligibility and appropriateness for treatment. Based on bed availability, the individual could potentially transfer over to the rehab program prior to making their court appearance. If the individual is found eligible and appropriate but unable to transfer prior to court appearance, the court will be notified that the individual is awaiting bed placement at the residential rehab program.

Your involvement in residential rehab has been recommended or mandated by the legal system. However, while here, you are not considered incarcerated, and this program is a voluntary program. We will work closely with you in navigating your engagement with the court, the District Attorney, your probation officer on any stipulations or bail conditions you are currently under.

This program is designed to serve up to 12 women and 12 men for a period of 3-6 months, depending upon your unique needs for treatment. Generally speaking, the program is structured daily, with expectations of group and individual counseling attendance. In addition, a family component is also offered in efforts to educate family members and involve them in your recovery efforts.

The location of the residential rehab program is in a building that also houses our 12 bed detox program. The building is made up of two wings, one is designated for detox and one for residential rehab, separating men from women. When appropriate, co-ed activities will occur, such as meal time, community meetings, and general education about addiction. At other times, gender specific treatment approaches will be used to support men only and women only groups.

**Admission Criteria:**

1. age 18 or older
2. demonstrated chemical dependency problem, severe enough to warrant residential treatment
3. legal history supports crimes are non-violent in nature
4. no history of sexual inappropriateness or sexual offenses
5. demonstrates ability to engage in group and individual counseling sessions
6. is not currently under the influence of substances
7. is not currently suicidal or homicidal
8. is agreeable to contracting to non-violent and aggressive behavior will in treatment
9. is in agreement to comply with any/all legal charges and requirements (if applicable)
10. is willing to identify goals in relationship to abstinence and recovery and is willing to work towards those goals
11. Demonstrates a need for this level of residential care

**Admission Process**

1. Following your arrest (when applicable) you will be taken to the York County Jail.
2. You will meet with a bail commissioner if you are unable to bail yourself out.
3. If you have chemical dependency issues and your recent involvement with law enforcement is a result of your chemical dependency, the bail commissioner will pre-screen you for possible placement into the residential treatment program with the assistance of the YCSP, who will send a representative from the residential rehab to meet with you and determine eligibility.
4. Assuming eligibility, you will be transferred to the program.
5. Once you arrive at the residential program, staff will complete an orientation and admission into the program. They will review the rules, expectations of you, and assign you a bed.
6. You will be expected to begin participating in the daily structure of activities as soon as you arrive.
7. If you are coming from the detoxification program we operate, you will be transferred to the residential treatment program once you complete your detox.
8. If you are coming from within the YCSP continuum, you will be screened by a representative of the program and scheduled for admission as soon as a bed is available for you.

**Discharge Criteria:** Discharge from the residential rehabilitation program can occur for any of the following reasons:

1. When all treatment goals have been attained and resident is consider a “graduate” of the program
2. If programmatic rules have been broken, you may be discharged from the program.
3. If it has been determined your needs cannot be met in this treatment program
4. If you no longer meet the eligibility (admission criteria) for the program
5. If you engage in any illegal activity while in treatment
6. If you bring alcohol and/or drugs onto the property
7. If you use drugs or alcohol on or off the property while in treatment
8. If it is determined you are either unable or unwilling to engage in the program
9. If you request a discharge (leave voluntarily)
10. If you disappear from the program and your whereabouts are unknown
11. If you fail to comply with legal requirements or parameters placed upon you (court appearances, failing to take a drug test, failing to attend scheduled appointments with your attorney)



**9:00 community group** is mandatory for all residents, the focus is on plans for the day, celebration of achievements (sobriety milestones, GED attainment, goal attainment), embracing differences, demonstrating tolerance, solidifying our community

**9:30 Psycho-Ed group**-a variety of groups will be offered daily, educational format, where group members are provided information about relapse, warning signs, ways to avoid usage, positive communication, appropriate boundaries, dealing with anger, grief and loss, nicotine cessation, and nutrition

**9:30 Family Matters**-this is an opportunity offered on the weekends to accommodate working parents and other loved ones who desire engagement in the recovery process of the individual in treatment. The family members will be invited and encouraged to attend a group on Saturday mornings, alongside the resident, in effort to provide insight, education, and begin to mend fractured relationships. On Sunday mornings, the Family Matters component is designed for concerned family members who would benefit from individual sessions with a counselor in relationship to the resident. It may be asking general questions about addiction, looking for alternative resources, or just having a compassionate, caring ear to listen to their concerns.

**10:30 Self Reflection**-Individuals are required to keep a journal daily, logging feelings, questions, concerns about their recovery process. This journal will be reviewed bi-weekly with their counselor and is considered an integral part of the goal setting process for the resident

**1pm-Process Group**-this group is designed to illicit feedback and sharing from residents. The group focus will be on recovery efforts, the process of recovery, and what it means to be "in" recovery. While specific topics may be provided and identified, more often, an assessment of the current population will drive the focus. For example, if people appear to lack hope, the focus may be on what that feels like, how our internal thoughts generate a lack of hope, and building tolerance for dealing with life and the challenges we all face

**1pm women's Group/Men's Group**-twice a week group will be held for women only and for men only. These gender specific groups will permit open discussion about the various issues each gender faces. For example, grief and loss, parenting concerns, issues of abuse and trauma. These groups are not considered "therapy" but will address the struggles these issues play in the role of the recovering individual.

**2:30pm Self Government**-held on Saturdays, this is a resident facilitated group, where all meet to discuss the program, things they would like to see changed, new ideas they have for the program, and a way for them to unify as a community and have a voice. Residents keep track of what they have talked about and present their questions and/or concerns to staff for follow up and resolution.

**4:30pm Yoga/Stretching**-more closely related to meditation, slowing ourselves down, individuals will be exposed to gentle stretching, basic yoga, and guided meditation exercises

**8pm-Daily Reflections:** this end of the day gathering meets to focus on the positives in our lives, what we are grateful for, and provides a foundation for the work we do in our recovery efforts. Residents are encouraged to share what they have learned through the day and how they will apply that in their lives

Laymen Way Recovery Center  
Residential Rehabilitation Budget

	Rate	Hours	Benefits	Detail	Calculated	Rounded
2 Counselors	17.00	4,160.00	30%		91,936.00	91,900.00
1 CCS	24.00	2,080.00	30%		64,896.00	64,900.00
6 RT	14.00	12,480.00	30%		227,136.00	227,100.00
4 RT (24hrs/wk)	13.50	4,992.00			67,392.00	67,400.00
Case Manager (1/2 Detox, 1/2 Rehab)	16.00	1,040.00	30%		21,632.00	21,600.00
Admin Assistant (1/2 Detox, 1/2 Rehab)	15.00	1,040.00	30%		20,280.00	20,300.00
Full Time Cook (1/2 Detox, 1/2 Rehab)	15.00	1,040.00	30%		20,280.00	20,300.00
Part Time Cook (1/2 Detox, 1/2 Rehab)	14.00	1,040.00			18,928.00	18,900.00
Admin Support				\$500/mth	6,000.00	6,000.00
Portion of CD				\$1,000/mth	12,000.00	12,000.00
Food	\$10/day meals and \$2/snack		24 clients	\$12*24*365	105,120.00	105,100.00
Supplies					5,000.00	5,000.00
Medications					2,000.00	2,000.00
Training					5,000.00	5,000.00
Cell Phones				\$50 * 4 staff/mth	2,400.00	2,400.00
Mileage				mile*4 staff*2000 miles/50.	1,500.00	1,500.00
Licenses			CADC	50.00		
			2 LADC	100.00		
			CCS	50.00		
		Facility	1/2 \$150	75.00		
					275.00	275.00
<b>Total Rehab Budget</b>						<b>671,675.00</b>

## RECOVERY CENTER 2017 BUDGET DRAFT

	2017 BUDGET	
PERSONNEL & BENEFITS	\$ 1,294,100	
FOOD	\$ 166,400	
GENERAL SUPPLIES	\$ 17,000	
MEDICATIONS/PRESCRIPTIONS	\$ 10,000	
EMPLOYEE TRAINING	\$ 13,000	
CELL PHONE	\$ 6,000	
MILEAGE REIMBURSEMENT	\$ 3,000	
LICENSURE RENEWALS	\$ 1,125	
MEDICAL SUPPLIES	\$ 12,000	
EXAM ROOM SET UP	\$ 15,000	
LAB WORK	\$ 3,200	
ELECTRICITY	\$ 23,000	
INTERNET	\$ 1,200	
PROPANE	\$ 8,000	
WATER USAGE FEES	\$ 10,000	
SPRINKLERS	\$ 4,000	
ELECTRICAL REPAIRS	\$ 5,000	
HVAC REPAIR & MAINT	\$ 6,600	
GENERATOR MAINT	\$ 3,000	
GENERAL REPAIRS/MAINT	\$ 4,000	
RUBBISH & DOC DISPOSAL	\$ 4,000	
LIABILITY INSURANCE	\$ 2,000	
PROPERTY/CASUALTY INS	\$ 2,000	
COPIER	\$ 2,000	
COMPUTER EQUIPMENT	\$ 5,000	
<b>TOTAL</b>	<b>\$ 1,620,625</b>	

# Layman Way Recovery Center

A Collaborative Effort of



## Follow Up and After Care

As part of the on-going commitment to clients in both the detoxification unit and the residential rehabilitation program, YCSF will offer aftercare services to clients as they approach successful completion of detox or residential treatment. The appropriate level of aftercare services will be based on their unique and individual needs.

This document outlines the various after care components available to any individual who has successfully completed a detoxification stay or residential rehabilitation stay. The individual is not required to complete both in order to be eligible for aftercare services.

An appropriate after care placement following detoxification can be the residential rehabilitation unit, located in the same building as the detox. In some instances, individuals will not need detoxification, and may be referred directly to the residential rehabilitation program. When this is the case, the residential rehabilitation program will not be viewed as after care as it will be the initial point of entry into the YCSF continuum (however, is listed below as an after care component following detoxification).

The services defined below have specific regulatory and eligibility criteria of their own, which can be found in specific program description outlines through YCSF.

### Follow up and After Care Options:

1. **Residential Rehabilitation:** individuals who complete detoxification and are identified as eligible for the residential rehabilitation program will be directly referred there. Depending upon current census, this may be a "same day" move from detox to rehab.

When no rehabilitation bed is available, the individual may return to jail and await a bed opening.

2. Intensive Outpatient (IOP): Individuals who complete detoxification and are found eligible for (IOP) through the YCSP continuum will be referred for this level of care and set up with an initial appointment date and time prior to their release from the detox unit.

In the rare instance the IOP is at capacity, minimally, YCSP can offer short term substance abuse counseling until there is room in the IOP. It is assumed individuals who participate in the IOP, by and large, will return to their previous place of residence prior to arrest and incarceration.

3. Case Management-individuals who are found to be in need of case management, following the completion of their detox stay, will be assigned either a targeted case management worker or a community integration worker, based on eligibility. Case management services can begin within 48 hours of release from the detoxification unit. Prior to discharge from detox, the individual will have met with the identified case manager and enrolled in the program. Individuals receiving case management, by and large, will return to their previous place of residence prior to arrest and incarceration.

4. Shelter-individuals who complete detoxification, but do not need residential rehabilitation can be referred to the YCSP shelter program. This placement will provide shelter, housing assistance, case management, continued substance abuse education, vocational training, and a clean and sober environment in which to reside until alternative housing can be obtained.

5. Medication Management-for some individuals, continued work with our psychiatrist may be warranted and recommended. This may include prescription of suboxone for opiate dependency (which will also require participation in counseling at some level) or medication to treat mental health issues. This will be provided based on availability.

6. Substance Abuse Outpatient-this service is typically provided in an individual session, on a weekly basis. Outpatient counseling can provide the individual with an opportunity to explore additional treatment options and considerations.

7. DEEP (Driver Education and Evaluation Program)-individuals who have a State of Maine requirement to complete a DEEP evaluation can do so through YCSP, as we are a licensed DEEP provider. The evaluation will satisfy the requirements of the State, as well as highlight the need for any additional treatment or intervention.

8. Follow up-if the individual has completed detox and/or rehabilitation and no additional services are warranted, minimally, YCSP will attempt a 30 day check in with the individual. This check in will provide confirmation of continued sobriety, assess the overall status of the individual, and offer an ability to provide after care or a level of service that may have been previously declined by the individual.

**Case Manager**  
York County Shelter Programs, Inc.  
P.O. Box 820  
Alfred, ME 04002

**POSITION SUMMARY:** The primary role of the Case Manager for the Layman Way Recovery Center is to provide a full assessment of case management needs, identify appropriate resources to meet those needs, linking the residents in treatment to those services, and monitoring the follow up of the implementation. The case manager will also work closely with the court system in supplying regular communication as this position will act as a liaison. The case manager will work with other treatment staff, including counselors, supervisors, nurses, and residential shift staff. This role will be responsible for ensuring a comprehensive delivery of services on behalf of the client. The Residential Rehabilitation Program has a capacity to serve 24 individuals, and the detoxification program an additional 12.

The cooperative relationship between YCSP, the District Attorney's Office and York County Government has defined the parameters of this program. Individuals found eligible for the residential rehab program are those who have been recently involved with law enforcement and placed under arrest. The root cause of the arrest can be found in the chemical dependency problem the individual has. In lieu of incarceration, individuals are screened and admitted into the residential rehab program, where they will spend 3-6 months in treatment. Additional individuals may be referred to this program from within the YCSP continuum, however, at no time will the capacity of the program exceed 24 beds.

The location of the residential rehabilitation program is within the same building that houses a detoxification program, also operated by YCSP. Individuals requiring residential treatment, who have completed detox will be given first priority for bed occupancy. The building has two wings, one wing is designated for detoxification and one wing is divided male and female on either side, 12 beds each. The case manager will work closely with counseling and treatment staff in assisting residents in recovery efforts, linking to supportive services, and navigating the larger legal system.

This position will split time and services delivery between both sides of the building, but anticipate most of the case management efforts will focus on the 6 month rehabilitation side of the program, simply because of the length of time someone will be in service.

**DUTIES:**

1. Review all residential rehabilitation client files, identifying case management needs-some individuals will have multiple case management needs, others will have limited needs
2. Complete and/or review already completed Bio-Psycho-Social assessment and develops a case management case plan, identifying both short and long term goals
3. Works in conjunction with the assigned treatment counselor to ensure no duplication of services, no overlap, and that interventions and recommendations are individualized and specific to the resident in treatment
4. Provide direct care in the form of case management which includes linking to identified resources, monitoring services received, advocating for client needs, discharge planning and follow-up.
5. Supports the treatment staff in their efforts in working with residents
6. Will consistently document case management services and functions in the client file

York County Shelter Programs, Inc. does not discriminate in the rental of housing, the provision of services, or in any matter, based on race, color, age, religion, sex, ancestry, national origin, disability, familial status, sexual orientation or status as a recipient of public assistance.

7. Reports direct contact units for billing purposes as necessary
8. Attends interdisciplinary treatment team meetings
9. Ensure compliance with licensure requirements for agency and personally. Receives clinical supervision on a regular basis according to licensure certification requirements (1 Hour per week). Pursues an enriched and diversified professional growth and education plan as developed in conjunction with your clinical supervisor
10. Participate in continuous improvement of programs and services for the agency
11. Implements additional supportive services, with authorization of the clinical supervisor, in bringing in additional speakers/agencies that are thought to provide benefit to population in treatment
12. Attends court appointments, prepares legal paperwork/documentation, remains in communication with probation, attorney, court system as necessary
13. Engages with community agencies in team meetings and working collaboratively to attain mutual outcomes for residents in treatment
14. Perform on-call duties as assigned
15. Demonstrate open and honest problem and conflict resolution skills
16. Present and performs in a professional manner at all times
17. All other related duties as required

#### **PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.
3. This position requires client transportation in both agency owned and personally owned vehicles

**REQUIRED JOB SKILLS:** The Case Manager must have the following skills, knowledge and abilities:

1. Demonstrate a thorough understanding of the theories, techniques, and practices of mental health, substance abuse, and co-occurring integrated treatment approaches.
2. Competent in providing thorough assessments and assisting client in setting both short and long term goals relating to their presenting case management issues.
3. Comprehensive knowledge of community programs, agencies and organizations.
4. Ability to establish and maintain effective relationships with clients, their families, fellow employees and colleagues, and community groups.
5. Excellent interpersonal and writing skills required.
6. Demonstration of solid team work approach

#### **EDUCATION/EXPERIENCE REQUIREMENTS:**

1. MHRTc certified
2. Bachelor's degree in human services or related field

3. Previous experience working as a case manager
4. Demonstrated knowledge of local resources
5. CPR and first aid certified

<p><b>Position Description Approval</b></p> <hr/> <p><b>Robert Dawber, Executive Director</b></p> <p><b>Date Signed:</b> _____</p> <p><b>Board Review</b> _____</p>
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**Clinical Supervisor**  
York County Shelter Programs, Inc.  
P.O. Box 820  
Alfred, Maine 04002

**POSITION SUMMARY:** The primary role of the Clinical Supervisor is for the oversight of our Residential Rehabilitation Program. This program is located in Alfred, Maine, and has a capacity to provide treatment for up to 12 women and up to 12 men, in one location.

The cooperative relationship between YCSP, the District Attorney's Office and York County Government has defined the parameters of this program. Individuals found eligible for the residential rehab program are those who have been recently involved with law enforcement and placed under arrest. The root cause of the arrest can be found in the chemical dependency problem the individual has. In lieu of incarceration, individuals are screened and admitted into the residential rehab program, where they will spend 3-6 months in treatment. Additional individuals may be referred to this program from within the YCSP continuum, however, at no time will the capacity of the program exceed 24 beds.

The location of the residential rehabilitation program is within the same building that houses a detoxification program, also operated by YCSP. Individuals requiring residential treatment, who have completed detox will be given first priority for bed occupancy. The building has two wings, one wing is designated for detoxification and one wing is divided male and female on either side, 12 beds each. When appropriate, individuals will engage in group and meal activities together, however, gender specific treatment approaches will also be used and provide women only groups and men only groups.

The individual hired into this position will play a pivotal role in communicating and working closely with multiple parties, ensuring that placement into required programming within the YCSP continuum occurs.

The Clinical Supervisor oversees all admissions into the program, works with the counseling and case management staff who are delivering services, reviews all treatment plans, hosts weekly clinical team meetings, engages with community providers of care, is a participant in after care planning and discharge, and generally ensures the program operates smoothly and at capacity. The clinical supervisor will be responsible for training staff, program design and implementation, measuring outcomes, and formulating recommendations for program changes.

This position requires flexible hours, often responding to on-call situations or emergencies, as well as ensuring evening and overnight staff are adequately supported. Specific hours will be driven by the needs of the program at the time, but primarily will be Monday-Friday, 8am-4pm.

**DUTIES:**

1. Daily supervision and oversight of a licensed substance abuse residential treatment program
2. Ensures compliance with Maine Care regulations
3. Ensures compliance with DHHS regulations
4. Provides group and individual counseling as learning opportunities for staff, based on their individual needs, which includes necessary assessments and documentation for funding, regulatory, and billing purposes.

York County Shelter Programs, Inc. does not discriminate in the rental of housing, the provision of services, or in any matter, based on race, color, age, religion, sex, ancestry, national origin, disability, familial status, sexual orientation or status as a recipient of public assistance.

5. Oversight and approval of up to 24 residents' treatment plans, assessments, and continued stay reviews. Will review and sign off as the supervisor of any necessary documents for funding and licensing purposes.
6. Completes comprehensive assessments, including provisional diagnoses and recommendations for services
7. Monitors all daily functions within the program, including general clean up, program activities like group, individual counseling, family meetings, rule enforcement
8. Monitors daily activities and job duty compliance of all clinical staff working in the program, including oversight of residential technician shift schedule
11. Organizes programmatic groups relating directly to the specific client population (i.e., substance abuse group, mental health support group, anger management, medication education, co-occurring groups)
12. Ensures treatment beds remain full and establishes a waiting list in conjunction with Clinical Director
18. Oversees and approves aftercare planning prior to discharge, including housing placement, outpatient counseling, case management and services after completion of program
19. Crisis intervention and de-escalation as necessary with residents
22. Problem solving facility issues and conflicts with residents
23. Conducts routine outreach activities and team meetings with engaged partners (probation, bail commissioners, County Government, law enforcement)
24. Facilitates weekly staff meetings
25. Conducts routine clinical supervision (individual and group), maintaining clinical supervision logs
26. Completes staff orientation, training, supervision, and annual evaluations
27. On call coverage, primarily via telephone, to problem solve issues after hours
28. Other duties as assigned

#### **PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, lifting, manipulation, operation of equipment, contact with clients, volunteers, agency staff, and the general public
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may, at times in the course of their recovery, become agitated and/or physically aggressive toward staff and others
3. This position will require transportation of residents in both personal and agency owned vehicles, at various times

#### **REQUIRED JOB SKILLS:**

1. Demonstrated oral and written skills
2. Experience or training with substance abuse, mental health, or co-occurring treatment
3. History of working with low income persons
4. History of working with cultural diversity issues
5. Ability and experience working with various constituencies

6. Organized and able to multi-task without constant supervision
7. Basic understanding of budgeting and overseeing a budget
8. Good communication skills
9. Effective leadership skills
10. Ability to work under pressure and maintain a positive attitude
11. Must be creative and comfortable taking risks
12. Ability to work evenings and weekends
13. Proficient in email, micro-soft word, excel spreadsheets

**EDUCATION/EXPERIENCE REQUIREMENTS:**

1. LADC licensed
2. CCS Licensed
3. Minimum of MHRTC with Bachelor's degree, LCPC/LCSW preferred
4. Previous experience running a residential program a plus
5. Previous supervisory experience
6. Previous experience providing case management

<p>Position Description Approval</p> <hr/> <p>Robert Dawber, Executive Director</p> <p>Date Signed _____</p> <p>Board Review _____</p>
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**Food Services-Cook  
Detoxification and Residential Rehabilitation**

York County Shelter Programs, Inc.  
P.O. Box 820  
Alfred, Maine 04002

**Position Description:** The primary role of the full time cook, located in our detoxification and residential rehabilitation program, is in menu planning, preparing, and cooking for up to 40 people per day, three meals a day. In addition, this position manages special dietary needs and request of individuals residing in the detox or rehab program, as directed by medical staff. This position will supervise a part time cook, who covers the weekend hours of meal prep and cooking.

Depending upon the unique needs of the patients and residents in the two programs, meals may be prepared ahead of time, and heated up by additional staff on duty, with clear and precise directions regarding what meal is being served.

This position will assume primary responsibility of ordering food supplies through the Food Services Director of YCSP, will arrange for pick-up of supplies, and transportation of food to destination in safe and sanitary manner. This position is full time, Mon-Friday 10am-6pm, and reports directly to the Food Services Director of YCSP.

**Duties:**

1. Coordinates a weekly menu, listing three meals per day, including special dietary options
2. Orders and obtains food items necessary to create menu meals
3. Prepares all meals, Mon-Friday and/or arranges for substitution meals as necessary
4. Stores food items appropriately, rotating food according to expiration dates and ensuring no food goes unused or wasted
5. Monitors internal temperatures of prepared foods to ensure safety in consumption
6. Maintains routine, daily clean and sanitary food storage and work space areas
7. Trains residents in the residential rehabilitation program in aspects of food services for vocational training purposes
9. Provides clear directives to part-time cook to follow through on requirements specified above on the weekends
10. Conducts a weekly inspection of all cooking equipment to ensure operations are safe
11. Provides coverage on weekends if part-time cook is out sick, in conjunction with Food Services Director
12. In the absence of a cook on-site, may provide emergency meal options to staff on duty (ie snow storms, unexpected absences), with thorough explanation and training ahead of time documented/logged

**PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.
3. This position requires transportation of residents in both personally and agency owned vehicles

**Required Experience/Skills:**

1. Previous institutional cooking experience preferred
2. Customer service experience beneficial
3. Ability to work under pressure and meet deadlines
4. Creative use of food in a variety of ways to make it visually pleasing
5. Basic understanding of diabetic diets, low sodium diets, and other special dietary needs
6. Previous experience training others helpful

**Education:**

1. High school diploma or GED
2. Certified "Serve Safe" preferred
3. CPR and first aid trained

Position Description Approval
_____
Robert Dawber, Executive Director
Date Signed _____
Board Review _____

**Food Services-Part Time Cook  
Detoxification and Residential Rehabilitation**

York County Shelter Programs, Inc.

P.O. Box 820

Alfred, Maine 04002

**Position Description:** The primary role of the part time cook, located in our detoxification and residential rehabilitation program, is in meal preparation, cooking, and serving up to 40 people per day, three meals a day, on the weekends. In addition, this position manages special dietary needs and request of individuals residing in the detox or rehab program, as directed by medical staff and the full time cook position. This position operates on Saturdays and Sundays, 6:30am-6:30 pm.

Depending upon the unique needs of the patients and residents in the two programs, meals may be prepared ahead of time, and heated up by additional staff on duty, with clear and precise directions regarding what meal is being served.

This position will assume primary responsibility of adhering to safety and sanitary cooking and meal preparation procedures, carrying out directives from the full time cook. Position may require working closely with residents of the rehabilitation program in training and supervising them during vocational training activities.

**Duties:**

1. Follows prescribed, planned menu as directed
2. Prepares and serves three meals each on Saturday and Sunday
3. Adheres to special dietary needs of residents as directed
4. Stores food items appropriately according to expiration dates and ensuring no food goes unused or wasted
5. Monitors internal temperatures of prepared foods to ensure safety in consumption
6. Maintains routine, daily clean and sanitary food storage and work space areas
7. Trains residents in the residential rehabilitation program in aspects of food services for vocational training purposes, as directed
9. Conducts inventory and inspections as directed
10. Provides additional coverage when full time cook is off
12. In the absence of a cook on-site, may provide emergency meal options to staff on duty (ie snow storms, unexpected absences), with thorough explanation and training ahead of time documented/logged

**PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.

3. This position requires transportation of residents in both personally and agency owned vehicles

**Required Experience/Skills:**

1. Previous institutional cooking experience preferred
2. Customer service experience beneficial
3. Ability to work under pressure and meet deadlines
4. Creative use of food in a variety of ways to make it visually pleasing
5. Basic understanding of diabetic diets, low sodium diets, and other special dietary needs
6. Previous experience training others helpful

**Education:**

1. High school diploma or GED
2. Certified "Serve Safe" preferred
3. CPR and first aid trained

Position Description Approval
Robert Dawber, Executive Director
Date Signed _____
Board Review _____

**Detoxification Program-Counselor**

York County Shelters, Inc.

P.O. Box 820

Alfred, Maine 04002

**POSITION SUMMARY:** The primary role of the Detoxification Counselor is providing individual and group counseling services, full bio-psycho social assessments, substance use disorder diagnosis (as permitted by licensure), treatment planning and treatment recommendations for individual with substance abuse and/or co-occurring disorders. This position works Monday-Friday, primarily, 8am-4pm, subject to change based on program needs. This individual works under the supervision of the Clinical Supervisor, however, works closely with medical and nursing staff, as well as case management.

The cooperative relationship between YCSP, the District Attorney's Office and York County Government has defined the parameters of this program. Individuals found eligible for the detoxification program are those who have been recently involved with law enforcement and placed under arrest. The root cause of the arrest can be found in the chemical dependency problem the individual has. In lieu of incarceration, individuals are screened and admitted into the detoxification program (assuming medical necessity) where they will spend 3-7 days undergoing detoxification. Additional individuals may be referred to this program from within the YCSP continuum, however, at no time will the capacity of the program exceed 12 beds.

The location of the detoxification program is within the same building that houses a residential rehabilitation program, also operated by YCSP. Individuals requiring residential treatment, who have completed detox will be given first priority for bed occupancy. The building has two wings, one wing is designated for detoxification and one wing is divided male and female on either side, 12 beds each for rehabilitation.

This position will have an assigned case load of up to 12 individuals, both male and female, who are patients of the detox program. This position will work closely with the case manager, the Director of Nursing, and the Medical Director in navigating the treatment experience for the individual and ensuring all needs are being met. Counselor is required to provide multiple groups per week, individual counseling sessions, detailed progress notes, individualized treatment plans, treatment plan reviews, attendance at team meetings, engagement with community partners, and formulating recommendations for the individuals on their case load. The counselor's work with individuals in detox will be brief, however, a transition to the residential rehab program may require continued work and efforts on behalf of the counselor.

The position is accountable to all Agency policy and procedures, licensure requirements and standards of compliance. This position reports to the Clinical Supervisor and is classified as an Exempt regular full-time position.

**DUTIES:**

1. Review client cases as assigned for thorough documentation and file completion
2. Review medical assessment, adding full Bio-Psycho-Social segments of assessment to medical record
3. Develop a treatment plan, in conjunction with medical and case management staff to address needs of individual, identifying short and long term goals

4. Provide direct care and treatment for individuals, families, and groups-conduct multiple groups per week, in conjunction with nursing staff and case manager, as detox patients can tolerate
5. Monitor and report in team meetings residents' progress in attaining their goals in relationship to their substance use disorder
6. Maintain client files as they relate to their treatment plan and in accordance with licensure standards
7. Provide aftercare and discharge planning from the detoxification stay
8. Attend scheduled interdisciplinary treatment team meetings, including court appointments, engaging with probation officer, communicating to concerned persons
9. Ensure compliance with licensure requirements for agency and personally. Receives clinical supervision on a regular basis according to licensure certification requirements (1 Hour per week).
10. Pursues an enriched and diversified professional growth and education plan as developed in conjunction with your clinical supervisor
11. Participate in continuous improvement of programs and services for the agency, serving on various committees, task forces, and community endeavors as directed
12. Reports units delivered via client unit log or other tracking mechanism
13. Perform on-call duties, as well as assists in client emergencies as needed
14. Demonstrate open and honest problem and conflict resolution skills
15. Present and performs in a professional manner at all times
16. All other related duties as required

#### **PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.
3. Transportation of clients in personal and Agency vehicles is likely

#### **REQUIRED JOB SKILLS: :**

1. Demonstrate a thorough understanding of the theories, techniques, and practices of substance abuse treatment, and co-occurring integrated treatment approaches.
2. Competent in providing thorough assessments and assisting individuals in setting both short and long term goals relating to their presenting issues.
3. Comprehensive knowledge of community programs, agencies and organizations.
4. Ability to establish and maintain effective relationships with clients, their families, fellow employees and colleagues, and community groups.
5. Excellent interpersonal and writing skills required.

#### **EDUCATION/EXPERIENCE REQUIREMENTS:**

1. Bachelor's Degree in human services preferred
2. CADC certified, LADC preferred
3. 5 years' experience working in substance abuse treatment, with residential treatment experience a plus

4. Must have or be able to secure CPR, First Aid Certification within 6 months of hire
5. Gender specific training a plus
6. Trauma informed care training a plus
7. Training in motivational interviewing and cognitive behavioral counseling required

<p>Position Description Approval</p> <hr/> <p>Robert Dawber, Executive Director</p> <p>Date Signed: _____</p> <p>Board Review</p>
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## **Residential Rehabilitation Counselor**

York County Shelters, Inc.

P.O. Box 820

Alfred, Maine 04002

**POSITION SUMMARY:** The primary role of the Residential Rehabilitation Counselor is providing individual and group counseling services, full bio-psycho social assessments, substance use disorder diagnosis (as permitted by licensure), treatment planning and treatment recommendations for individual with substance abuse and/or co-occurring disorders. This position works Sunday-Thursday, primarily, 8am-4pm, or Tuesday through Saturday, 8am-4pm.

The cooperative relationship between YCSP, the District Attorney's Office and York County Government has defined the parameters of this program. Individuals found eligible for the residential rehab program are those who have been recently involved with law enforcement and placed under arrest. The root cause of the arrest can be found in the chemical dependency problem the individual has. In lieu of incarceration, individuals are screened and admitted into the residential rehab program, where they will spend 3-6 months in treatment. Additional individuals may be referred to this program from within the YCSP continuum, however, at no time will the capacity of the program exceed 24 beds.

The location of the residential rehabilitation program is within the same building that houses a detoxification program, also operated by YCSP. Individuals requiring residential treatment, who have completed detox will be given first priority for bed occupancy. The building has two wings, one wing is designated for detoxification and one wing is divided male and female on either side, 12 beds each. When appropriate, individuals will engage in group and meal activities together, however, gender specific treatment approaches will also be used and provide women only groups and men only groups.

This position will have an assigned case load of up to 12 individuals, both male and female, who are residents of the program. This position will work closely with the case manager in navigating the treatment experience for the individual and ensuring all needs are being met. Counselor is required to provide multiple groups per week, individual counseling sessions, detailed progress notes, individualized treatment plans, treatment plan reviews, attendance at team meetings, engagement with community partners, and formulating recommendations for the individuals on their case load.

The position is accountable to all Agency policy and procedures, licensure requirements and standards of compliance. This position reports to the Clinical Supervisor and is classified as an Exempt regular full-time position.

### **DUTIES:**

1. Review client cases as assigned for thorough documentation and file completion
2. Complete Bio-Psycho-Social assessment and develops a treatment plan to address substance use or co-occurring disorders
3. Provide direct care and treatment for individuals, families, and groups-conduct multiple groups per week, in conjunction with the other counselor on staff, maintaining group logs and group note, ensuring compliance with treatment schedule
4. Completes individualized treatment plan on all residents assigned to case load, conducts monthly formal reviews of progress, documenting such in client record

5. Engage in close coordination with the case manager in identification of necessary resources in order to attain goals as specified on the treatment plan
6. Monitor and report in team meetings residents' progress in attaining their goals
7. Maintain client files as they relate to their treatment plan and in accordance with licensure standards
8. Delivers the "Family Matters" program as directed on weekends for concerned family members/loved ones of those in treatment
9. Attend scheduled interdisciplinary treatment team meetings, including court appointments, engaging with probation officer, communicating to concerned persons
10. Ensure compliance with licensure requirements for agency and personally. Receives clinical supervision on a regular basis according to licensure certification requirements (1 Hour per week).
11. Pursues an enriched and diversified professional growth and education plan as developed in conjunction with your clinical supervisor
12. Participate in continuous improvement of programs and services for the agency, serving on various committees, task forces, and community endeavors as directed
13. Reports units delivered via client unit log or other tracking mechanism
14. Perform on-call duties, as well as assists in client emergencies as needed
15. Demonstrate open and honest problem and conflict resolution skills
16. Present and performs in a professional manner at all times
17. All other related duties as required

#### **PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.
3. Transportation of clients in personal and Agency vehicles is likely

#### **REQUIRED JOB SKILLS: :**

1. Demonstrate a thorough understanding of the theories, techniques, and practices of substance abuse treatment, and co-occurring integrated treatment approaches.
2. Competent in providing thorough assessments and assisting individuals in setting both short and long term goals relating to their presenting issues.
3. Comprehensive knowledge of community programs, agencies and organizations.
4. Ability to establish and maintain effective relationships with clients, their families, fellow employees and colleagues, and community groups.
5. Excellent interpersonal and writing skills required.

#### **EDUCATION/EXPERIENCE REQUIREMENTS:**

1. Bachelor's Degree in human services preferred
2. CADC certified, LADC preferred
3. 5 years' experience working in substance abuse treatment, with residential treatment experience a plus

4. Must have or be able to secure CPR, First Aid Certification within 6 months of hire
5. Gender specific training a plus
6. Trauma informed care training a plus
7. Training in motivational interviewing and cognitive behavioral counseling required

<p><b>Position Description Approval</b></p> <p>_____</p> <p>Robert Dawber, Executive Director</p> <p>Date Signed: _____</p> <p>Board Review</p>
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**Director of Nursing  
Detoxification and Residential Rehabilitation  
Programs**

York County Shelter Programs, Inc.  
P.O. Box 820  
Alfred, Maine 04002

**Position Description:** the Director of Nursing is the individual responsible for the daily operations of the detoxification program, operated by YCSP. This program offers 12 detoxification beds to individuals with substance use disorders or co-occurring conditions that require medically monitored detoxification. The Director of Nursing is the first point of contact for potential admissions, fielding general information, providing for basic physical, vital taking, an bio-medical assessment. Director of Nursing will then consult with Medical Director for final approval for admission into program, note any admitting orders, note any prescriptions, and ready the individual for completion of admission paperwork. Individuals admitted do not require inpatient hospital care for their detoxification, but continue to require close medical monitoring Director of Nursing supervises all RN and CRMA staff working in the detox. .

Referrals come from both YCSP internal continuum of care, as well as through the collaborative working relationship YCSP has entered into with the County of York and the District Attorney's Office. The average length of stay is 3-7 days, depending upon medical necessity and needs of the individual.

The Director of Nursing oversees all charting, logging, and monitoring of all patients. The Director of Nursing ensures medical procedures directed by Medical Director are implemented, and daily consultation occurs. Director of Nursing ensures all paperwork is appropriately reviewed and signed off by appropriate staff. Director of Nursing is the primary conduit to the Medical Director, organizing questions, relaying concerns, and taking down orders.

**Duties:**

1. Oversees 12 detoxification beds
2. Screens potential calls and referral sources for placement into detox
3. Ensure medical necessity is approved and signed off by Medical Director
4. Provides routine and regular inspection and staff oversight on detox unit, making frequent walk throughs to check medical equipment, location of patients, determination of safety and security, in conjunction with day time CRMA staff
5. Enforces hourly (minimally) check in on all patients, logging of vitals, ordering blood work, drawing blood, as directed by Medical Director, and documentation in medical chart on every patient, at least once per shift
6. Provides structured, treatment team meetings daily, with all detox staff on duty to review progress, concerns, changes in treatment, in conjunction with Medical Director
7. Monitors compliance with logging, documentation, tracking, and reporting per detox regulations and requirements through Maine Care, private insurance, and State of Maine DHHS

8. Conducts and/or reviews bio-psycho-social assessments in conjunction with CADC/LADC staff
9. Closely monitors treatment plan goals, ensuring staff working collaboratively in same direction to avoid duplication of services
10. Maintains orderly and organized medical nursing station, equipped with medications, medical supplies, equipment in good order, and other necessary items that facilitate operation of a 12 bed detox facility
11. Provides direct supervision of medical staff, including interviewing, hiring, and annual evaluations
12. Consults with case manager and counseling staff regarding placement in continued treatment or other ancillary services necessary to ensure continuum of care for the patient
13. Provides tolerated group activities for patients, including nutritional education, the effects of drugs/alcohol on the brain and body, significance in taking medications as prescribed
14. Manages the budget for medical services of the detoxification program
15. Provides on-call and back up coverage when RN staff are unavailable (ie call outs, vacation time)
16. Manages the nursing schedule, covering 24 hours per day, 7 days per week with at least one RN on duty
17. Oversees all MAR records on patients, observing for errors or missed doses of medications, provides clarification and/or follow up if medications have been missed
18. Drafts medical policies as required to remain in licensure compliance
19. Creates and trains staff on written standard operating procedures, as necessary
20. Oversees and works with Food Services cook to ensure special dietary needs are met, nutritional guidelines are met, and individuals obtain necessary caloric intake for overall physical recovery

**PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.
3. This position requires transportation of residents in both personally and agency owned vehicles

**Required Experience:**

1. 5 years' experience working in a detoxification or inpatient hospital setting detox unit
2. Full working knowledge of Maine DHHS regulations governing detox programs
3. Familiarity with Maine Care regulations regarding detoxification limits, approvals, and medical necessity verification
4. Previous experience supervising other staff
5. Comprehensive knowledge of criminal justice system and reporting requirements

6. Previous experience in facility licensure process and renewal a plus

**Education:**

1. RN licensed
2. CPR and first aid certified

Position Description Approval

Robert Dawber, Executive Director

Date Signed \_\_\_\_\_

Board Review \_\_\_\_\_

**Medical Director  
Detoxification and Residential Rehabilitation  
Programs**

York County Shelter Programs, Inc.  
P.O. Box 820  
Alfred, Maine 04002

**POSITION SUMMARY:** The Medical Director provides general oversight and directives to medical staff working in the detox and residential rehab. The total occupancy of both programs is 36 beds, serving adult men and women with substance use disorders or co-occurring disorders. The Medical Director can expect to spend 8-10 hours per week on-site at the facility.

The facility is located in Alfred, Maine, and provides 12 detoxification beds on one wing of the building, and 24 residential rehabilitation beds in the other wing (12 male, 12 female). Facility is staffed 24 hours per day, 7 days per week with nurses, addictions counselors, clinical supervisors, and residential care staff. Referrals for either program come through the YCSP continuum, or through the collaborative agreement with County of York, and the District Attorney's Office.

The Medical Director will approve all admissions into detox and consult closely with the Director of Nursing who assumes the daily operations of the detox unit. The Medical Director is responsible for ensuring that both detox and residential rehab services are considered medically necessary. The Medical Director conducts physicals on all detoxification patients within 48 hours of admission into the program. Medical Director also consults with other providers of care, and communicates treatment recommendations and practices on behalf of the mutual patient. Medical Director will generate all prescriptions in relationship to the detox protocol for the specified patient. When additional medications are prescribed by another providers, Medical Director will ensure no conflict exists.

While most emphasis from the Medical Director is placed on the detoxification side of the program, the Medical Director will continue to provide services, as appropriate to individuals transferring from detox into the Residential Rehab program, as well as those directly referred to rehab.

The Medical Director will facilitate bi-weekly treatment team meetings to review all individuals in care, make medication or treatment alterations, meet with patients directly, and generally supervise medical staff of the detox unit. The clinical treatment staff (CADC, LADC, and case managers) will be directly supervised by a Clinical Supervisor, however, will work hand-in-hand with the Medical Director in ensuring medical care is followed through on in conjunction with nursing staff.

In addition, the Medical Director makes recommendations for all policies and procedures (including HIV screening, TB testing, hepatitis testing and management) for the detox and residential rehab program, signs off (as applicable) on policies, signs off on medical and chart notations and documentations as required by licensure and funding sources, review and approve all forms and documents relating to the medical care of individuals in either portion of the program.

**Duties:**

1. Will be available by phone 24 hours a day, 7 days a week for consultation and approval of all detoxification admissions, reviewing concerns and evaluations completed by medical staff in order to make determination for appropriateness and eligibility
2. Will be on-site at least three days per week, performing rounds at the detox unit and the residential rehab program, assessing status, reviewing treatment plan goals, determining medical necessity of patients, consulting with staff, and reviewing medical records
3. Will provide appropriate and applicable in-service training to staff of the program (ex: infection control, medication procedures, symptoms of adverse reactions to medications, HIV/STD testing, TB testing, nutrition)
4. Will periodically review all medical forms in use, and approve such or recommend necessary changes to remain in compliance with regulations
5. Will maintain accurate documentation in patients' charts as governed by regulations, following each contact with a patient
6. Will prescribe medications as necessary to facilitate and ensure safe detox, reviewing concerns or interactions with medical staff on duty
7. Will work closely with YCSP Psychiatrist regarding any individuals known to the YCSP continuum previously or concurrently, ensuring no duplication of efforts and no miscommunication occurs in relationship to patient care
8. Will conduct routine physicals of all detox patients as appropriate or needed, beyond the scope of what an RN can do
9. Will provide informed consent on all medications prescribed
10. Will provide for a full nutritional assessment for each detoxification patient, and make necessary recommendations for special needs diets to Food Services staff
11. Will order lab work, review results, make recommendations for interventions necessary based on results
12. Will provide general supervision of nursing staff, in conjunction with the Director of Nursing

**PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.

**REQUIRED JOB SKILLS:**

1. Previous experience overseeing detoxification procedures
2. Previous experience working with substance use disorders and co-occurring disorders
3. Demonstrated compassion and empathy
4. Previous experience supervising other staff, some of whom are entry level

**EDUCATION:**

1. Medical degree
2. Licensed as MD or DO
3. Specialized certification in addiction studies preferred

Position Description Approval
Robert Dawber, Executive Director
Date Signed _____
Board Review

## **NURSE**

York County Shelter Programs, Inc.  
P.O. Box 820  
Alfred, ME 04002

**Position Description:** the nurse on duty is the individual responsible for managing medical orders and directives handed down from the Medical Director and the Director of Nursing to individuals residing in the detoxification program. The detox offers 12 beds to individuals with substance use disorders or co-occurring conditions that require medically monitored detoxification.

Following admission, the nursing staff provide the majority of the oversight and interaction with patients, in conjunction with the nursing assistants. Nurses will conduct assessments, transcribe medical orders from physician, oversee medication ordering, generate medical logs as necessary, provide for direct care of patients, and monitor fully the detoxification process on every individual in the program.

Referrals come from both YCSP internal continuum of care, as well as through the collaborative working relationship YCSP has entered into with the County of York and the District Attorney's Office. The average length of stay is 3-7 days, depending upon medical necessity and needs of the individual.

The nurses provide the majority of medical charting, logging, and monitoring of all patients. They provide for medical decision making, routine vitals checks, management of medications, evaluation of medical risks warranting transfer to a hospital, evaluation of pending crisis situations, and general care to all patients. All nurses report directly to the Director of Nursing. Full time nurses work Monday-Friday, 8 hour shifts.

Nurses on duty will work with a full time nursing assistant (CRMA/CNA level staff) and will provide oversight and supervision of their job performance and engagement with patients. Nurses will also provide the majority of their work on the detoxification side of the program. However, in addition to the detox beds, there are also rehabilitation beds on the other side of the building. Nursing and other medical staff can and will be consulted and sought out when apparent medical issues or concerns arise for a rehabilitation patient.

### **Duties:**

1. Manages up to 12 individuals within the detoxification program
2. Provides routine and regular inspection and monitoring of all patients at least once per hour, logging vitals, ordering blood work, drawing blood, taking blood sugar measurements, monitoring caloric intake, determining progress of patient, assessing complications, addressing urgent medical needs as permitted by licensure
3. Attends scheduled treatment team meetings, participating as appropriate in reporting concerns or suggested changes to medical and counseling staff
4. Monitors compliance with logging, documentation, tracking, and reporting per detox regulations and requirements through Maine Care, private insurance, and State of Maine DHHS
5. Conducts and/or reviews bio-psycho-social assessments in conjunction with CADC/LADC staff
6. Closely monitors treatment plan goals, ensuring staff working collaboratively in same direction to avoid duplication of services

York County Shelter Programs, Inc. does not discriminate in the rental of housing, the provision of services, or in any matter, based on race, color, age, religion, sex, ancestry, national origin, disability, familial status, sexual orientation or status as a recipient of public assistance.

7. Maintains orderly and organized medical nursing station, equipped with medications, medical supplies, equipment in good order, and other necessary items that facilitate operation of a 12 bed detox facility
8. Provides tolerated group activities for patients, including nutritional education, the effects of drugs/alcohol on the brain and body, significance in taking medications as prescribed
9. Takes routine inventory of supplies as necessary and directed
10. Provides on-call and back up coverage when alternative RN staff are unavailable (ie call outs, vacation time)
11. Oversees all MAR records on patients, observing for errors or missed doses of medications, provides clarification and/or follow up if medications have been missed
12. Works closely with Director of Nursing in drafting and writing medical policy as necessary
13. Provides oversight and supervision of nursing assistants
14. Provides for medical needs on the rehabilitation side of the program as necessary

**PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.
3. This position requires transportation of residents in both personally and agency owned vehicles

**Required Experience:**

1. 2 years' experience working in a detoxification or inpatient hospital setting detox unit
2. Full working knowledge of Maine DHHS regulations governing detox programs
3. Familiarity with Maine Care regulations regarding detoxification limits, approvals, and medical necessity verification
4. Previous experience in facility licensure process and renewal a plus

**Education:**

1. RN licensed
2. CPR and first aid certified

Position Description Approval  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Robert Dawber, Executive Director  Date Signed _____ Board Review _____
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**Nursing Assistant**  
York County Shelter Programs, Inc.  
P.O. Box 820  
Alfred, ME04002

**Position Description:** The Nursing Assistants work in the 12 bed detoxification program, located in Alfred, Maine. This program provides detox services in a free-standing non-hospital based setting, 24 hours per day, to adult men and women with substance use disorders.

Referrals come from both YCSP internal continuum of care, as well as through the collaborative working relationship YCSP has entered into with the County of York and the District Attorney's Office. The average length of stay is 3-7 days, depending upon medical necessity and the needs of the individual.

Nursing Assistants provide a variety of medical services and supports within the detox program, responding to the directives provided by the nurse on duty and/or the Director of Nursing.

The overall responsibility of this position is in ensuring safe and as comfortable as possible detox from chemical substances on behalf of the patients admitted. Verifying vitals, whereabouts of patients, measuring caloric intake, dispensing of medications, and providing clean up care are all responsibilities of this position.

In addition, Nursing Assistants provide a wealth of information via their observations and oversight of patients in the detox. Individuals in this position must be willing to work collaboratively as a team, follow precise instructions, and pay close attention to individuals under their care.

**Duties:**

1. Completes admissions into detox program, in conjunction with the Medical Director and the Director of Nursing
2. Performs general vital checks, using electronic blood pressure cuff, temporal thermometer, measuring oxygen saturation, taking weight and height measurements
3. Monitors caloric intake of all detox patients, maintaining food log and documentation in patients' chart
4. Provides routine and regular walk through inspections on detox unit, noting member whereabouts minimally every hour and documenting patients' presentation, concerns, or complaints
5. Dispenses medications as prescribed by Medical Director, maintaining accurate MAR records, and noting any adverse effects
6. Monitors compliance with logging, documentation, tracking, and reporting per detox regulations and requirements through Maine Care, private insurance, and State of Maine DHHS
7. Provides clean-up of soiled linens, clothing, and equipment as needed
8. Maintains orderly and organized medical nursing station, equipped with medications, medical supplies, equipment in good order, and other necessary items that facilitate operation of a 12 bed detox facility, as directed by Director of Nursing
9. Oversees all MAR records on patients, observing for errors or missed doses of medications, provides clarification and/or follow up if medications have been missed, as directed by Director of Nursing

York County Shelter Programs, Inc. does not discriminate in the rental of housing, the provision of services, or in any matter, based on race, color, age, religion, sex, ancestry, national origin, disability, familial status, sexual orientation or status as a recipient of public assistance.

10. Implements medical policies and procedures as required to remain in licensure compliance, as directed by Director of Nursing
11. Oversees and works with Food Services cook to ensure special dietary needs are met, nutritional guidelines are met, and individuals obtain necessary caloric intake for overall physical recovery

**PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.
3. This position requires transportation of residents in both personally and agency owned vehicles

**Required Experience:**

1. Previous experience working in addictions treatment programs, prior detox experience preferred
2. Excellent communication skills, with demonstrated ability to make patients feel comfortable and well taken care of
3. Ability to multi-task
4. Understanding of basic medical language relevant to detoxification services

**Education:**

1. Associates Degree in Human Services
2. CRMA certified required
3. CNA certified a plus
2. CPR and first aid certified

Position Description Approval
_____ Robert Dawber, Executive Director
Date Signed _____
Board Review _____

## **Residential Technician-Full Time**

York County Shelter Programs, Inc.

P.O. Box 820

Alfred, ME 04002

**POSITION SUMMARY:** The primary role of the Residential Technician is to ensure health, safety, and quality care for all residents; to appropriately handle emergency and crisis situations, utilizing the clinical team or the on call members and to ensure the adherence of rules, regulations, and agency policy and procedures. This position reports to Clinical Supervisor of the Residential Rehab Program.

Individuals in this position will be responsible for oversight of daily activities, assisting in daily scheduling, and providing some direct treatment services to residents of the rehab program. This position is a full time position, working Mon-Friday 8am-4pm.

The cooperative relationship between YCSP, the District Attorney's Office and York County Government has defined the parameters of this program. Individuals found eligible for the residential rehab program are those who have been recently involved with law enforcement and placed under arrest. The root cause of the arrest can be found in the chemical dependency problem the individual has. In lieu of incarceration, individuals are screened and admitted into the residential rehab program, where they will spend 3-6 months in treatment. Additional individuals may be referred to this program from within the YCSP continuum, however, at no time will the capacity of the program exceed 24 beds.

The location of the residential rehabilitation program is within the same building that houses a detoxification program, also operated by YCSP. Individuals requiring residential treatment, who have completed detox will be given first priority for bed occupancy. The building has two wings, one wing is designated for detoxification and one wing is divided male and female on either side, 12 beds each. When appropriate, individuals will engage in group and meal activities together, however, gender specific treatment approaches will also be used and provide women only groups and men only groups.

The Residential Technician will spend time in both male and female sides of the rehab program, engaging with both sides equally, with one other Residential Technician.

### **DUTIES:**

1. Ensure safety of yourself, the residents, and the facility
2. Provide supportive services as necessary, including active listening, supporting someone who is struggling, engaging positively, acting as a role model
3. Complete intakes and orientating of clients to the program, including all necessary paper work for admission, based on supervisor's approval
4. Conduct at least hourly walk through of entire rehabilitation wing, noting the location of each individual
5. Conduct both routine and random drug/alcohol testing as directed by supervisor
6. Document on each resident, per shift, in shift log book
7. Engage residents in upkeep and cleaning of facility, monitoring and modeling appropriate cleaning techniques
8. Monitor scheduled visitation times (prior approval of visitors is required)
9. Conduct routine and random searching of facility, personal areas, and personal possessions
10. Presents and performs in a professional manner at all times with clients, staff and the public

York County Shelter Programs, Inc. does not discriminate in the rental of housing, the provision of services, or in any matter, based on race, color, age, religion, sex, ancestry, national origin, disability, familial status, sexual orientation or status as a recipient of public assistance.

11. Monitor client self-administration of medications
12. Ensure the client rights are always protected
13. Work as a team player with all staff, utilize supervision for conflict resolution if necessary
14. Maintain accurate, complete and up to date client files in accordance to licensing standards
15. Conduct one fire drill each month on their shift, document on appropriate form and in client files
16. all other related duties as assigned

**PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, as well as lifting boxes and manipulation of equipment. It requires contact with clients/residents, volunteers, agency staff, and the public.
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may at times in the course of their recovery become agitated and/or physically aggressive toward staff and others.
3. This position will require transportation of residents in both personally owned and Agency owned vehicles

**REQUIRED JOB SKILLS:** this position requires the following job skills

1. Excellent organizational and time management skills
2. Willingness to work as a team player
3. Excellent communication skills
4. Knowledge of substance abuse issues, mental health issues, and co-occurring disorders
5. Maintain confidentiality

**EDUCATION/EXPERIENCE REQUIREMENTS:**

1. Minimum of high school diploma/GED
2. ADCA required
3. Previous experience working in residential treatment preferred
4. basic clerical skills
5. CPR/first aid certified

<p>Position Description Approval</p>  <p>_____</p> <p>Robert Dawber, Executive Director</p> <p>Date Signed _____</p> <p>Board Review _____</p>
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**Residential Rehabilitation Program**

**Clinical Supervisor**

York County Shelter Programs, Inc.

P.O. Box 820

Alfred, Maine 04002

**POSITION SUMMARY:** The primary role of the Clinical Supervisor is for the oversight of the Residential Rehabilitation Program. This program is located in Alfred, Maine, and has a capacity to provide treatment for up to 12 women and up to 12 men.

The cooperative relationship between YCSP, the District Attorney's Office and York County Government has defined the parameters of this program. Individuals found eligible for the residential rehab program are those who have been recently involved with law enforcement and placed under arrest. The root cause of the arrest can be found in the chemical dependency problem the individual has. In lieu of incarceration, individuals are screened and admitted into the residential rehab program, where they will spend 3-6 months in treatment.

The Clinical Supervisor oversees all admissions into the program, works with the counseling staff who are delivering services, reviews all treatment plans, hosts weekly clinical team meetings, engages with community providers of care, is a participant in after care planning and discharge, and generally ensures the program operates smoothly and at capacity. The clinical supervisor will be responsible for training staff, program design and implementation, measuring outcomes, and formulating recommendations for program changes.

This position requires flexible hours, often responding to on-call situations or emergencies, as well as ensuring evening and overnight staff are adequately supported. Specific hours will be driven by the needs of the program at the time, but primarily will be Monday-Friday, 8am-4pm.

**DUTIES:**

1. Daily supervision and oversight of a licensed substance abuse residential treatment program
2. Ensures compliance with Maine Care regulations
3. Ensures compliance with DHHS regulations
4. Provides group and individual counseling as learning opportunities for staff, based on their individual needs, which includes necessary assessments and documentation for funding, regulatory, and billing purposes.
5. Oversight and approval of up to 24 residents' treatment plans, assessments, and continued stay reviews. Will review and sign off as the supervisor of any necessary documents for funding and licensing purposes.
6. Completes comprehensive assessments, including provisional diagnoses and recommendations for services
7. Monitors all daily functions within the program, including general clean up, program activities like group, individual counseling, family meetings, rule enforcement
8. Monitors daily activities and job duty compliance of all clinical staff working in the program, including oversight of residential technician shift schedule
11. Organizes programmatic groups relating directly to the specific client population (i.e., substance abuse group, mental health support group, anger management, medication education, co-occurring groups)
12. Ensures treatment beds remain full and establishes a waiting list in conjunction with Clinical Director

18. Oversees and approves aftercare planning prior to discharge, including housing placement, outpatient counseling, case management and services after completion of program
19. Crisis intervention and de-escalation as necessary with residents
22. Problem solving facility issues and conflicts with residents
23. Conducts routine outreach activities and team meetings with engaged partners (probation, bail commissioners, County Government, law enforcement)
24. Facilitates weekly staff meetings
25. Completes staff orientation, training, supervision, and annual evaluations
26. On call coverage, primarily via telephone, to problem solve issues after hours
27. Other duties as assigned

**PHYSICAL DEMANDS/HAZARDS:**

1. This position requires walking, standing, sitting, bending, lifting, manipulation, operation of equipment, contact with clients, volunteers, agency staff, and the general public
2. This position may result in exposure to biomedical hazards (i.e. infectious disease and body waste/discharge) and contact with clients/residents who may, at times in the course of their recovery, become agitated and/or physically aggressive toward staff and others
3. This position will require transportation of residents in both personal and agency owned vehicles, at various times

**REQUIRED JOB SKILLS:**

1. Demonstrated oral and written skills
2. Experience or training with substance abuse, mental health, or co-occurring treatment
3. History of working with low income persons
4. History of working with cultural diversity issues
5. Ability and experience working with various constituencies
6. Organized and able to multi-task without constant supervision
7. Basic understanding of budgeting and overseeing a budget
8. Good communication skills
9. Effective leadership skills
10. Ability to work under pressure and maintain a positive attitude
11. Must be creative and comfortable taking risks
12. Ability to work evenings and weekends
13. Proficient in email, micro-soft word, excel spreadsheets

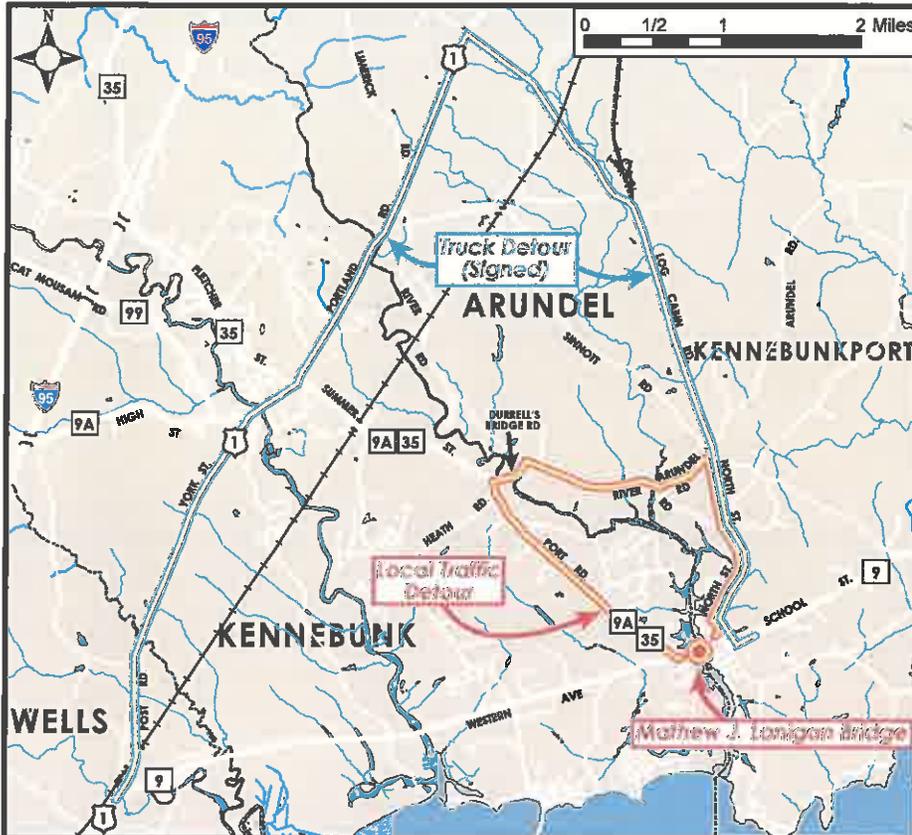
**EDUCATION/EXPERIENCE REQUIREMENTS:**

1. Minimum of a CADC, LADC preferred
2. CCS certification beneficial
3. Minimum of MHRTC with Bachelor's degree, LCPC/LCSW preferred
4. Previous experience running a program

11.b.

# Traffic Alert

## Mathew J. Lanigan Bridge Linking Kennebunk and Kennebunkport



Construction of the new Mathew J. Lanigan Bridge begins in late December and is expected to be fully completed by Memorial Day, 2017. The new bridge will be wider and will include six-foot sidewalks on both sides. There will also be a cantilevered viewing outlook at the center of the bridge on both sides.

The \$2.7 million project is being done in stages to accommodate the tourism economy of the region.

**Beginning Monday, December 26th through March 4th, Route 9 traffic over the bridge will be reduced to one lane of alternating traffic.** Traffic signals will regulate traffic movement so that the contractor can begin work on the upstream side of the abutment across the street from the Clam Shack. The contractor will also work on the other side of the Kennebunk abutment as well as build a temporary pedestrian bridge.

**March 5th - mid-April accommodates a full closure of the bridge and Route 9 traffic in that vicinity.** This period of full closure will allow the contractor to complete the majority of the work at an accelerated pace.

**Mid-April to Memorial Day** - The bridge will return to one lane of alternating traffic until the project is completed in late May.

**All construction work is weather-dependent so the schedule may change.**

*MaineDOT encourages drivers to stay focused and drive carefully in the work zone and on all alternate routes.*



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