



TOWN OF KENNEBUNKPORT, MAINE

Board of Selectmen Agenda May 14, 2020 @ 6:00 PM VIRTUAL MEETING (VIA ZOOM)

This meeting will be conducted through the electronic platform Zoom.

ZOOM MEETING/WEBINAR INSTRUCTIONS

Ways to join the webinar:

- Connecting by computer or mobile device, go to <https://zoom.us/j/98538689346>

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- Connecting by phone (Use phone number depending on location)
+1 929 205 6099 US or +1 312 626 6799 US or +1 669-900-6833 US
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Webinar ID: 985 3868 9346

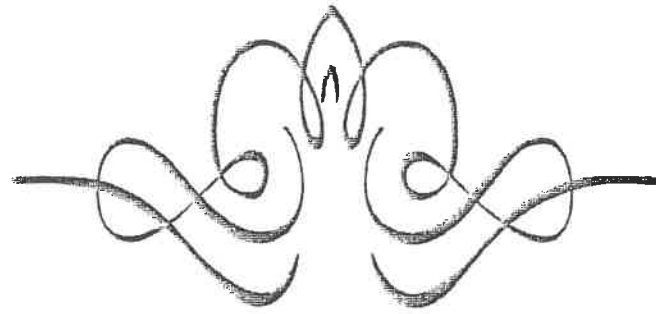
NOTE: During the meeting, only the Selectmen and Town Manager will be on screen with audio connected. All other participants will be blacked out and audio muted except when the Board solicits public input.

PUBLIC COMMENTS: If you wish to speak on an agenda item and you are:

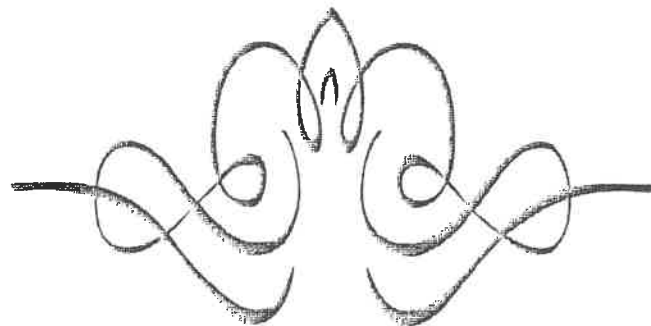
- **Joining via your computer or cell phone**
 - Please use the “raise your hand” feature by clicking “participants” (computer). The host will be notified and will identify you when it is your turn to comment.
- **Joining via landline phone:**
 - The following commands can be entered using your phone’s dial pad while in a Zoom meeting. The host will be notified and will identify you when it is your turn to comment.
 - *6 - Toggle mute/unmute
 - *9 - Raise Hand

Written Public Comments: With the shift to remote meetings, we are encouraging written public comments in place of in-person participation. Written public comments must be e-mailed to Town Manager Laurie Smith at LSmith@kennebunkportme.gov, or mailed to Public Comment, Town Manager Office, P.O. Box 566, Kennebunkport, Maine 04046, or dropped in the Town Office “drop box” and must be received by 2 hours prior to the start of a meeting on the date of the Board of Selectmen meeting. These comments will become a part of the permanent record of the meetings. If e-mailing, please note “Public Comment” and the meeting date in the Subject field. *This method is subject to change. Any updates will be communicated.

1. Call to Order.
2. Approve the April 21, 23, and 27, 2020, and May 4, and 7, 2020, selectmen meeting minutes.
3. Sign the Warrant for the July 14, and 18, 2020, Annual Town Meeting.
4. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.).
5. Consider Goose Rocks Beach Advisory Committee Reopening Recommendations for Goose Rocks Beach.
6. Consider request from Hurricane's Restaurant to reconstruct the back deck on town property and use the space for outdoor seating.
7. Consider Dock Square Parking Lot Operations.
8. Review of Kennebunkport Reentry Plan.
9. Accept Donations.
 - a. Nurses' memorial tree from Linda Hannah and the Health Council.
 - b. Lisa and Brian Smith donated \$50 to the emergency food fund.
 - c. Karen Bubar donated \$125 to the general needs account.
10. Other Business.
11. Adjournment.



Agenda Item Divider



**Town of Kennebunkport
Board of Selectmen's Meeting VIA Zoom
April 21, 2020
6:00 PM**

Minutes of the Selectmen's Meeting of April 21, 2020

Selectmen attending via Zoom: Patrick A. Briggs, Allen A. Daggett, Ed Hutchins, Sheila Mathews-Bull, and D. Michael Weston.

Others attending via Zoom: Barbara Barwise, Dan Beard, David Betses, Michael Claus, Carol Cook, Michael Davis, Jon Dykstra, Allan Evelyn, John Everett, Werner Gilliam, David James, Arlene McMurray, Dimitri Michaud, Tracey O'Roak, Michell Powell, Craig Sanford, Laurie Smith, Arlene McMurray, Dimitri Michaud, Stedman Seavey, Amy Tchao, Steve Turner, and others

1. Call to Order.

Chair Daggett called the meeting to order at 6:00 PM. He took **roll call** of Selectmen present: Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

2. 6:00 PM - Executive Session pursuant to MRSA 1, §405-6D to discuss labor contracts.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to go into executive session pursuant to MRSA 1, §405-6D to discuss labor contracts. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

The Board went into executive session at 6:00 PM and came out at 6:44 P M. No action was taken.

3. Discuss annual town meeting and FY21 budget.

Town Manager Laurie Smith explained that it has been a month since the Governor's actions and things are still unclear. She said she spoke with the town attorney about election options which are listed in her memo (See Exhibit A). For the safety of the public, the legal team thinks it is reasonable to change the town meeting dates. There could be a secret ballot election on July 14 and that meeting would be adjourned and reopened on July 18 to an open town meeting. The statutory requirement is for the town warrant to be signed 60 days before the election, which would fall on May 15.

Ms. Smith also mentioned that they usually vote on each warrant article. She said she bundled highway and mechanic into one article and asked if they would like to bundle more articles. Bundling would shorten the open town meeting, which would be a good for safety reasons.

The Selectmen agreed with the new election dates and the Selectmen along with some of the Budget Board members agreed that she should bundle the warrant articles. Ms. Smith explained that both boards will have to meet again for at least two meetings and possibly four. She commended the fine job Videographers Mike Davis and David Powell are doing hosting the Zoom meetings.

Regarding the budget, Ms. Smith stated if they want to keep the tax rate flat, she estimated that expenditures need to be reduced by \$1 million. She calculates revenues would probably decrease to approximately \$400,000 to \$650,000 which does not include delayed property tax payments.

Budget discussion followed. Some of the comments were:

- Keep tax rate flat otherwise some businesses may have to close. Also, businesses will not be able to get help from people overseas.
- Go back to the departments, tell them how much to reduce their budget and see what they can do.
- Increase taxes, the community can afford it.
- Reduce the reserve to 10% for the next two years and then increase it back to 18% in the third year.
- Have the Town Manager bring back a new budget. She knows best.
- Don't increase taxes which would create undue stress in these already difficult times.
- Try to cut back as much as possible. There are lots of unknowns, and the Town Manager has the best feel for this.
- Ask the Town Manager to calculate either keeping a flat rate or a 5% increase.

Ms. Smith will work the department directors to either keep the tax rate flat or increase by 5%. She said she will talk to the Budget Board Chair about state statutes and what is required of the Budget Board.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to go back into executive session pursuant to MRSA 1, §405-6D to discuss labor contracts. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

The Board went back into executive session at 7:45 PM and came out at 8:00 PM. No action was taken.

4. Other Business.

There was no other business.

5. Adjournment.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to adjourn. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

The meeting adjourned at 8:00 PM

Submitted by Arlene McMurray
Administrative Assistant

Exhibit A 4-21-2020

Memorandum

To: Board of Selectmen

Fr: Laurie Smith, Town Manager

Re: FY 21 Budget and Elections

Dt: April 17, 2020

At the end of February, I presented a budget that that invested in Kennebunkport's future in a thoughtful but assertive manner. Unfortunately, the COVID-19 pandemic has created uncertainty in everyone's future. Whether personal travel plans, employment, or business operations, the pandemic has had a very real impact on everyone's life and has impacted the economy as well. A month ago, the Governor enacted a Civil State of Emergency and non-essential businesses and public spaces were closed. At that point we agreed to postpone the budget process as I was in hopes to have a clearer picture in a few weeks. Well a month later, my crystal ball is not any clearer.

What I do know is that the economy will be impacted by the pandemic longer than hoped a month ago. Being a seasonal community, Kennebunkport will be especially impacted by the late start or potential lack of a summer season. The effect will be felt by the tourism industry, commercial fishing, and citizens.

I anticipate, as do many of my colleagues, that the pandemic will have negative effect on Town revenues. I have done my best to calculate which revenues are going to be affected and it appears that the impact will likely be between \$400,000 and \$650,000. This does not even include the delayed property tax payments that are likely to occur.

In an attempt to have zero tax rate increase on our municipal portion, I estimate we will need to reduce expenditures by approximately \$1,000,000. The budget consists of three components, operations, debt, and capital. I cannot change the bonded debt payments for roads, infrastructure, buildings or property that were bonded in years past, which means I would need to reduce operations and capital. Please keep in mind that budgets are not singular years – unattached to the current year or the following year. Our attempts should be to provide needed services in the following year understanding the challenges that the pandemic will bring that had not been planned in previous budgets.

Another challenge is our June Town Meeting. The Governor has changed the primary to July 14. Although our ordinance states we will hold our annual meeting on the second Tuesday of June and the following Saturday, our attorney agrees that for reasons of public safety and in accordance with the Governor's actions we should move our meeting dates to July 14 and 18. In order to accomplish a secret ballot warrant for July 14 that adjourns to an open town meeting on the 18, we will need to authorize a warrant and all budget articles by May 15. That would require that we begin meeting again with the Budget Committee as soon as possible.

Exhibit A 4-21-2020

Of course, this will also require me to present an amended budget for your consideration. I would like to discuss with you ideas I have for reducing expenditures and get direction in order to move forward with the budget process. These include:

- Capital
- Wages
- Recycling
- Operations
 - Communications (town report and newsletter)
 - Social Services
 - Partner Agencies
 - Libraries
 - KEMS
 - Seacoast Garden Club
 - Memorial Day Parade
 - Kennebunk River
 - 4th of July celebrations
 - Committees
 - Growth Planning
 - Conservation Commission
 - Shade Tree
 - Cemetery
 - Parsons Way

Please know that my department directors and I stand ready to assist the boards with these difficult decisions in an expeditious manner.

**Town of Kennebunkport
Board of Selectmen's Meeting VIA Zoom
April 23, 2020
6:00 PM**

Minutes of the Selectmen's Meeting of April 23, 2020

Selectmen attending via Zoom: Patrick A. Briggs, Allen A. Daggett, Ed Hutchins, Sheila Mathews-Bull, and D. Michael Weston.

Others attending via Zoom: Grace Adams, Kate Badertscher, Michael Claus, Michael Davis, Peter Delaney, John Everett, Ann Galligan, T. Galligan, Werner Gilliam, Justin Grimes, Marie Henrickson, David James, Allison Kenneway, Jen Lord, D. McAlpine, Arlene McMurray, Tracey O'Roak, Craig Sanford, Laurie Smith, Loretta McDonnell, Arlene McMurray, Stedman Seavey, Chris Simeoni, Sue Ellen Stavrand, Amy Tchao, and others

1. Call to Order.

Chair Daggett called the meeting to order at 6:00 PM. He took **roll call** of Selectmen present: Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

Videographer David Powell explained how to raise a virtual hand if someone wants to participate in the meeting.

2. Approve the April 2, 6, 9, and 10, selectmen meeting minutes.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the April 2, 6, 9, and 10, selectmen meeting minutes. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

3. Approve Street Opening Permit for Lord and Harrington, Langsford Road, sidewalk only, for new water services and underground power.

Director of Public Works Mike Claus said they need to get under the sidewalk to get underground power.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the Street Opening Permit for Lord and Harrington, Langsford Road, sidewalk only, for new water services and underground power. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

4. Consider owner installation of rope fence in right of way at 75 Turbats Creek Rd.

Mr. Claus said it is a new house and the fence posts were removed in the town right of way. The owner would like to install new rope fence posts in the town right of way to prevent parking. He does not see any issues with this. The town attorney reviewed the agreement and made one change which is included in the agreement which will be filed with the Registry of Deeds if approved by the Board. He stated the town has the right to remove it or ask for it to be removed.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the owner installation of a rope fence in right of way at 75 Turbats Creek Rd. **Roll Call Vote to approve:** Briggs, Daggett, Matthews-Bull, and Weston. **Roll Call Vote to not approve:** Hutchins. **Voted:** 4-1. **Motion passed.**

5. Consider reentry plan for town operations.

Town Manager Laurie Smith read the federal guidelines for reopening town operations. See Exhibit A. She said the Governor is guided by science and the CDC and said things will not be back to normal soon. She also discussed a reentry plan for the town which she prepared. See Exhibit B.

Ms. Smith reported that Selectman Matthews-Bull and Weston will work with the Beach Advisory Committee to formulate a plan. Selectman Matthews-Bull will also work with the hospitality group.

Ms. Smith was asked about summer public events notification. She responded that applications cannot be approved right now.

Chair Daggett read a letter from Tracey McGovern.

6. Accept donation of \$1,000 from the South Congregational Church for the emergency food fund.

Motion by Selectman Matthews-Bull, seconded by Selectman Weston, to accept the \$1,000 donation from the South Congregational Church for the emergency food fund. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

7. Other Business.

Ms. Smith announced the Town Attorney provided an order for the Board of Selectmen to move the annual town meeting from June to July. See Exhibit C. Chair Daggett read the order.

Motion by Selectman Matthews-Bull, seconded by Selectman Weston, to approve the Order Postponing Annual Town Meeting From June 9 and 13 to July 14 and 18, 2020.

Roll Call Vote to approve: Briggs, Daggett, Matthews-Bull, and Weston. Selectmen Hutchins abstained because he is running for Board of Selectmen and feels it might be a conflict of interest. **Voted:** 4-0. **Motion passed.**

8. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

The meeting adjourned at 6:38 PM

Submitted by Arlene McMurray
Administrative Assistant

EXHIBIT A - 4-23-2020

GUIDELINES

OPENING UP AMERICA AGAIN

President Trump has unveiled Guidelines for Opening Up America Again, a three-phased approach based on the advice of public health experts. These steps will help state and local officials when reopening their economies, getting people back to work, and continuing to protect American lives.

Proposed Phased Approach

BASED ON UP-TO-DATE DATA AND READINESS

MITIGATES RISK OF RESURGENCE

PROTECTS THE MOST VULNERABLE

IMPLEMENTABLE ON STATEWIDE OR COUNTY-BY-COUNTY BASIS AT GOVERNORS' DISCRETION

Proposed State or Regional Gating Criteria

Satisfy Before Proceeding to Phased Comeback

SYMPTOMS	CASES	HOSPITALS
Downward trajectory of influenza like illnesses (ILI) reported within a 14-day period	Downward trajectory of documented cases within a 14-day period	Treat all patients without crisis care
AND	OR	AND
Downward trajectory of covid-like syndromic cases reported within a 14-day period	Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)	Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

State and local officials may need to tailor the application of these criteria to local circumstances (e.g., metropolitan areas that have suffered severe COVID

GUIDELINES FOR ALL PHASES

Individuals

Continue to adhere to State and local guidance as well as complementary CDC guidance, particularly with respect to face coverings.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces as much as possible.
- ✓ Strongly consider using face coverings while in public, and particularly when using mass transit.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

Phase One

For States and Regions that satisfy the gating criteria

INDIVIDUALS

- **ALL VULNERABLE INDIVIDUALS** should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.
- All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.
- Avoid **SOCIALIZING** in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (e.g., receptions, trade shows)
- **MINIMIZE NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.

EMPLOYERS

- Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.
- If possible, **RETURN TO WORK IN PHASES**.
- Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
- Minimize **NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.
- Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.

SPECIFIC TYPES OF EMPLOYERS

- **SCHOOLS AND ORGANIZED YOUTH ACTIVITIES** (e.g., daycare, camp) that are currently closed should remain closed.
- **VISITS TO SENIOR LIVING FACILITIES AND HOSPITALS** should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.
- **LARGE VENUES** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols.
- **ELECTIVE SURGERIES** can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.
- **GYMS** can open if they adhere to strict physical distancing and sanitation protocols.
- **BARS** should remain closed.

Phase Three

For States and Regions with no evidence of a rebound and that satisfy the gating criteria a third time

INDIVIDUALS

- **VULNERABLE INDIVIDUALS** can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.
- **LOW-RISK POPULATIONS** should consider minimizing time spent in crowded environments.

EMPLOYERS

- Resume **UNRESTRICTED STAFFING** of worksites.

SPECIFIC TYPES OF EMPLOYERS

- **VISITS TO SENIOR CARE FACILITIES AND HOSPITALS** can resume. Those who interact with residents and patients must be diligent regarding hygiene.
- **LARGE VENUES** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under limited physical distancing protocols.
- **GYMS** can remain open if they adhere to standard sanitation protocols.
- **BARS** may operate with increased standing room occupancy, where applicable.

- Operations
 - Department by Department Criteria and Questions
 - Public Spaces
 - Beaches and Parks
 - Public Restrooms
 - Dock Square
 - Portapotties
 - Safety
 - Enforcement
 - Sanitation
 - Safety Measures and Physical Changes
 - Safety Glass
 - Dutch Doors
 - PPE for Staff
 - PPE FOR Public
 - Limit on numbers of staff
 - Limit on numbers of public
 - One-way traffic in Town Hall operations
 - Essential vs. non-essential as we ramp up
 - Changes in protocols and policies
 - Develop new emergency response plans.
 - Licenses
 - Victualer's
 - Liquor/Special Amusements
 - Shellfish
- Protocols/Policies
 - Facilities cleaning
 - Allowing public use of facilities
 - Status of Parks and Beaches
 - Public Parking
 - Beaches
 - Dock Square
 - Village Fire Station
 - Cape Porpoise Pier
 - Social Distancing in public facilities
- State Executive Orders
- Federal Orders
- Center for Disease Control Restrictions and Guidance

Communication

- Alerting public
 - Phase ramp up
 - Rules and Protocols
 - Changes to regulations and standards
- Alerting Businesses to changes and standards
 - Altering visitors to Rules and Protocols
- Communication with residents on evolving issues
- Communication with businesses regarding their work challenges and our standards.
- Employees on an ever-evolving environment
- Newsletter for summer/fall
- Budget document publications

Public Meetings

- When do we resume physical meetings?
- When do we engage other boards and committees?
- Do we begin with public officials and then to public?
- Continued training of board members on Zoom format
- Virtual meetings dependent upon support from two AV staff

Public Events

- Memorial Day Parade
- 4th of July Fireworks
- GRB Fourth of July Race and Parade
- Special Events – Races and Gatherings

State Resources

- Testing
 - Employees
 - How to Include data from visitors
- PPE
- Communication
 - Time Frame
 - Triggers
 - Testing Results

Exhibit C – April 23, 2020

TOWN OF KENNEBUNKPORT ORDER POSTPONING ANNUAL TOWN MEETING FROM JUNE 9 & 13, 2020 TO JULY 14 & 18, 2020

The Town of Kennebunkport Board of Selectmen hereby finds and orders the following:

WHEREAS on March 31, 2020, the Governor issued Executive Order 28, which directed people to stay at home except for essential business operations and activities in order to reduce the transmission of COVID-19; and

WHEREAS on April 10, 2020, the Governor issued Executive Order 39, entitled, “An Order Modifying the Primary Election to Reduce Exposure to COVID-19,” which suspended the requirement under 21-A M.R.S. § 339 that the primary election be held on the 2nd Tuesday in June and directed that the State Primary Election scheduled to be held on June 9, 2020 be postponed to July 14, 2020, unless changed by subsequent Executive Order; and

WHEREAS, Section 5.1 of the Administrative Code of the Town of Kennebunkport requires the Town’s Annual Town Meeting to convene on the second Tuesday in June for the purpose of electing Town Officials and for voting on referendum articles and other secret ballot articles; and

WHEREAS, Section 5.1 of the Administrative Code of the Town of Kennebunkport further requires the Town’s Annual Town Meeting to adjourn to the Saturday immediately following the second Tuesday in June for the purpose of considering and adopting the budget and acting upon remaining business; and

WHEREAS, Section D-3 of Emergency Legislation enacted on March 18, 2020 as Public Law 2019, Chapter 617 entitled, “An Act to Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency” allows the municipal officers to postpone the date of a secret ballot election “notwithstanding any law or municipal charter provision or ordinance to the contrary, during calendar year 2020”; and

WHEREAS, the Town believes that it would be in the best interest of the health, safety and welfare of the voters of the Town, as well as Town staff and election workers, to postpone the Annual Town Meeting for the same reasons stated by the Governor in Executive Order 39;

NOW THEREFORE, in accordance with the aforesaid laws, orders, and recitals, which are incorporated herein by reference, it is hereby ordered as follows:

1. The Annual Town Meeting scheduled for June 9, 2020 shall be postponed until Tuesday, July 14, 2020 for the purpose of electing Town Officials and for voting on referendum and other secret ballot articles; and

2. Following the aforesaid election on Tuesday, July 14, 2020, the Annual Town Meeting shall be continued to Saturday, July 18, 2020 for the purpose of considering and adopting the budget and acting on all remaining articles on the annual town meeting warrant.

Dated this ____ day of April, 2020.


Allen Daggett, Chair


Sheila Matthews-Bull, Vice Chair

Patrick Briggs

Edward Hutchins

Michael Weston

**Town of Kennebunkport
Joint Board of Selectmen and Budget Board Meeting VIA Zoom
April 27, 2020
6:00 PM**

Minutes of the Selectmen's Meeting of April 27, 2020

Selectmen attending via Zoom: Patrick A. Briggs, Allen A. Daggett, Ed Hutchins, Sheila Mathews-Bull, and D. Michael Weston.

Others attending via Zoom: Grace Adams, Barbara Barwise, Dan Beard, David Betses, Jon Dykstra, Allan Evelyn, John Everett, David James, Allison Kenneway, Ki Leffler, Jen Lord, Arlene McMurray, Dimitri Michaud, Tracey O'Roak, Michelle Powell, Craig Sanford, Laurie Smith, Stedman Seavey, Steve Turner, and others

1. Call to Order.

Chair Daggett called the meeting to order at 6:00 PM. He took **roll call** of Selectmen present: Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

Budget Board Chair Barbara Barwise called the Budget Board Meeting to order and took **roll call** of board members present: Barbara Barwise, Grace Adams, Jon Dykstra, Dan Beard, David Betses, Allan Evelyn, David James, Ki Leffler, Steve Turner, Michelle Powell, and Stedman Seavey.

2. Discuss annual town meeting and FY21 budget.

Town Manager Laurie Smith presented a budget review that she worked on with the department directors and Treasurer Jen Lord in reaction to the economy in these uncertain times. See Exhibit A.

Budget Board member Dimitri Michaud arrived late in the virtual meeting.

Discussion about phases 1 and 2 with the Board of Selectmen and Budget Board followed.

Motion by Selectman Weston, seconded by Selectman Matthews-Bull to go with phase 1 with a \$600,000 fund balance. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

The Budget Board took a roll call vote next.

Motion by Adams, seconded by Powell, to go with Phase 1 of the budget with a \$600,000 fund balance. **Roll Call Vote for:** Adams, Dykstra, Daggett, James, Turner, Michaud, Powell, Seavey, Barwise. **Roll Call Vote opposed:** Beard, Leffler, Betses. **Voted:** 9-3. **Motion passed.**

Ms. Smith announced that if anyone had budget questions, they could call her. She said she will bring the town meeting articles to their next meeting.

Dan Beard thanked Ms. Smith and Jen Lord for their hard work on the budget.

Motion by Dan Beard, seconded by David James, to adjourn. **Roll Call Vote:** Adams, Dykstra, Daggett, James, Turner, Michaud, Powell, Seavey, Barwise, Beard, Leffler, Betses **Voted:** 12 -0. **Motion passed.**

The Budget Board adjourned at 7:26 PM.

3. Other Business.

Selectman Matthews-Bull said she met with the hospitality group once and will be meeting with them again on Wednesday. She will report their suggestions at a future meeting.

Ms. Smith said the Beach Advisory Committee is working on a reentry plan.

4. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

The meeting adjourned at 7:28 PM.

Submitted by Arlene McMurray
Administrative Assistant

EXHIBIT A – April 27, 2020

Memorandum

To: Board of Selectmen

Fr: Laurie Smith, Town Manager

Re: FY 21 Amended Budget

Dt: April 24, 2020

Based upon our discussion last Tuesday evening, Jen Lord and I have worked with Department Directors on an amended budget compiling a list of phase 1 and phase 2 reductions.

In your packet you should have five sheets.

1. An amended FY 21 revenue sheet.
2. An amended FY 21 budget reduction sheet showing both Phase 1 and Phase 2 reductions/additions.
3. An amended FY 21 capital budget sheet showing both Phase 1 and Phase 2 reductions/additions.
4. An FY 21 tax commitment sheet showing no change in use of fund balance.
5. An FY 21 tax commitment sheet showing the amount of fund balance contribution required to reduce the municipal portion of the tax rate to a 0% increase.
6. An explanation of fund balance

There is a lot of information contained in these sheets. Jen and I have done our best to simplify the information as much as possible in order that we might converse together throughout the virtual meeting.

Some general notes for your consideration.

- \$20,000 in expenses or revenues will change the tax rate by \$0.01
- \$100,000 in expenses or revenues will change the tax rate by \$0.05
- \$200,000 in expenses or revenues will change the tax rate by \$0.10
- \$5,000,000 in value will change the tax rate by \$0.01

Amended Revenues:

For the proposed FY 21 budget, I originally estimated \$2,788,135. This included the estimated non-property tax revenue and the special revenue transfer from Recreation, both found on the tax commitment sheet. The amended FY 21 Revenue page includes *only* the particular revenue accounts that I believe will be impacted by a change in economic conditions. That is why the total at the bottom of the proposed FY 21 column does not match the total original revenue forecast in your original proposed budget.

Jen and I developed a conservative reforecast of the revenues at the beginning of the COVID emergency. Those numbers are reflected in the conservative column. As time went on and we thought more about what was likely to happen, I created the optimistic revenue forecast in the following column. Jen and I have been discussing budget issues and challenges with other communities throughout the state and analyzing different potential models. The revised request column (last one highlighted in yellow) is our best guess at this time as to our revenue forecast for FY 21. This revised request will result in a reduction of \$485,000 from our proposed FY 21 revenue forecast. The two line items following the totals show the percentage decreases. The first line shows the percentage reduction from *only* those revenues which will be impacted (shown in the amended revenue list). The second line shows the percentage reduction of all proposed revenues (shown in your original revenue budget).

Amended FY 21 Budget – Phase 1 and Phase 2

This document is two pages in length and is divided between phase 1 and phase 2 amendments. I have listed most changes under the department category where they are shown in the original budget. There are two new additions to the budget - these are both highlighted in yellow.

The first addition is online service fees. Previously, the town did not absorb any online service fees for credit card payments. Citizens were allowed to pay online; however, they were charged a convenience fee by a third party vendor. This fee was higher than a merchant would typically be charged, but the town did not receive any of the service fees, only the original revenue. When the civil emergency began and the town office was closed to the public, our staff did their best to recreate every possible transaction as an online experience. In accordance with our desire to keep business running, we changed our credit card processing account and absorbed a merchant fee for all online charges. In the past month this has totaled \$2,800.

As we consider how to reopen town hall and what business will be like for our staff and citizens until a vaccine is available, I am imagining that we will have limited customer interactions and be encouraging on-line processing. I am recommending that we add online service fees for most transactions to our budget. I would not be offering this same service for tax payments as that could cost the town \$250,000 or more.

The second addition is the expense for an additional ballot machine for the upcoming year. Tracey O'Roak is recommending the addition as we plan for an anticipated high turnout in November of 2020 and the potential for new physical distancing standards and a local ballot to address lessons learned in the pandemic.

Phase 1

These reductions will hit most every department or committee. They total \$720,000. I have discussed these decreases with all department directors, and everyone is in agreement that although we wouldn't recommend these changes. We understand the position the town, our state, and nation is in, and we believe we can continue to operate the town providing the same services with these changes.

Some line items of note include:

- The reduction of hours from 20/week to 12/week for our part-time Assistant Code Enforcement Officer.
- The transfer of Dock Square Community Safety Officers to the Dock Square Enterprise Fund.
- The transfer of duties from the Fire Warden and E911 officer to the Fire Chief eliminating the stipends for both positions.
- The postponement of the start of our recycling program until January 1, 2021.
- We have been able to contract for propane and heating fuel in the coming year and have been able to reduce those accounts by \$10,000.
- The capital budget would be reduced by \$550,000 (please see capital detail sheet)
- Wages would be decreased in three areas. The open sergeant position would not be filled for the coming year. Market adjustments planned for several positions would not be implemented. The intern planned to assist with the restart of the recycling program would not be hired.

Phase 2

These reductions dig further into our budget and total \$162,914. They include items that are less popular including fourth of July fireworks, to KEMS, Graves Library, Cape Porpoise Library, and further decreases in capital. The largest reduction is the postponement of wage increases for all personnel until January 1, 2021. Currently, the Town has a union contract in place which includes a wage increase beginning July 1, 2020. I have been in discussions with the union in regards to the changes in our economic future and our desire to partner with them to address these budgetary concerns. This reduction would still need to be fully negotiated with our union representatives. The only other item I considered for Phase 2 which I did not include is the postponement of the start of recycling until July 1, 2021. This would equate to another \$75,000 reduction.

Amended Capital Budget FY 21

This sheet lists all capital proposed in the FY 21 budget and is broken into phase 1 and phase 2 reductions. FY 21 Proposed Phase 1 column lists all the original proposed dollar amounts. The second column lists amended requests in both phase 1 and phase 2. The third column shows the reduction amount between the proposed amount and the amended budget. I have also included a notes column to describe the impact of the reduction. Phase 1 reductions total \$550,000. Phase 2 include some additional reductions and total \$61,000.

There is one addition to the capital which appears in Phase 1. This is an increase in the capital funding for the Cape Porpoise pier account. The original budget had proposed a \$250,000 contribution to the account for the needed rebuilding of the Cape Porpoise Pier. Our current plan includes a three-year construction plan to take advantage of any available state and federal funds. Mike Claus and I are working with state officials and have been hearing that federal infrastructure funding may be on the horizon. The additional funds would position the Town to perhaps make lemonade out of lemons.

Tax Commitment Sheets

Both tax commitment sheets are similar to the ones you have seen in previous years and in your original proposed budget. These new sheets include the FY 20 budget, the originally proposed FY 21 budget (shown in your budget books), the changes to the operations and capital budget effected by the phase 1 and phase 2 reductions, and the changes to the municipal portion of the mil rate (boxed near the bottom of the page). Please note that \$ and % differences are measured against FY 20, not against the FY 21 proposed budget.

The sheet labeled FY 21 Amended Budget – No change in fund balance, shows the impacts to the tax rate if we make no changes to the fund balance contribution. The phase 1 reductions would bring the tax rate increase to \$0.20 or 6.3%. The phase 2 reductions would bring the municipal portion of the tax rate increase to \$0.12 or 3.7%.

The sheet labeled FY 21 Amended Budget – Increase in fund balance contribution to reflect 0% increase, shows the phase 1 and 2 reductions, similar to the first tax rate sheet. It also displays how much additional fund balance contribution would be required to bring the municipal portion of the tax rate to a 0% increase. Phase 1 would require a \$600,000 fund balance contribution (\$400,000 increase from the proposed budget). Phase 2 would require a \$440,000 fund balance contribution (\$220,000 increase from the FY 21 proposed budget).

I look forward to our further discussions on Monday evening.

Amended Revenues from Proposed Budget for FY 21					
Account	Acct #	Proposed FY 21	Conservative	Optimistic	Revised Request
Excise Taxes	02-01-01	\$ 1,020,000	\$ 830,000	\$ 948,000	\$ 948,000
Revenue Sharing	04-01-01	\$ 120,000	\$ 65,000	\$ 75,000	\$ 75,000
Clerk Fees	06-01-03	\$ 10,000	\$ 8,000	\$ 9,000	\$ 9,000
Building Permits	06-01-06	\$ 340,000	\$ 200,000	\$ 260,000	\$ 250,000
Plumbing Permits	06-01-07	\$ 20,000	\$ 12,000	\$ 15,000	\$ 15,000
Planning Board	06-01-11	\$ 12,000	\$ 8,000	\$ 10,000	\$ 10,000
Liquor Licenses	06-01-12	\$ 5,400	\$ 4,000	\$ 4,500	\$ 4,450
Victualer's Licenses	06-01-13	\$ 6,050	\$ 5,000	\$ 5,500	\$ 5,000
Parking Violations	06-01-17	\$ 55,000	\$ 25,000	\$ 35,000	\$ 25,000
Police Details	06-01-18	\$ 7,500	\$ 4,000	\$ 5,000	\$ 4,000
Beach Stickers	06-01-20	\$ 190,000	\$ 100,000	\$ 140,000	\$ 112,500
Investment Income	08-01-19	\$ 152,000	\$ 24,000	\$ 35,000	\$ 30,000
Recreation Transfer	08-01-66	\$ 95,000	\$ 50,000	\$ 70,000	\$ 60,000
Total		\$ 2,032,950	\$ 1,335,000	\$ 1,612,000	\$ 1,547,950
Reduction in amended revenues			\$ 697,950	\$ 420,950	\$ 485,000
Percentage Reduction of amended revenues only			34%	21%	24%
Percentage Reduction of total proposed revenues			25%	15%	17%

Amended FY 21 Budget

4/24/2020

Phase 1 Reductions

		Original Budget Request	Revised Request	(Reduction) Addition
Admin				
	Overtime	\$ 2,000	\$ 1,000	\$ (1,000)
	Dues & Fees	\$ 13,000	\$ 12,000	\$ (1,000)
	Travel	\$ 9,000	\$ 8,000	\$ (1,000)
	Training	\$ 6,000	\$ 4,200	\$ (1,800)
	Printing	\$ 4,500	\$ 3,500	\$ (1,000)
	Online Service Fees	\$ -	\$ 30,000	\$ 30,000
	Data Processing	\$ 17,500	\$ 15,885	\$ (1,615)
Clerk	Office supplies	\$ 4,000	\$ 2,300	\$ (600)
	Reference Materials			\$ (200)
	Training			\$ (700)
	Record Books			\$ (200)
	Ballot Machine addition	\$ -	\$ 1,400	\$ 1,400
Growth Planning		\$ 5,000	\$ 2,500	\$ (2,500)
Community Development				
	Salaries	\$ 7,088	\$ 6,088	\$ (1,000)
Planning & Development				
	PT Asst Code Officer - reduction of 8 hours per wk	\$ 31,807	\$ 19,084	\$ (12,723)
	Travel/Meetings	\$ 3,600	\$ 1,500	\$ (2,100)
	Expert/Professional	\$ 25,000	\$ 22,000	\$ (3,000)
	GIS Maps	\$ 15,350	\$ 14,400	\$ (950)
	Office Supplies	\$ 1,700	\$ 1,500	\$ (200)
Police				
	Dock Square Officers moved to DSPL Budget	\$ 20,816	\$ -	\$ (20,816)
	Training	\$ 9,500	\$ 8,500	\$ (1,000)
	Uniforms	\$ 11,850	\$ 11,350	\$ (500)
	Ammunition	\$ 3,800	\$ 3,300	\$ (500)
Communications				
	Radio Replacement	\$ 4,500	\$ 1,500	\$ (3,000)
Fire				
	Fire Warden	\$ 805	\$ -	\$ (805)
	E911 Officer Stipend	\$ 5,516	\$ -	\$ (5,516)
	Training	\$ 8,000	\$ 7,000	\$ (1,000)
	Office Supplies	\$ 1,500	\$ 1,200	\$ (300)
	Computers	\$ 3,000	\$ 2,300	\$ (700)
Animal Control				
	Travel & Meetings	\$ 850	\$ 700	\$ (150)
	Operating Supplies	\$ 1,300	\$ 600	\$ (700)
Solid Waste				
	Recycling Processing wait until January	\$ 42,000	\$ 17,000	\$ (25,000)
	Pickup wait until January	\$ 106,000	\$ 56,000	\$ (50,000)
Shellfish				
	Travel	\$ 500	\$ 250	\$ (250)
	Seedlings	\$ 500	\$ -	\$ (500)

Phase 1 Reductions Continued

		Original Budget	Revised	(Reduction)
		Request	Request	Addition
Public Works				
	Gravel	\$ 3,000	\$ 2,000	\$ (1,000)
	Culvert	\$ 3,000	\$ 2,000	\$ (1,000)
	Sand	\$ 2,184	\$ 1,184	\$ (1,000)
Shade Tree				
	Fertilizing	\$ 4,000	\$ 3,000	\$ (1,000)
	Planting	\$ 2,500	\$ 1,500	\$ (1,000)
Cemetery				
	Cutting	\$ 2,500	\$ 2,250	\$ (250)
Recreation				
	OT	\$ 1,500	\$ -	\$ (1,500)
	Water	\$ 545	\$ 445	\$ (100)
	Electricity	\$ 3,600	\$ 3,000	\$ (600)
Parsons Way		\$ 4,000	\$ 3,500	\$ (500)
GRB Reserve		\$ 10,000	\$ 9,000	\$ (1,000)
Contingency Salary		\$ 10,000	\$ -	\$ (10,000)
Heating Fuel Contract		\$ 28,010	\$ 18,010	\$ (10,000)
Capital		\$ 1,746,914	\$ 1,196,914	\$ (550,000)
Wages				
	Sergeant	\$ 10,000	\$ -	\$ (10,000)
	Market Adjustments	\$ 15,785	\$ -	\$ (15,785)
	Intern	\$ 4,340	\$ -	\$ (4,340)
Phase 1 Reductions :		\$ 2,217,860	\$ 1,497,860	\$ (720,000)

Phase 2 Reductions

		Original Budget	Revised	(Reduction)
		Request	Request	Addition
River Harbormaster		\$ 19,986	\$ 18,986	\$ (1,000)
Fourth of July - Fireworks		\$ 4,313	\$ -	\$ (4,313)
Freeze COLA Adjustment until January 1		\$ 70,000	\$ -	\$ (70,000)
Partners				
	KEMS, and Two Libraries - 5% reduction	\$ 334,550	\$ 317,850	\$ (16,700)
Social Services		\$ 5,000	\$ 4,400	\$ (600)
Public Works				
	Part-time grounds person	\$ 9,301	\$ -	\$ (9,301)
Capital				
	Police Cruiser, SCBA Bottles, Highway Equipment	\$ 61,000	\$ -	\$ (61,000)
Phase 2 Reductions:		\$ 504,150	\$ 341,236	\$ (162,914)
Total Reductions:				\$ (882,914)

Amended Capital Budget FY 21					
Phase 1					
Capital Accounts		FY 21 Proposed Phase 1	FY 21 Amended Phase 1	Reduction Phase 1	Notes
Admin					
	Historical Preservation	\$ 5,000	\$ -	\$ 5,000	no record preservation
	Town Hall	\$ 200,000	\$ -	\$ 200,000	No Reserve for Town Hall
Police					
	Cameras	\$ 13,314	\$ 13,314	\$ -	
	Vehicles	\$ 31,000	\$ 31,000	\$ -	
Communications					
	Radio	\$ 250,000	\$ 250,000	\$ -	
Fire					
	Equipment	\$ 35,000	\$ 20,000	\$ 15,000	reduced reserve for SCBA bottles
	Building Improvements	\$ 200,000	\$ -	\$ 200,000	No reserve for Fire Station
	Radio Reserve	\$ -	\$ -	\$ -	
	Apparatus Reserve	\$ 130,000	\$ 100,000	\$ 30,000	Reduce reserve for Fire Truck
	PPE	\$ -	\$ -	\$ -	
Highway					
	Fuel System	\$ 15,000	\$ 15,000	\$ -	
	Vehicles	\$ 140,000	\$ 109,000	\$ 31,000	Reduce reserve for truck
Road Improvement		\$ 344,100	\$ 230,100	\$ 114,000	No School Street drainage, no River Road or Walker's Lane, and no Fairfield Hill gravel
Sidewalk Construction		\$ 70,000	\$ 70,000	\$ -	
Recreation		\$ 5,000	\$ -	\$ 5,000	No reserve for Tennis Courts
Street Lights		\$ 58,500	\$ 58,500	\$ -	
Piers		\$ 250,000	\$ 300,000	\$ (50,000)	Add to Piers to attract federal \$
Total Phase 1		\$ 1,746,914	\$ 1,196,914	\$ 550,000	
Phase 2					
		FY 21 Phase 1 Adjusted	FY 21 Amended Phase 2	Reduction Phase 2	
Police	vehicle	\$ 31,000	\$ -	\$ 31,000	no vehicle replacement
Fire	SCBA Reserve	\$ 20,000	\$ -	\$ 20,000	no SCBA reserve
Public Works					
	Vehicle Reserve	\$ 109,000	\$ 99,000	\$ 10,000	reduced vehicle reserve
Total Phase 2		\$ 160,000	\$ 99,000	\$ 61,000	

FY 21 Amended Budget - No change in fund balance

FY 21 Tax Commitment

	Originally Proposed			Phase 1			Phase 2		
	FY 20	FY 21	Difference	20 vs 21 % Diff	FY 21	Difference	20 vs 21 % Diff	FY 21	Difference
Municipal									
Operations	7,334,404	7,549,584	215,180	2.93%	7,379,584	45,180	0.62%	7,277,670	(56,734)
Capital	1,301,100	1,746,914	445,814	34.26%	1,196,914	(104,186)	-8.01%	1,135,914	(165,186)
Debt	627,662	977,466	349,804	55.73%	977,466	349,804	55.73%	977,466	349,804
*Education Assessment	11,249,250	11,699,220	449,970	4.00%	11,699,220	449,970	4.00%	11,699,220	449,970
*County Assessment	1,143,776	1,172,370	28,594	2.50%	1,172,370	28,594	2.50%	1,172,370	28,594
Overlay	77,014	77,014	-	0.00%	77,014	-	0.00%	77,014	-
Total Expenditures	21,733,206	23,222,568	1,489,362	6.85%	22,502,568	769,362	3.54%	22,339,654	606,448
Non Property Tax Revenue	2,607,386	2,693,135	85,749	3.29%	2,243,135	(364,251)	-13.97%	2,243,135	(364,251)
General Use of Fund Balance	200,000	200,000	-	0.00%	200,000	-	0.00%	200,000	-
Capital Projects Use of Fund Balance	100,000	325,000	225,000	225.00%	325,000	225,000	225.00%	325,000	225,000
Transfer In Special Revenue-Recreation	80,000	95,000	15,000	18.75%	60,000	(20,000)	-25.00%	60,000	(20,000)
Transfer In Trust-Picavet & Macomber	800	-	(800)	-100.00%	-	(800)	-100.00%	-	(800)
Total Non-Property Tax Rev & Trans	2,988,186	3,313,135	324,949	10.87%	2,828,135	(160,051)	-5.36%	2,828,135	(160,051)
Net Municipal Commitment	6,351,994	7,037,843	685,849	10.80%	6,802,843	450,849	7.10%	6,639,929	287,935
Net Total Commitment	18,745,020	19,909,433	1,164,413	6.21%	19,674,433	929,413	4.96%	19,511,519	766,499
Valuation	1,983,600,020	1,998,600,020	15,000,000	0.76%	1,998,600,020	15,000,000	0.76%	1,998,600,020	15,000,000
Mil Rate	9.45	9.96	0.51	5.41%	9.84	0.39	4.17%	9.76	0.31
Municipal portion of mil rate	3.20	3.52	0.32	10.0%	3.40	0.20	6.3%	3.32	0.12
Education portion of mil rate	5.67	5.85	0.18	3.2%	5.85	0.18	3.2%	5.85	0.18
County portion of mil rate	0.58	0.59	0.01	1.7%	0.59	0.01	1.7%	0.59	0.01
* Education and County are estimates at this time									

FY 21 Amended Budget - Increase in fund balance contribution to reflect 0% increase										
FY 21 Tax Commitment										
	FY 20	Originally Proposed			Phase 1		Phase 2			
		FY 21	Difference	20 vs 21 % Diff	FY 21	Difference	FY 21	Difference		
Municipal Operations	7,334,404	7,549,584	215,180	2.93%	7,379,584	45,180	7,277,670	(56,734)		-0.77%
Capital	1,301,100	1,746,914	445,814	34.26%	1,196,914	(104,186)	1,135,914	(165,186)		-12.70%
Debt	627,662	977,466	349,804	55.73%	977,466	349,804	977,466	349,804		55.73%
*Education Assessment	11,249,250	11,699,220	449,970	4.00%	11,699,220	449,970	11,699,220	449,970		4.00%
*County Assessment	1,143,776	1,172,370	28,594	2.50%	1,172,370	28,594	1,172,370	28,594		2.50%
Overlay	77,014	77,014	-	0.00%	77,014	-	77,014	-		0.00%
Total Expenditures	21,733,206	23,222,568	1,489,362	6.85%	22,502,568	769,362	22,339,654	606,448		2.79%
Non Property Tax Revenue	2,607,386	2,693,135	85,749	3.29%	2,243,135	(364,251)	2,243,135	(364,251)		-13.97%
General Use of Fund Balance	200,000	200,000	-	0.00%	600,000	400,000	440,000	240,000		120.00%
Capital Projects Use of Fund Balance	100,000	325,000	225,000	225.00%	325,000	225,000	325,000	225,000		225.00%
Transfer In Special Revenue-Recreation	80,000	95,000	15,000	18.75%	60,000	(20,000)	60,000	(20,000)		-25.00%
Transfer In Trust-Picavet & Macomber	800	-	(800)	-100.00%	-	(800)	-	(800)		-100.00%
Total Non-Property Tax Rev & Trans	2,988,186	3,313,135	324,949	10.87%	3,228,135	239,949	3,068,135	79,949		2.68%
Net Municipal Commitment	6,351,994	7,037,843	685,849	10.80%	6,402,843	50,849	6,399,929	47,935		0.75%
Net Total Commitment	18,745,020	19,909,433	1,164,413	6.21%	19,274,433	529,413	19,271,519	526,499		2.81%
Valuation	1,983,600,020	1,998,600,020	15,000,000	0.76%	1,998,600,020	15,000,000	1,998,600,020	15,000,000		0.76%
Mil Rate	9.45	9.96	0.51	5.41%	9.64	0.19	9.64	0.19		2.04%
Municipal portion of mil rate	3.20	3.52	0.32	10.0%	3.20	0.00	3.20	0.00		0.0%
Education portion of mil rate	5.67	5.85	0.18	3.2%	5.85	0.18	5.85	0.18		3.2%
County portion of mil rate	0.58	0.59	0.01	1.7%	0.59	0.01	0.59	0.01		1.7%
* Education and County are estimates at this time										

Town of Kennebunkport

What is Fund Balance?

Fund Balance is a key measurement of the accumulation of all expenses and revenues since the municipal government's creation. It is not excess cash, although it is partially comprised of cash and investments. We might compare Fund Balance of a municipality to that of owner's equity in a private company. In the banking industry, oversight regulators focus in on "equity" as a key to the fiscal health of an institution. Minimum standards are established and monitored. It is not much different with the Town's Fund Balance.

A portion of Fund Balance is called "*Designated*", which represents funds which have been designated for some future spending purpose. "*Unassigned Fund Balance*" is the contingent fund maintained for many purposes. Some call this "surplus", but that term can be mis-construed by taxpayers as "*spendable without significant consequences*". Reviewing the unassigned portion of Fund Balance is, in essence, a focus on assuring long-term solvency—certainly an essential component of the entire Town's budgeting process.

What Role Does Fund Balance Play in a Town's Finances?

An important goal of a local government is to maintain a stable tax and revenue structure while providing the orderly delivery of desired and necessary services to residents. Fund Balance plays a key role in that stability. Achieving and maintaining a healthy Fund Balance gives the Town a strong fiscal foundation that allows it to respond to differing needs of the community. Depending on the size of the Fund Balance, this account can be drawn upon to respond to needs such as the following:

- Provide working capital (cash) to avoid constant short-term borrowing
- Maintain the stability of its tax rate through occasional draw downs and, alternately, absorbing temporary excess revenues in good years
- Maintain or improve the Town's credit standing
- Provide a fallback for any temporary economic uncertainty in tax growth
- Provide for unforeseen major capital or mandatory expenditures
- Allow absorption of large hits, such as abatements or lawsuits, without negatively impacting the tax rate in a particular year
- Fund initial expenditures of planned capital projects that have yet to be bonded
- Provide working capital for unexpected increases in uncollected taxes

Maintaining a proper minimum Fund Balance also provides evidence to the Town's bondholders and bond rating agencies of the Town's continuing financial stability and credit worthiness. In the financial marketplace, a sound Fund Balance and Fund Balance policy are credit strengths that result in lower borrowing costs for the Town.

What Represents a “Healthy” Fund Balance?

Fund Balance needs vary from community to community and depend on a number of factors, including the type and stability of revenues, the size and structure of the debt load, and the nature of expenditures. Before GASB Statement No. 34 changed fund balance to calculate it net of all liabilities, Unassigned Fund Balance for a municipality is typically at least 16% or two months of total operating expenses. The Town needs a healthy Fund Balance to be able to maintain its ability to respond to other unforeseen circumstances that may arise. Another way to analyze the health of the Fund Balance looks at total Fund Balance as a percent of gross revenues. Moody's, one of the large credit agencies, uses this measure in determining the risk level of municipal bonds.

Policy:

It is the policy of the Town of Kennebunkport to maintain unassigned fund balance in the general fund at a minimum of two months of general fund expenditures (or 18%) measured on a GAAP basis (*GAAP* - generally accepted accounting principles in the United States). In the event that the unassigned fund balance drops below this level, the Town will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level over a period five (5) years or less. The Treasurer shall report fund balance in the appropriate classifications and make the appropriate disclosures in the Town's financial statements. Unless already classified as restricted or committed, the following balances shall be classified as assigned, as per GAAP or a matter of policy. Encumbrances – Amounts encumbered at year-end by contract, including purchase order, or encumbered by some other means shall be classified as assigned. (GAAP) Budget Appropriation – Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in ensuing fiscal year shall be classified as assigned, unless otherwise already restricted or committed. (GAAP) Capital Budget – Amounts designated for use in the first year of the capital improvement program, whether by appropriation or advance to another fund, shall be classified as committed.

Any unassigned funds in excess of the of 18% target balance will be transferred to capital reserve accounts for projects identified in the Capital Improvement Plan.

Policy Administration

After the annual audit, the Treasurer shall report the Town's fund balance and the classification of the various components in accordance with GAAP and this policy. Should the Town fall below the target level, the Treasurer shall prepare a plan to restore the unassigned fund balance to the target level.

AGENDA ITEM 5

Selectmen's Meeting

**Town of Kennebunkport
Joint Board of Selectmen and Budget Board Meeting VIA Zoom
May 4, 2020
6:00 PM**

Minutes of the Selectmen's Meeting of May 4, 2020

Selectmen attending via Zoom: Patrick A. Briggs, Allen A. Daggett, Ed Hutchins, Sheila Mathews-Bull, and D. Michael Weston.

Others attending via Zoom: Grace Adams, Barbara Barwise, Rick Bogerge, Dan Beard, David Betses, Carol Cook, Jon Dykstra, Allan Evelyn, John Everett, Werner Gilliam, David James, Allison Kenneway, Ki Leffler, Jen Lord, Arlene McMurray, Dimitri Michaud, Tracey O'Roak, Michelle Powell, Craig Sanford, Chris Simeoni, Laurie Smith, Stedman Seavey, Steve Turner, and

1. Call to Order.

Chair Daggett called the meeting to order at 6:00 PM. He took **roll call** of Selectmen present: Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

Budget Board Chair Barbara Barwise called the Budget Board Meeting to order and took **roll call** of board members present: Barbara Barwise, Grace Adams, Jon Dykstra, Dan Beard, David Betses, Allan Evelyn, David James, Ki Leffler, Dimitri Michaud, Steve Turner, Michelle Powell, and Stedman Seavey.

Chair Barbara Barwise asked the Budget Board to vote on approval of Budget Board Meeting Minutes for March 12, April 21, and 27, 2020.

Motion by Ki Leffler, seconded by Dan Beard to approve the Budget Board Minutes for March 12, April 21, and 27, 2020. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Chair Daggett explained how to participate in this Zoom Webinar.

2. Joint meeting with Budget Board to make any recommendations or adjustments in the fiscal year 2021 municipal budget and to vote on Warrant Articles.

Town Manager Laurie Smith explained the Warrant Articles. She said Articles 2,3, and 4, are housekeeping Articles. Article 2C is a new one. The Board supported this new Article. Article 12 was not previously discussed due to the pandemic. She explained the funds in Article 12 are to be used for opening trails and tidying up some areas of the Village Parcel. She said a lot will be done in house.

Chair Daggett took questions from the Budget Board.

Town Clerk Tracey O'Roak read the Warrant Articles and the Board of Selectman and Budget Board voted.

Article 2: To see if the Town will vote to approve the following:

- A. To authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town to sell and dispose of Real Estate acquired by the Town for nonpayment of taxes thereon, and to execute quitclaim deeds on such terms as they deem advisable, and to authorize the Treasurer to discharge unmatured liens on payment of taxes, interest and costs.
- B. To authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town, to waive the foreclosure of any tax lien mortgage by recording a waiver of foreclosure in the York County Registry of Deeds for any real estate title to which they deem not in the best financial interest of the Town to hold, said authorization to waive not to prevent the Town Treasurer, with the advice and approval of the Municipal Officers, from later foreclosing on said tax lien pursuant to law, as they deem advisable.
- C. To make all real and personal property taxes due and payable upon presentment of bills and to charge nine percent (9.00%) per annum on the first half if unpaid after September 10, 2020 (or 45 days after the date of commitment if commitment is after July 28, 2020) and on the second half if unpaid after March 10, 2021.
- D. To set the interest rate to be paid by the town on abated taxes at seven percent (7.00%) for the fiscal year 2021.
- E. To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers establishing a "tax club" payment plan for commercial and/or residential real estate property taxes. *(Explanation: This article allows the Town to establish a tax club for citizens, similar to a Christmas club. Citizens establish a payment plan so that they can make monthly payments throughout the year without risk of penalties or interest charges.)*

Motion by Selectman Hutchins, seconded by Selectman Weston, to recommend adoption of Article 2 with the amendment to section C to charge 5% instead of 9%, and the amendment to section D to change the 7% to 3%. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

Article 3: To see if the Town will vote to approve the following:

- A. To pay for tax abatements and applicable interest granted during the fiscal year of 2020/2021 from Overlay. *(Explanation: The Selectmen, as Assessors, are authorized to raise Overlay under Title 36 MRSA section 710 but require voter*

authorization to spend Overlay. Overlay cannot be more than 5% of the Tax Commitment.)

- B. To authorize the Selectmen to apply for, accept and expend from the following categories of funds as provided by the State of Maine: Municipal Revenue Sharing, Educational Certification Block Grant, Educational Tax Relief Grant, Public Library State Aid, Urban Rural Road Initiative Program, Civil Emergency Funds, Snowmobile Registration Funds, Tree Growth Reimbursement, General Assistance Reimbursement, Veterans Exemption Reimbursement, Department of Economic & Community Development Grant Program, Maine Emergency Management Agency, Homestead Exemption Reimbursement, and all other state and federal grants and funds including, when necessary, the authority to sign grant contracts, documents or other paperwork?
- C. To see if the Town will vote to authorize the Selectmen to carry forward unencumbered surplus fund balances on June 30, 2020 for the purposes originally appropriated and to the extent they deem advisable, such determination to be made at a properly noticed meeting of the Board of Selectmen.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 3. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

Motion by Dan Beard, seconded by Allan Evelyn, to recommend adoption of Article 3. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Article 4: To see if the Town will vote to approve the following:

- A. To authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.
- B. To authorize the Selectmen to accept easement deeds on behalf of the Town granting the Town the right to plant and maintain certain trees on private property located within the Town.
- C. To authorize the Selectmen to accept unconditional and conditional gifts of money or property on behalf of the Town, other than gifts of sewer extensions, subject to ratification by the Town at an annual or special town meeting held within one year of the Selectmen's acceptance, except that such ratification shall not be required for a donation of money to the Town to supplement a specific appropriation already made, to reduce the tax assessment, or to reduce the permanent debt.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 4. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Article 5: To see what sum the Town will vote to raise and appropriate for General Government Program expenses.

Amount requested: \$1,902,041.00

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 5. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Motion by Ki Leffler, seconded by Grace Adams, to recommend adopt of Article 5. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Article 6: To see what sum the Town will vote to raise and appropriate for Public Safety Program expenses.

Amount requested: \$2,956,727.00

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 6. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Motion by Dan Beard, seconded by Michelle Powell, to recommend adoption of Article 6. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Article 7: To see what sum the Town will vote to raise and appropriate for Health & Welfare Program expenses.

Amount requested: \$736,753.00

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 7. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Motion by Allan Evelyn, seconded by Ki Leffler, to recommend adoption of Article 7. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Article 8: To see what sum the Town will vote to raise and appropriate for the Public Works Program expenses.

Amount requested: \$1,217,949.00

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 8. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Motion by Davie James, seconded by Grace Adams, to recommend adoption of Article 8. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Article 9: To see what sum the Town will vote to raise and appropriate for Recreation, Culture, Contingency and Miscellaneous Program expenses.
Amount requested: \$566,114.00

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 9. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Motion by Ki Leffler, seconded by Michelle Powell, to recommend adoption of Article 9. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Article 10: To see what sum the Town will vote to raise and appropriate for Capital Expense & Reserve Account and Debt Service Payments.
Amount requested: \$2,174,380.00

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 10. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Motion by Allan Evelyn, seconded by David James, to recommend adoption of Article 10. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Article 11: To see if the Town will vote to appropriate the sum of \$2,303,135 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and to also use \$600,000 from undesignated fund balance and \$325,000 from Capital Projects Reserve Account to reduce the property tax commitment.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 11. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Motion by Jon Dykstra, seconded by Allan Evelyn, to recommend adoption of Article 11. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Article 12: To see if the Town will vote to authorize the transfer, appropriation and expenditure of \$20,000 from the Special Revenue Open Space Fund to the Open Space Management & Parks Maintenance?

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to recommend adoption of Article 12. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

Motion by Steven Turner, seconded by Ki Leffler, to recommend adoption of Article 12. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

Chair Daggett thanked everyone who participated in the budget process.

3. Other Business.

Selectman Matthews-Bull reported that a resident was upset because she received a letter from the Town telling her the Town does not want her to come.

Ms. Smith clarified the letter. It was a letter that goes out about beach stickers which included the Governor's order to make people aware. She said she received a letter from someone in New York that said the Town just wants tax money.

Selectman Hutchins asked if the highway crew could come to Cape Porpoise to move barriers. Ms. Smith said she had discussed this with the police chief.

Ms. Smith announced that the Town of Kennebunk authorized their Board of Selectmen to stop the 4th of July fireworks display. Kennebunk holds the contract for the fireworks launch.

Selectmen Matthews-Bull said it was too early to speak about canceling July events, but knows that Kennebunkport cannot have fireworks if Kennebunk is not having them.

4. Adjournment.

Motion by Dan Beard, seconded by David James, to adjourn. **Roll Call Vote:** David Betses, Jon Dykstra, Ki Leffler, David James, Dan Beard, Steve Turner, Grace Adams, Allan Evelyn, Dimitri Michaud, Stedman Seavey, Michelle Powell, and Barbara Barwise. **Voted:** 12-0. **Motion passed**

The Budget Board adjourned at 6:59 PM.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

The meeting adjourned at 7:00 PM.

Submitted by Arlene McMurray, Administrative Assistant

**Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
May 7, 2020
6:00 PM**

Minutes of the Selectmen's Meeting of May 7, 2020

Selectmen attending via Zoom: Patrick A. Briggs, Allen A. Daggett, Ed Hutchins, Sheila Mathews-Bull, and D. Michael Weston.

Others attending via Zoom: Kathy Anuszewski, Jason Cooper, Richard Driver, Werner Gilliam, Tina Hewett-Gordon, Paul Hogan, Kristopher Kraeuter, Debra Lennon, John Luby, Jamie Mandell, Arlene McMurray, Betsy Seavey, Laurie Smith, and others

1. Call to Order.

Chair Daggett called the meeting to order at 6:06 PM. He took **roll call** of Selectmen present: Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

2. Review the Business Committee Reopening Plan.

Tina Hewett Gordon, general manager of the Nonantum Resort, thanked Town Manager Laurie Smith for her leadership and everyone else involved with the reopening plan for the hospitality group in Kennebunkport. She discussed their best practices guidelines (see Exhibit A) which she said is a working document to be updated as things change depending on the Governor's guidelines. Businesses that agree to follow their health and safety guidelines and sign on to their "Kennebunkport promise" will receive a vinyl decal to post on their door. They are developing a new website: www.thekptpromise.com which will have the latest information regarding COVID practices in town and which businesses have opened, signed on, etc.

Debra Lennon talked about the items on their website. She said Kennebunk businesses have asked to be a part of their plan. The Board supports including other town businesses.

Ms. Smith thanked the hospitality group for coming up with a plan in such a short period of time. She said that Maria Junker, Heather Mote, and Kathy Anuszewski are going to put a plan together for short-term rentals.

Ms. Smith said that Director of Planning and Development Werner Gilliam has talked to the construction industry about safe practices. He and Ms. Smith provided a memo

describing a plan to assist businesses during COVID-19 which includes a release of liability for temporary use of public property. See Exhibit B.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to authorize the parameters listed in the memo in Exhibit B. **Roll Call Vote:** Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston. **Voted:** 5-0. **Motion passed.**

3. Review the Goose Rocks Beach Advisory Committee recommendation for a phased reopening of Goose Rocks Beach.

Richard Driver, chair of the Beach Advisory Committee (BAC), said the BAC is concerned with the safety of residents and visitors. He presented their plan (see Exhibit C) and discussion followed.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull to approve \$3,000 funding for the plover volunteer coordinator this summer. **Roll Call Vote:** Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston. **Voted:** 5-0. **Motion passed: 5-0.**

Speaking on item 2 of their recommendations, Mr. Driver said, the BAC consensus is that they should not have daily parking stickers at all this year, but the BAC will meet again in June to make further recommendations. They currently recommend no daily parking stickers until June 15. He said the General Store sells parking stickers, but they can't give a refund if someone cannot get a parking space. If the person buys it at the police department or town hall, they can get a refund.

Item 3 which states, "May 15 to 5/31 open 39 spaces between Broadway and Beleviere for K'Port residents only..." This would require residents to have the seasonal beach stickers on their vehicles.

Ms. Smith explained that the current regulation states beach stickers are not required until Memorial Day. She said in order to qualify for the resident, seasonal sticker, an individual must either pay property taxes on property in Kennebunkport or be a resident of the Town and pay excise taxes on a motor vehicle registered in his/her name.

The Board agrees with requiring the seasonal stickers needed for parking starting on May 15 instead of Memorial Day. Ms. Smith will prepare some language for the next meeting on May 14 and get signs ready for Friday, May 15.

Discussion followed regarding item 7 which gives the police authority to tow vehicles that are illegally parked. Selectman Matthews-Bull said as a business person, she disagrees with this. She does not think it is right to tow someone's car who is visiting for a few weeks.

Motion by Selectman Briggs, seconded by Selectman Weston, to enact an ordinance giving the policy authority to tow vehicles that are illegally parked. **Roll Call Vote in support:** Patrick A. Briggs, Allen Daggett, Edward Hutchins, and D. Michael Weston. **Roll Call Vote opposed:** Sheila Matthews-Bull. **Voted:** 4-1. **Motion passed.**

Ms. Smith said they need to have a public hearing to change the Traffic and Parking Control Ordinance.

4. Other Business.

Selectman Weston said a section of the guardrail at Cape Porpoise where the sidewalk snowblower bangs it needs painted, and he knows someone who will paint it. He asked if the Board is okay with that. The Board supports someone painting it.

Selectmen Hutchins asked how the parking situation is at Cape Porpoise Pier. Ms. Smith said they are working on it, but there are some challenges they need to discuss. She arranged for them to meet on Monday.

Selectmen Briggs asked if the Planning Board will be able to get back in operation soon. Ms. Smith responded that she will bring back a reentry plan next week. She thinks they will be part of phase 2 to be operational again on June 1.

5. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

The meeting adjourned at 7:24 PM.

Submitted by Arlene McMurray
Administrative Assistant

WE'RE WORKING HARD TO KEEP OUR TOWN A SAFE PLACE TO STAY AND PLAY

Here in Kennebunkport, the vast majority of our small businesses depend on tourism. To ensure all visitors to our town are free to enjoy themselves, our local hotels, restaurants, shops and attractions have been working hard to make Kennebunkport cleaner and safer than ever.

Our Promise to YOU

- We have implemented stringent and thorough cleaning processes, checklists and methods using CDC recommended chemicals at all local businesses to make our spaces pristine and ensure your safety
- We have looked carefully at how to create appropriate social distancing throughout your visit
- We have installed hand sanitizing stations at all businesses and in public areas around town
- We have reviewed opportunities in all businesses to ensure single use touch points during your visit
- We will post this Promise at the entrances of all businesses as a reminder to our visitors and ourselves that we are in this together

You are our guests and we are thrilled to welcome you to our town. For the safety of our hard-working business owners and their employees, we ask you to consider to things before you visit.

YOUR Promise to Us

- If you have been exposed to COVID- 19 or have symptoms, please stay home and plan to visit us when you are well
- Respect that the social distancing and cleanliness guidelines at all of our local businesses and public spaces are for everyone's protection—be safe, be kind, and enjoy your visit to Kennebunkport!

RE-OPENING
KPT
HOSPITALITY

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The Why?....

In order for Kennebunkport to have a tourism successful season, we as community leaders, were tasked by our town manager, Laurie Smith to work together to help Re-Open Kennebunkport hospitality businesses safely for visitors. She has allowed Kennebunkport's business community to contribute to the broader conversation of re-opening Maine by developing the Kennebunkport Hospitality Task Force. This document lays out a developed set of best practices in accordance with CDC recommendations of how to maintain public health while continuing the prosperity of our local economy. Our Best Practice Guide outlines protocols in each sector to ensure a safe reopening of all our business for both our employees and guests.

We anticipate this document to be a "living" document that changes and updates as we open and learn about what it takes to open safely and work in this new normal. We have created a new website www.thekptpromise.com to house relevant and timely information about What's happening in KPT regarding best practices, which businesses have re-opened and what services and facilities are available in the community. This is a great resource for the most up to date information regarding COVID practices in our town.

As we prepare to welcome visitors and reopen responsibly, we would like to thank our task force members for their time and input in creating our promise.

Task Force Members

Lodging Representative:

Nonantum Resort	Tina Hewett-Gordon	tina@nonantumresort.com
Nonantum Resort	Rob Labelle	rob@nonantumresort.com
KRC	Deb Lennon	dlennon@blueprintmaine.com
KRC	Justin Grimes	jgrimes@eosinvestors.com
The Colony Hotel	John Martin	JohnEMartin@roadrunner.com
The Rhumb Line	Sheila Matthews Bull	sheila@rhumblineresort.com

Restaurant Representative:

Alissons	Ashley Paget	info@alissons.com
Hurricane	Taylor Benenti	taylor.beneti@gmail.com

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TASK FORCE MEMBERS (cont)

Retail Representative:

Coastal Jewelers	Susan MacDonald	info@coastaljewelers.com
Cape Porpoise Kitchen	Peg Liversidge	pliversidge@kitchenchicks.com
Beach Grass	Glenna Turner	beachgrass@myfairpoint.net

Golf Course Representative:

Webhannett Golf Course	Kirk Kimball	kirk.kimball@webhannettgolfclub.com
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Marina Representative:

Kennebunkport Marina	Shawn Dumas	shawn@kennebunkportmarina.com
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Boating Excursions Representative:

Pineapple Ketch	John Martin	JohnEMartin@roadrunner.com
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Town Representative

Werner Gilliam

wgilliam@kennebunkportme.gov

Chamber Representative

Laura Dolce

director@gokennebunks.com

RE-OPENING
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Employee Training & Employee Promise

Kennebunkport's hospitality businesses will agree to the following commitments to protect their employees:

- We are committed to maintaining a safe, clean and productive workplace for our employees
- We will educate ourselves and our employees on the common symptoms and signs of COVID19
- We will ensure that employees who are sick remain home and be well
- If an employee is sick at work, we will send them home immediately. Clean and disinfect surfaces in their workspace to prevent future exposure
- We will instruct employees who are well, but know they have been exposed to COVID-19, to notify their supervisor and follow CDC-recommended precautions
- Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality
- Taking employees' temperatures is at the businesses' discretion, wherein all employees will pass a health or wellness check or complete a health survey prior to each shift
- We will strictly adhere to 6-feet physical distancing for staff, customers, and vendors
- We will provide our employees with the proper PPE (Personal Protective Equipment) to keep our team safe. We will ensure that employees have access to hand soap, cloth face coverings, gloves, masks, goggles, tissues, paper towels, and a designated trash bin to dispose of used items
- We will train all employees on the importance of frequent hand washing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instruction to avoid touching hands to face. Hand washing and sanitizing stations will be available to all employees. We will avoid greeting others by shaking hands
- We will continue to be a leader in safe sanitation practices with all team members certified in safe food handling and a certified manager on every shift. ServSafe Food Handler certification is currently free through May 31st
- We will provide workers with up-to-date education and training on COVID-19 risk factors / protective behaviors (e.g., cough etiquette and care of PPE). We will use posters to educate staff with visual reminders
- We will adjust break/meal times to limit contact between employees

RE-OPENING
KPT
HOSPITALITY

Employee Training & Employee Promise

- Where possible, we will minimize contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework opportunities. Creative solutions will also include alternating days or extra shifts that reduce the total number of employees in a restaurant at a given time
- We will ventilate workspace with open windows and doors to the extent possible
- We will disinfect time clocks, employee personal storage, phones, shared tools, scanning devices, and other shared items regularly.
- We will discourage shared use of lockers, desks, offices, or phones.
- We will increase electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact and create a forum for employee questions / concerns
- We will ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies
- We will maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual
- We recognize that our team members all handle stress differently and we encourage all staff to be respectful and considerate of fellow team members

RE-OPENING
KPT
HOSPITALITY

Best Practices & Policies

Hotel

Phase 1

June 1 - 30th

- Reservations must be made on-line or call ahead - NO walk-ins
- PPE required for all staff members
- Visitors restricted to state of Maine residents
- Following guest departures rooms will remain vacant for a minimum of 24 hours for deep cleaning and disinfection
- Pools and health clubs remain closed

Phase 2

July 1 - August 30

- Reservations are encouraged prior to arrival, but walk-ins allowed
- Visitors from out of state allowed, but must self-quarantine for 14 days
- 24-hour room vacancy requirement rescinded
- Pools and fitness centers may open

Front Desk Procedures

Front Desk procedures and processes should be assessed to minimize guest contact surfaces while still creating a welcoming and hospitable guest experience. Look closely at all steps in your check-in, check-out and guest information processes for areas where you can minimize physical contact but maximizing guest service.

Guest Touchpoints Areas/Social Distancing

- ***Virtually escort guests to their rooms with telephone or email capabilities***
 - All Front Desk/Reception Staff receive training in COVID 19 Protocol and are certified
 - Re-invent **check-in procedures** to be as 'virtual' as possible
 - Utilize email forms to pre-register guests
 - E-mail guests prior to arrival with "virtual" check-in details
 - Utilize technology to be identify guest's arrival and meet them outside in driveways or outside of their rooms with check-in materials

RE-OPENING
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Hotel continued

- If using a traditional desk insure 6 foot distancing of all guests with physical markings
- Re-invent **check-out procedures** to be “virtual” as possible
- E-mail receipts
- Encourage Express Check-out-folio review evening before
- With in room materials, brochures all to be “one use” consider how to create detailed communication for your guests through arrival materials, digital presentations-Consider use of TV’s with rotating guest information
- Eliminate brochure racks and shared collateral in front desk area
- Consider placing Credit Card Machines **ON** the Front Desk and guests should be encouraged to swipe their own credit cards
- Consider eliminating the need for Guest ID checking or the guest should be politely asked to place on clean countertop for agent to verify information
- Pens should not be shared between employees or consider use of pencils
- Space stanchions or other guest friendly physical barriers in six-foot intervals to provide appropriate physical distance for queues and in between workstations
- Place stickers on floor in six-foot intervals showing guests wear to stand in queue
- Lobby greeter to provide guidance to arriving and departing guests to ensure physical distancing is being adhered to and no more than 10 people are congregating in the lobby at any given time
- Self-serving water station dispensers or welcome food items to be removed from lobby
- Consider Plexiglass to be installed to shield guest from front desk agent interaction if 6 foot distance cannot be maintained
- Employees should not open doors of cars, taxis or Uber/Lyft rides
- Doors leading to the reception area should be propped open or kickplates will be installed on the bottom of doors in order to limit multiple people touching the door handles
- If a guest requests bell service, the employee will wear gloves to handle luggage and sanitize the bell cart after each guest is assisted. Employees should not enter a guest room and should place luggage outside for guest to bring in room on own
- Valet service should be temporarily suspended and only self-parking should be available

Cleaning Processes

- Develop cleaning checklists for front desk area
- Ensure that all guest touchpoints are sanitized with Ecolab yellow cleaner after each transaction i.e. countertop, pens, credit card machines
- Room keys should be sanitized before stocking and kept in closed container/box, not in the open air. Individual key packets can be considered to protect the keys
- Place Anti-Bacterial Dispensers to be put on the Front Desk adjacent to each check in station for guest and staff use
- All workstations including but not limited to phones/keyboards/mouses to be wiped down with anti-bacterial wipes at least once every two hours and before a shift change.

Shuttle Service Processes

- Guests that aren't traveling together are to keep at least one empty row in between them and other riders
- Guests must wait for the driver to open and close the doors from the outside and not open the doors on their own
- The shuttle will be sanitized after each trip is completed. Allow 15 minutes between trips for thorough cleaning.

Elevator Practices

- Elevators are to be cleaned at 30 minute intervals wiping down all contact surfaces
- Elevator signage to be placed on outside of each elevator:

As a courtesy to other,

*If you are waiting for an elevator (up or down) and the elevator is occupied, please wait for the next elevator.
Stairs are also available for you to use as an alternative.*

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MAINTAINING PRISTINE GUEST AREAS: COVID 19 HOUSEKEEPING PROCESSES

The cleanliness of our guest rooms and public areas are critical components to insuring a safe and healthy stay for our guests. Extreme care must be taken to insure pristine conditions throughout the properties. All team members are considered part of the “cleaning team”

Guest Room Cleaning

- All Housekeeping staff receive training in new cleaning protocols and are certified in COVID 19 protocol
- Guest rooms will be cleaned for arrival and at check-out only. Stayovers will receive daily replenishing
- Set a time for guests to leave trash and towels outside their room or in a designated area each day in tied bags
- Replenish amenities, towels in single use bags left outside guest rooms
- Supply guest rooms with additional products to minimize calls
- Pool towels, bath amenities, towels
- All checkout rooms are to be sanitized following strict industry cleaning procedures with particular attention paid to disinfecting door handles, hard surface furniture, tables, nightstands, furniture knobs and handles, light switches and thermostats, drapery pull handles, telephone and keypad, remote control, alarm clock, television, safety latch and peephole, trash receptacle, faucet handles, toilet and shower handles. Once we leave a room that has been cleaned, we know it is sterile
- Detailed inspection checklists for cleaning are developed
- Appropriate PPE must be worn by staff at all times
- No more than one staff member should be in a guest room at a time
- Staff must maintain 6 foot distancing while working
- Carts, trolleys and equipment to be sanitized at the start and end of each shift
- Recommend removal of in-room coffee makers if alternative services are unavailable
- Remove all ice buckets. Ice will be brought upon request. Lock all ice machines accessible to guests
- All glassware is cleaned in dishwasher in between guests and placed upside down in room

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- **Guest Room Cleaning continued**

- Remove all reusable collateral from guest rooms, notepads, pens; critical information to be placed on single use collateral and/or electronically posted. Guests are provided with pencils at check in along with room key
- Remove extra pillows/blankets stored in guest room closets and provide upon guest request
- All rooms must have a sticker adjoining the door and door frame to indicate the room is sanitized

Cleaning of Public Areas/BOH

- Assign a designated public area cleaner to rotate through all public areas on a regular basis
- Develop detailed cleaning checklist for all Public Areas -Supplies and standards
- Employees to sanitize the following areas at least every 30 minutes
- Elevator Buttons-inside and out
- Public restrooms
- Handrails
- Employee dining tables and counters
- Hotel entry doors
- All doors and knobs through guest areas
- Exterior seating
- Trash bins
- Vending machines (if available)
- All back of house toilets should be cleaned once every hour using the normal procedure plus Ecolab Peroxide Multi-Surface Cleaner and Disinfectant should be used on all hand contact surfaces
- All public space areas and back of the house areas, such as the kitchen, storage areas, breakrooms, and offices, must be cleaned and disinfected minimum of once per day. See specific department guidelines for areas that require more frequent disinfecting.
- Anti-Bacterial Dispensers should be placed in all elevator banks and landings, bathrooms, hostess stand, cashier station, time clocks
- Hand sanitizing products (should have at least 70% alcohol) must be available in employee break room, team member entrance, locker room entrance, food and beverage areas (buffets, bars, and restaurants), front desk, hotel entrances, outside public restroom entrances, meeting and pre-function areas, guest/team member transportation vehicles

Laundry Processes

- All laundry will be washed using the warmest appropriate water setting as recommended by the CDC. (for in-house laundry for linen and towels)
- Store all clean linens and towels in bags or bins to avoid contact
- Work with your outside laundry company (if you have)to provide safe delivery and pick up processes and appropriate chemical use
- Work with laundry equipment and chemical provider to develop best linen protocols

Pools

Swimming Pools & Hot Tubs

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19

Pool Areas

Phase One June 1-June 30

- Hot Tubs should remain closed
- Pools should remain closed

Phase Two July –August

- Pool Deck areas should conform to social distancing protocols of staying at least 6 feet apart.
- Consider “lounge chair” reservations to ensure the proper amount of chairs are grouped together to accommodate a family of 10 or less
- Lounge groupings should adhere to social distancing standards as well
- Pool towels should be placed on reserved chairs and request that they leave them there for staff collection
- After each chair is vacated it will be thoroughly disinfected
- Cushions should be removed when possible
- Hot Tubs should remain closed

Phase Three September 6th – October 12th

- Update standards based on current protocols

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Hotels- Administrative Offices Best Practices

Top Areas Where Germs Exist in Offices:

Desks – It is proven that more than 10 million germs can be found on the average work desk (nearly 400x more than a toilet seat). Employees should be responsible for keeping their personal workspaces clean.

Pens – 1 in 5 office workers admit to chewing on their pens. Purchase enough office supplies so that there is ample supply to prevent the need for borrowing / sharing of supplies.

Keyboard & Mouse – This equipment is a haven for skin cells, food residue and sweat. Wipe off your keyboard, mouse, printers and copies before and after your shift, even if your equipment is not shared amongst other employees. Use canned air to clean between the keys of your keyboard.

Water Cooler – Consider purchasing single-use bottled water for the workplace to avoid common touch points.

Door Handles – Be diligent about sanitizing common touch points every 1-2 hours

Employee Bathrooms – Restroom facilities should be cleaned and disinfected frequently and additional supplies should be made available to employees to empower them to keep these spaces clean.

Best Practices for a Clean Workplace and Healthy Workforce:

- Actively encourage sick employees to stay home and identify possible work-related exposure and health risks to your employees.
- © Continue to improve professional cleaning and disinfecting procedures within the office to reduce the occurrence of germs and bacteria in the workplace. Use disposable gloves, gowns and a mask for cleaning and disinfection. Carefully remove and throw them away immediately after disinfection and trash disposal.
- Always clean before beginning disinfection. Cleaning with a detergent or soap and water solution removes particles that can carry the COVID-19 on surfaces. This reduces the viral load before disinfection begins, which helps the disinfectant to be more effective in killing the remaining virus.

Administrative Offices Best Practices (cont.)

- Clean and disinfect high-touch surfaces daily in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, phone receivers and keypads, remotes, handles, touchscreens, desks, toilets, sinks). Clean and disinfect shared electronics and equipment, digital signage, and touch-screen kiosks.
- Increase the availability of disinfecting wipes and virus-killing hand sanitizers, and be sure everyone knows how to use them effectively. As an added touch, quality unscented lotion around the office will keep everyone from drying out while keeping their hands clean. Encourage everyone in the office to commit to regularly cleaning high-touch surfaces.
- Where possible, rely on touch-reducing amenities, such as double-swinging push doors, motion sensor lights, and other hands-free amenities that reduce germs in high-traffic areas.
- If flexible seating is an option in your office and people share desks, require everyone to clean equipment, workstations, and surfaces as soon as they leave or move to a different spot.
- Make sure tech is consistent across the entire company including communication, video conferencing, project management, and collaboration tools.
- Continue to provide clear, concise and well-worded updates that are relevant to your location, industry, current work culture, and overall state of the pandemic. Communicate in a timely, calm manner.
- Keep team communication consistent. It's easy for team collaboration to decrease without face-to-face interaction making it that much more critical that communication is prioritized with daily or weekly posts, emails, and video calls. With that being said, be mindful of how much time you're taking out of the workday to check in through video calls.
- Don't forget to value social and recharge interactions, beyond just "work talk". Encourage digital get-togethers in the form of team lunches, happy hours, and group downtime via video calls when needed.
- Check in with your team early and often to gauge what's working and where people need extra support.

Administrative Offices Best Practices (cont.)

- Promote a work-life balance. Social distancing requires lots of downtime at home which can result in an unclear blend of work and non-work activities.
- Review Human Resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws.

Visit the Department of Labor and the Equal Employment Opportunity Commission websites for detailed information that may apply to your business

Restaurants Best Practices

Restaurants Dining Room

Phase 1

June 1 – 30

- Limit tables to 10 or fewer guests
- Reservations only, via online or call ahead
- Re-invent check-in procedures to be as virtual as possible, and communicate your policies clearly to guests before arrival. Use signage to direct guests
- Use signage and/or floor markings to help customers comply with social distancing requirements
- Consider entrances and exits (to building, restrooms, kitchen, and other employee areas), and when possible, establish paths that mitigate proximity for guests and staff
- All indoor and outdoor seating options will comply with the required social distancing guidelines
- When able, use physical barriers to separate tables, booths, and bar stools
- For tables that are unable to be moved, physically block off and/or remove seats so they are clearly not in use
- Hand sanitizer or hand washing stations will be available to all customers and employees, specifically at the entrance, near server/host stations, and near the entrance to the restrooms.
- We will clean and sanitize restrooms, common areas, and surfaces regularly
- We will clean and sanitize each dining area after every use
- Place settings, service tools, utensils, menus, and condiments will either be single-use or will be cleaned and sanitized after every use. Use only wrapped straws
- Eliminate beverage refills. Use new, sanitized glassware or paper cups with every beverage.
- Encourage contactless ordering and payment options
- Temporarily close buffets, topping bars, and other communal serving areas
- Where possible, dedicate a separate entrance for takeout, or consider curbside/delivery only

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Phase 2

July 1 - August 30

- Limit tables to 10 or fewer guests
- Reservations recommended, via online or call ahead. Walk-ins allowed with social distancing restrictions
- Post signage at entrance which clearly communicates check-in and seating policies and guidelines
- Use signage and/or floor markings to help customers comply with social distancing requirements
- Consider entrances and exits (to building, restrooms, kitchen, and other employee areas), and when possible, establish paths that mitigate proximity for guests and staff
- All indoor and outdoor seating options will comply with the required social distancing guidelines
- When able, use physical barriers to separate tables, booths, and bar stools
- For tables that are unable to be moved, physically block off and/or remove seats so they are clearly not in use
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Restaurants – Back of House

According to [the CDC](#), “Coronaviruses are generally thought to be spread from person-to-person through respiratory droplets. Currently there is no evidence to support transmission of COVID-19 associated with food.”

- All employees will wear a mask
- All employees will wear gloves and change frequently
- All employees are certified ServSafe Food Handlers and should use those practices daily
- There will always be one certified ServSafe Safety Manager working each shift
- Avoid all food contact surfaces when using disinfectants
- Thoroughly detail-clean and sanitize entire facility. Focus on high-contact areas that would be touched by both employees and guests

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Take Out & Delivery¹

Personal Hygiene

- Employees must ensure proper handwashing practices are followed
 - Wash hands often with soap and warm water for at least 20 seconds, paying special attention to in between fingers and underneath nails
 - Hand sanitizer should not be used in place of handwashing. If hand sanitizer is used after handwashing, allow time for it to dry completely prior to touching any surfaces or food products
- No bare-hand contact should occur with ready to eat food. Ensure gloves are worn at all times, following proper glove usage protocols
 - Gloves should be single use ONLY
 - Hands must be washed prior to placing gloves on
 - Ensure the proper size glove is available at all times and chosen
 - Gloves should be changed when:
 - Gloves become dirty or torn
 - Before beginning a different task
 - After an interruption, such as taking a phone call
 - After handling raw meat, seafood, or poultry and before handling ready-to-eat food
 - After four hours of continuous use
- When should hands be washed?
 - When entering the establishment
 - For take-out, before and after each guest interaction
 - After handling money, credit cards or dirty dishes
 - After touching eyes, nose or mouth
 - After using the restroom
 - When switching tasks
 - When switching gloves
 - Anytime a task is interrupted
- Employees must ensure they are following the employee health agreement guidelines
 - Anyone feeling off, sick or showing any symptoms of illness **MUST** stay home

Off-Site delivery

- Do not require credit card signatures in order to avoid close proximity
- Ensure all food is placed in containers to avoid mixing, spilling, leaking
 - ⊗ Delivered to guest in a protected manner
 - ⊗ All food items should be properly labeled to prevent potential allergic
- Monitor food to ensure time/temperature guidelines are followed

Take-Out

- Encourage patrons to stay in their car using curbside pick up
- Bring food outside to patrons picking up to go orders
- Do not require credit card signatures in order to avoid close proximity
- Establishments should use single-use, pre-wrapped utensils to reduce the risk of contamination
- Condiments being provided should be single use products

Retail Best Practices

Phase One

Social Distancing/Touch Points

- Curbside Pickup/ Delivery- electronic payment, contactless
- Cash payments are not accepted
- Social Distancing 6 feet required for employees and customers
- Let your customers know using social media/alternative outlets that you will continue to follow CDC guidelines of social distancing, providing sanitation stations and implemented store policies with regards to safe practices for employees and customers
- Create hand sanitizer stations for all
- All sampling prohibited including: food, drink, lotion, perfume, personal care products, candles, jewelry and apparel fittings
- Stagger flexible work shifts for the need of social distancing, create strategies for tight work areas to maintain social distance guidelines
- When possible provide designated phones, desks, work stations, tools and equipment for employees, install plexiglass partitions between workstations

Cleaning Processes

- Enhanced cleaning/sanitation practices- routinely disinfect all surfaces and equipment, all entry and exit doors
- Designate employee areas (breakrooms/bathrooms) cleaned, wiped down regularly
- Maintain rigorous cleaning schedule of all guest and employee areas
- Create checklists for cleaning processes
- All bathrooms must have soap and paper towels available at all times

Employee Training

- Staff all wear required PPE
- Inform employees on all updated guideline changes on ways to protect themselves and their work areas
- Establish a safe process for receiving supplies and deliveries.
- Employees required to wash/sanitize hands before start of shift
- Provide training on best practices for PPE., respiratory etiquette (cdc.gov print- resources)
- Provide reviews and training w/ employee- updated handbooks, guidelines, checklists
- Promote frequent and thorough hand washing, alcohol based rubs, hand sanitizer use
- Post signage for employees based on cdc.gov guidelines/ OSHA guidance

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Phase Two – All of phase one continues: Stores are Open

Social Distancing/Touch Points

- Reduction of JUST Curbside Pickup/Delivery
- Payment- electronic TAP chip preferred whenever possible
- Encourage electronic receipts whenever possible
- Implement procedure for CC's to be entered into machine (offer tray for cc, cc is sanitized before being placed back in tray for customer)
- Provide multiple pens- clean pen jar/ dirty pen jar/ sanitize as needed
- For customers paying with cash, designate an area for cash only and provide tray to minimize handling
- Food/ Drink not permitted in store
- Reusable bags brought in from customer not permitted in store
- Reduce congestion within the store, move displays and minimize high traffic areas
- Create one-way only areas throughout stores with signage/markings
- Create floor markings/ barriers for social distance practicing
- Post Signage at entry way and throughout the store informing customers of 6 feet social distancing practices, sanitation practices
- Provide hand sanitation station for customers
- Increase trash receptacles if needed to ensure customers can dispose of waste themselves, tissues etc.
- Limit number of customers inside store based on store square footage, based on 6 feet social distancing guideline
- Create employee product/pricing reference guide to engage customers while socially distancing and to reduce touch spots
- Reduce the number of products that customers have contact with
- Create "sample merchandise" on floor that can be easily sanitized
- Designate an area for product back-stock for restocking displays. Assign one employee to handle back-stock, minimizing touch spots
- Offer an employee to personal shop for customer if they choose to wait outside
- Offer customers to place order on your website while inside store to minimize interaction/handling of product

Cleaning Processes

- Employees required to sanitize hands before and after each transaction/ customer assistance
- Utilize daily cleaning checklists
- Create deep cleaning procedures for closing at night
- Create restocking practices at night or at a time without customers in the store

Employee Training

- Staff all wear required PPE
- Review with employees Phase Two implementation
- Communicate with employees for all updated and new procedures added as necessary
- Offer empathy, compassion and understanding to your employees for working through a new reality of retail. Thank them often
- Review employee/customer relationship and make sure employees understand and are comfortable with practices and procedures

Other Best Practices

- Thank your customers for their patience and understanding
- Create a happy environment for employees and customers as both are introduced to a new normal

Phase Three – Phase two continues with possible relaxing of restrictions

- Sanitation and cleaning practices continue for surfaces and high touch spots
- Sanitation stations for employee and customers continue
- Hygiene practices and procedures for employees continue with no PPE
- Signage may be adjusted/ reduced for both employee, customer practices
- Social distancing guidelines may be relaxed
- Employee break room restrictions may be relaxed
- Limits on the amount of customers inside store may be relaxed
- Merchandise and displays may return to regular placement
- POS customer check out procedures and areas may return to regular placement and operation
- Employee to Customer interaction restrictions relaxed
- Customers permitted to bring usable bags into store
- Restocking procedures may return to regular practice
- Deep cleaning procedures may return to regular practice
- Sampling may resume on a limited level according to recommended safety standards: food, drink, lotion, perfume, personal care products, jewelry and apparel fittings.

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Jewelry Retail Stores

Opening Guidelines

- Entryway signage notifying the public of the business's COVID-19 Mitigation Plan and stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises
- Encourage curbside and home delivery whenever feasible for customers safety
- Provide online/telephone ordering for contactless pickup and delivery – cashless and receipt-less transactions whenever possible. Free shipping is also available in most cases
- Maximum of 4 "like" households will be permitted at any one time inside the showroom to ensure proper social distancing. Maximum capacity limit based on the like households
- Social distance maintained between non-household individuals
- Fabric face coverings shall be worn by all employees and patrons
- Employees to wear single use gloves, changed after each single interaction with customer.
- Suspension of all "while you wait" repair services
- Employees will present all pre-sanitized jewelry to customer with gloves, only present one item at a time. Each piece presented will be re-sanitized in 90% alcohol bath
- New single use plastic bag used for each jewelry intake repair item

Cleaning Procedures

- Provide sanitizer at customer entrance and in communal spaces
- Frequent hand washing by employees, and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels will be available
- Provide for hourly touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout work site
- All jewelry taken in for repair will be placed in 90% alcohol bath prior to touching.
- All jewelry presented to and touched by clients will be sanitized in alcohol bath after transaction

Specialty Foods

Phase One

- Signage at store entry limiting access to number of customers at a time
- Staff to monitor and direct traffic in store
- Hand sanitizer or wipes at entrance for customer use
- Remove all dine-in seating
- No eating or drinking in the store
- Remove all self-serve items to counter service only
- Place 6-feet social distancing map on floors for guests and staff
- Plexiglass shields covering cash-out stations
- Take out food packaged and processed quickly, limiting customer time in store.
- Door handles, checkout station, drink coolers wiped and sanitized repeatedly throughout the day
- All storage rooms wiped down and sanitized
- No bathroom access for customers. Staff bathroom cleaned daily and sprayed down after each use

Staff Guidelines for Take Out Curbside/Delivery

- Follow all Serve Safe and CDC guidelines
- Follow handwashing guidelines and wash after each transaction and/or glove change
- Gloves to be worn at all time when handling food. Gloves are single use
- Gloves changed after handling money or credit cards
- Process orders quickly and move customers in and out
- Curbside pick ups outside, delivered by an employee with gloves and face mask. Give bag to customer or place on seat of car through open window
- Food delivery: All food in containers in bag and sealed
- Food delivery driver wears gloves and face mask for drop off
- Delivery is prepaid only - No cash
- Delivery to door: ring bell or knock, hand over bag and leave

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Phase Two

- All Phase One guidelines remain in place
- Outdoor seating available with warmer weather
- Picnic tables placed 6 feet apart, seat 4 people only
- Café tables seat 2 people at a time
- 10 people total seated on premise at any given time
- Tables and chair sanitized and wiped down after each use

Phase Three

- Continue with all guidelines from Phase one and Phase two

Phase Four

- Only after return to normal business can Inside Seating be replaced
- Self-serve coffee in disposable cups. No reusable containers
- Food Samples managed and served in individual disposable containers
- Wine tastings managed and served in individual disposable containers

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Golf Best Practices

Golf Clubs can open as of May 1st and the Governor's approval was subject to compliance with the Industry Guidance issued by the State Agency of Economic and Community Development.

Please note that per an Executive Order issued by the Governor, visitors coming into Maine are required to self-quarantine for a period of 14 days and therefore all play is limited to Club members only.

- Do not come to the Club if you are feeling ill, have any of the symptoms associated with COVID-19, or have been exposed to a person who is displaying those symptoms
- Throughout your time on Club grounds, you must maintain a distance of at least 6 feet from others, and you should not share or touch another player's golf balls, clubs or other equipment
- All players must make a tee time in advance, either on-line or by phone. Do not come to the course without a tee time. Tee times will be set 15 minutes apart
- No guests allowed
- No public play is permitted
- Please arrive at the course no earlier than, or stay in your cars until, 10 minutes prior to your tee time
- The Clubhouse, cart barn and golf shop will be closed. This means the Clubhouse rest rooms, club storage and locker rooms will not be available. Please plan accordingly
- No paper scorecards or pencils will be available. We suggest you keep your score using your phone, your own pad and pencil, or use a [printable](#) version
- Players may carry their own bag or push their own cart. Rental push carts will not be available
- For the time being, no motorized carts will be available
- All public restrooms will be closed during this first phase. The rest rooms by the 8th tee and the 16th tee will be closed
- Please leave the Club grounds immediately after completing your round
- All practice facilities, including the practice putting green, will be closed

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Golf Best Practices

On the Course:

- Flagsticks must remain in the hole at all times and must not be touched
- Sections of pool noodles will be inserted in the holes in order to allow players to retrieve their balls without touching the flagstick or the cup
- All bunker rakes will be removed. Please smooth out the bunker surface using your feet. Preferred lies in bunkers will be permitted
- No water coolers/fountains, ball washers, divot mix containers, benches, trash containers or broken tee caddies and ball washers will be available
- Food and Beverage Facilities are closed

We thank you for your patience and understanding during this unprecedented and difficult time. We ask that you please comply with the new **"PARK, PLAY and GO HOME"** initiative.

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Maine Boatyards and Marinas Best Practices

Communication is Key: Let customers know your level of access, policies, rules, schedule, and what to expect if they ask to come to your facility. Send emails, post signage, put notifications on social media. Let your local law enforcement, municipality, and/or harbormaster know if you have essential designation from the state. Let them know how you are operating and what activity is (or is not) going on at your location. Remember to communicate with subcontractors too and ask them what safety measures they are taking.

Boaters Arriving by Water: Please remind them that the Governor's Order still requires them to self-quarantine for 14 days (on board their boat or perhaps at their cottage). It might be helpful to have a list available of local stores or restaurants who are willing to deliver supplies and/or food to them. It would be up to the facility to determine if they can safely move around the facility and if those people should have access to restrooms, pumpouts, fuel, etc.

Retail: Make sure sales are online or curbside with electronic payment.

Facility Access: You know your facility better than anyone else. Use common sense to try to control customer access to limit the number of people at the facility at any one time. Require appointments. Put up signage to potentially stop public access by people walking near docks or driving in just to look around. You may want to try to keep a log of who is at your facility each day (employees, deliveries, clients, contractors) in case you are asked to help with virus contact tracing. Some CT boatyards have hired off-duty police officers for security to make sure people are not congregating on docks after hours. Consider limiting customers to only using the head on their boats. This summer consider limiting launch service to one boat crew at a time or offering no launch service at all.

Boat Service: Communicate with customers about employees accessing their boats and there may be extra charges for disinfection of contact surfaces before and after service. Some boatyards are telling boat owners they will not put an employee on the boat within 72 hours of a customer being on board. Remind them that some jobs may take longer if only one employee can be on board at a time.

On the Docks: Be clear about no congregating on docks. Minimize helping customers or having them help each other with dock lines unless there is risk of damage or injury. Ask employees and customers to give each other space. Do not walk onto a float or ramp until someone else has vacated the space. Remind people to hand wash or sanitize after touching dock lines, dock cart handles, fuel pumps, and hand railings. Keep pets leashed so they do not wander up to other people who may touch them. Enjoy your boat and

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Maine Boatyards and Marinas Best Practices

return to your car directly without lingering. Catch up with your dock neighbors via phone or email this year. Maintain social distance. Consider adding sanitation options in key areas such as fuel pumps or near handrails. Currently outdoor sinks for hand washing do not have to be part of a wastewater license with Maine DEP.

Boat Ramps: If your customers use launch ramps, remind them to launch and haul away from others and only have their crew handle lines. They should avoid crowding and maintain social distance and not gather for fishing stories. If they arrive at a launch that has a full parking lot, keep moving to another location.

On the Water: Boaters should not raft with other boats or have beach parties. These activities have led to closures of boating in some places. Maine has plenty of freshwater and saltwater space to spread out and enjoy time on the water safely. If boaters are cruising to other marinas, suggest they call or research if their destination has any limitations or restricted access for transient boaters.

Operations: It may be important to review any internal company guidelines or handbooks about storm preparations, employee safety, or general policies and add special addendums at this time.

Ensure all staff members receiving Covid- 19 protocol training

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General Resources

Cleaning Practices & Products

Objective:

Ensure the health and safety of employees by preventing the spread of viruses.

Procedure:

During an outbreak of any virus, follow your State's Health Department protocol regarding any quarantines, closures, or other health measures as needed. Each hotel is to select appropriate hand sanitizing dispensers for their location to place around hotel.

- Stands are to be used for guest facing locations only. Wall mounted dispensers may also be used in guest locations where appropriate
- Back of house should only use wall mounted dispensers
- All dispensers that require mounting must easily be removed without permanently damaging the surface. (since all dispensers should be removed from guest facing locations when health warning expires)
- All elevator banks and landings **MUST** have hand sanitizer available
- Our disinfectant products meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19

Ecolab peroxide multi surface cleaner and disinfectant:



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TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

To: Board of Selectmen

From: Laurie Smith, Town Manager
Werner Gilliam, CFM Director of Planning and Development

Date: May 7, 2020

Re: Assisting Businesses during COVID-19

We are quickly entering into the season where many of our local restaurant and retail businesses are preparing to serve our visitors and residents. They are an important part of the character and lifeblood of Kennebunkport. In this unprecedented time related to the COVID-19 pandemic the Town has reached out to the business community to create a plan in partnership, that ensures public health concerns are in the forefront as businesses reopen.

There are many challenges meeting requirements in executive orders, CDC guidelines, local procedures, and physical restraints. In order to thread the needle from what was normal to this new world it would be prudent for the Board of Selectmen to direct us to work within a set of parameters to address situations unique to this particular circumstances and times. These would include:

- Business should be allowed to maintain their current capacities (seating limits, etc.) but may utilize the outdoor areas of their properties (lawns, parking lots, etc.) to allow for lower customer density. In the case of multiple tenant properties, the tenants and owners would establish the priorities. No additional seating beyond what has been previously approved on the latest victualer's license would be allowed.
- The Town Manager or her designee shall be authorized to administratively allow Town parking and public spaces to be used for alternative purposes within reason. Such spaces could assist with curbside pick-up, pedestrian walkways, or the opportunity to reduce customer densities.
- Temporary structures (i.e. tents) would be allowed to accommodate these new locations, beyond our typical 30-day limit. Tents would need to accommodate safety and egress concerns.

TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

- Temporary allowance of additional signage related to business during the pandemic, (i.e. to direct customers to new traffic patterns, remind staff and the public to hygiene and social distancing standards). Signage should not block pedestrian ways or cause safety concerns.
- Time expansion of sidewalk/outdoor sales to lower customer density in retail establishments. Sales would be held on business owner property, unless further approvals have been granted related to public property.
- Expanding curbside delivery options for retail as well as food service

Each business location is unique and will have its individual challenges. Staff will work with each business to make determinations on ways in which the Town may be able to address our public health and business recovery goals, while maintaining other standards in town processes and procedures.

Requests for these allowances would be considered on an individual basis and could be recognized provided that businesses acknowledge that this consideration is only a temporary accommodation that the Town is extending in the extraordinary circumstances of the current pandemic, which accommodation will cease as soon as the state of emergency is terminated by the Governor or other time as determined by the Board of Selectmen. Staff would approach the temporary allowances on a month by month basis based upon need, executive orders, and CDC guidelines.

In exchange for these temporary allowances each business should be required to be a signatory to the “Kennebunkport Promise” health and safety standards currently being established. Repeated failure to adhere to stated social distancing, sanitary and safety standards could result in the rescinding of these temporary allowances being granted. A release of liability could be established for the use of public property. A draft release is attached to this document.

TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Release of Liability for Temporary Use of Public Property

_____[Name of Individual/Entity], hereby acknowledges and agrees that due to the outbreak of novel coronavirus (hereinafter “COVID-19”), and the resulting civil state of emergency in the State of Maine as declared by Governor Mills on March 15, 2020, that the Town of Kennebunkport, Maine (hereinafter the “Town”) will temporarily be allowing the use of portions of public property for _____ [Use]

_____[Name of Individual/Entity] acknowledges that this permission is only a temporary accommodation that the Town is extending in the extraordinary circumstances of the current pandemic, which accommodation will cease as soon as the state of emergency is terminated by the Governor.

THEREFORE, under the terms of this Release, the sufficiency of which is hereby acknowledged, and in consideration for the Town’s permissive use of its property, _____[Name of Individual/Entity] does hereby release, hold harmless, and forever discharge the Town of Kennebunkport, Maine, including all of the Town’s officials, employees, and agents, from any and all causes of actions, claims, demands, damages, and/or lawsuits of any kind or nature, which _____[Name of Individual/Entity] or any of his/her/its successor, assigns, customers or those claiming through them, now or may hereafter have, arising from or in any way relating to any and all omissions, or injuries of any kind whatsoever, to persons or property as a result of, or in any way relating to, the Town of Kennebunkport’s use of public property located at _____ (the “Property”).

_____[Name of Individual/Entity] further agrees that he/she/it will abide by all safety, social distancing, and cleanliness standards as outline in the “Kennebunkport Promise”, as well as any additional health, life, safety and welfare conditions that the town may deem necessary in order to safeguard the health and safety of the public at large.

_____[Name of Individual/Entity] acknowledges that the undersigned has fully read, fully understands, and is voluntarily signing this Agreement, and if signing on behalf of an entity, is duly authorized to sign on behalf of that entity.

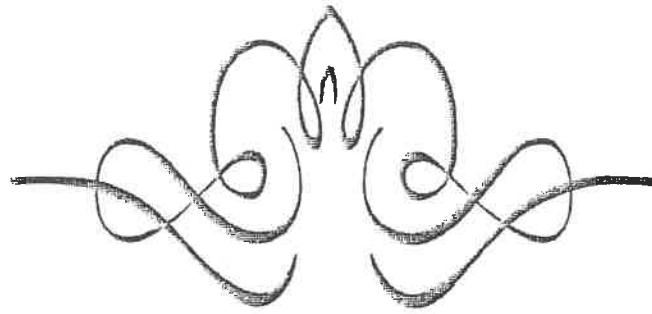
6 Elm Street, P.O. Box 566, Kennebunkport, Maine 04046
Tel: (207) 967-4243 Fax: (207) 967-8470

EXHIBIT C – 5-7-2020

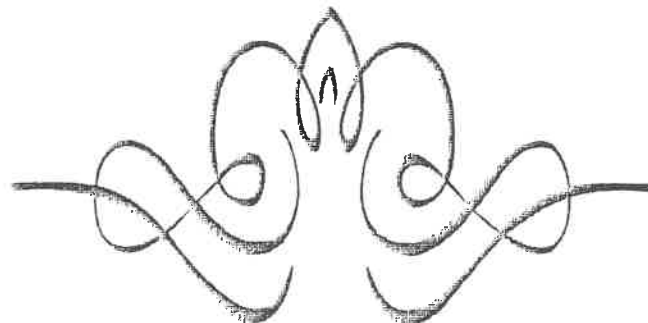
GRBAC RECOMMENDATIONS TO BOS

May 7, 2020

1. Funding Volunteer Coordinator for \$3,000 – adopted 8/0
2. No daily parking stickers until 6/15 and reconsider before that date –adopted 7/1
3. May 15 to 5/31 open 39 spaces between Broadway and Belvidere for K'Port residents only - 8/0
4. Open parking to all stickers in the following phases: adopted 7/1
 - June 1: open the 39 spaces between Broadway and Belvidere and 19 spaces on Dyke Road
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 - July 1 or July 15 (depending on beach crowding): open 35 spaces between Belvidere and Bellwood
5. No fire permits this season - adopted 8/0
6. No overnight storing of beach equipment such as umbrellas, chairs, tents and any left are to be tagged indicating equipment is subject to confiscation – adopted 7/1
7. Enact an ordinance giving the police authority to tow vehicles that are illegally parked – adopted 7/1



Agenda Item Divider



3

TOWN OF KENNEBUNKPORT

**WARRANT
ANNUAL TOWN MEETING
July 14 and 18, 2020**

State of Maine

County of York, SS

To: Tracey O'Roak, Constable of the Town of Kennebunkport, in the County of York, State of Maine.

GREETINGS:

You are hereby required in the name of the State of Maine to notify and warn the voters of the Town of Kennebunkport in said County of the Town Meeting described in this warrant.

To the voters of Kennebunkport: You are hereby notified that the Annual Town Meeting of this municipality will be held at the gymnasium of the Consolidated School building in said Town on Tuesday, the fourteenth (14th) day of July A.D. 2020, at 8:00 o'clock in the forenoon for the purpose of acting on Articles numbered one (1) and one a (1a) as set out below. The polls for voting on Article 1 shall be opened immediately after the election of the Moderator at 8:00 a.m. on July 14, 2020, and shall close at 8:00 p.m. While the polls are open, the Registrar of Voters will hold office hours to accept the registration of any person eligible to vote, to accept new enrollments, and to make any necessary corrections or changes to any names or addresses on the voting list. The continuation of said meeting will be held in the gymnasium of the Consolidated School building in said Town on Saturday, the eighteenth (18th) day of July A.D. 2020, at 9:00 o'clock in the forenoon for the purpose of acting on Articles numbered 2 through 12 as set out below.

ARTICLE 1a. To choose a Moderator to preside at said meeting.

ARTICLE 1. To elect under the provisions of Title 30-A, M.R.S.A. Section 2528, the following Town Officers: one (1) Selectman, Assessor, and Overseer of the Poor, for a term of three years; one (1) Director of R.S.U. #21, for a term of three years.

Article 2: To see if the Town will vote to approve the following:

- A. To authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town to sell and dispose of Real Estate acquired by the Town for nonpayment of taxes thereon, and to execute quitclaim deeds on such terms as they deem advisable, and to authorize the Treasurer to discharge unmatured liens on payment of taxes, interest and costs.
- B. To authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town, to waive the foreclosure of any tax lien mortgage by recording a waiver of foreclosure in the York County Registry of Deeds for any real estate title to which they deem not in the best financial interest of the Town to hold, said authorization to waive not to prevent the Town Treasurer, with the advice and approval of the Municipal Officers, from later foreclosing on said tax lien pursuant to law, as they deem advisable.
- C. To make all real and personal property taxes due and payable upon presentment of bills and to charge five percent (5.00%) per annum on the first half if unpaid after September 10, 2020 (or 45 days after the date of commitment if commitment is after July 28, 2020) and on the second half if unpaid after March 10, 2021.
- D. To set the interest rate to be paid by the town on abated taxes at three percent (3.00%) for the fiscal year 2021.
- E. To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers establishing a "tax club" payment plan for commercial and/or residential real estate property taxes. (*Explanation: This article allows the Town to establish a tax club for citizens, similar to a Christmas club. Citizens establish a payment plan so that they can make monthly payments throughout the year without risk of penalties or interest charges.*)

Selectmen recommend adoption of this article— Voted 5-0.

Article 3: To see if the Town will vote to approve the following:

- A. To pay for tax abatements and applicable interest granted during the fiscal year of 2020/2021 from Overlay. (*Explanation: The Selectmen, as Assessors, are authorized to raise Overlay under Title 36 MRSA section 710 but require voter authorization to spend Overlay. Overlay cannot be more than 5% of the Tax Commitment.*)
- B. To authorize the Selectmen to apply for, accept and expend from the following categories of funds as provided by the State of Maine: Municipal Revenue Sharing, Educational Certification Block Grant, Educational Tax Relief Grant, Public Library State Aid, Urban Rural Road Initiative Program, Civil Emergency Funds, Snowmobile Registration Funds, Tree Growth Reimbursement, General Assistance Reimbursement, Veterans Exemption Reimbursement, Department of Economic & Community Development Grant Program, Maine Emergency Management Agency, Homestead

- Exemption Reimbursement, and all other state and federal grants and funds including, when necessary, the authority to sign grant contracts, documents or other paperwork?
- C. To see if the Town will vote to authorize the Selectmen to carry forward unencumbered surplus fund balances on June 30, 2020 for the purposes originally appropriated and to the extent they deem advisable, such determination to be made at a properly noticed meeting of the Board of Selectmen.

Selectmen recommend adoption of this article– Voted 5-0.
Budget Board recommends adoption of this article – Voted 12-0.

Article 4: To see if the Town will vote to approve the following:

- A. To authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.
- B. To authorize the Selectmen to accept easement deeds on behalf of the Town granting the Town the right to plant and maintain certain trees on private property located within the Town.
- C. To authorize the Selectmen to accept unconditional and conditional gifts of money or property on behalf of the Town, other than gifts of sewer extensions, subject to ratification by the Town at an annual or special town meeting held within one year of the Selectmen's acceptance, except that such ratification shall not be required for a donation of money to the Town to supplement a specific appropriation already made, to reduce the tax assessment, or to reduce the permanent debt.

Selectmen recommend adoption of this article– Voted 5-0.

Article 5: To see what sum the Town will vote to raise and appropriate for General Government Program expenses.

Amount requested: \$1,902,041.00

Selectmen recommend adoption of this article– Voted 5- 0.
Budget Board recommends adoption of this article – Voted 12-0.

Article 6: To see what sum the Town will vote to raise and appropriate for Public Safety Program expenses.

Amount requested: \$2,956,727.00

Selectmen recommend adoption of this article– Voted 5- 0.
Budget Board recommends adoption of this article – Voted 12-0.

Article 7: To see what sum the Town will vote to raise and appropriate for Health & Welfare Program expenses.

Amount requested: \$736,753.00

Selectmen recommend adoption of this article– Voted 5- 0.

Budget Board recommends adoption of this article – Voted 12-0.

Article 8: To see what sum the Town will vote to raise and appropriate for the Public Works Program expenses.

Amount requested: \$1,217,949.00

Selectmen recommend adoption of this article– Voted 5- 0.

Budget Board recommends adoption of this article – Voted 12-0.

Article 9: To see what sum the Town will vote to raise and appropriate for Recreation, Culture, Contingency and Miscellaneous Program expenses.

Amount requested: \$566,114.00

Selectmen recommend adoption of this article– Voted 5- 0.

Budget Board recommends adoption of this article – Voted 12-0.

Article 10: To see what sum the Town will vote to raise and appropriate for Capital Expense & Reserve Account and Debt Service Payments.

Amount requested: \$2,174,380.00

Selectmen recommend adoption of this article– Voted 5- 0.

Budget Board recommends adoption of this article – Voted 12-0.

Article 11: To see if the Town will vote to appropriate the sum of \$2,303,135 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and to also use \$600,000 from undesignated fund balance and \$325,000 from Capital Projects Reserve Account to reduce the property tax commitment.

Selectmen recommend adoption of this article– Voted 5- 0.

Budget Board recommends adoption of this article – Voted 12-0.

Article 12: To see if the Town will vote to authorize the transfer, appropriation and expenditure of \$20,000 from the Special Revenue Open Space Fund to the Open Space Management & Parks Maintenance?

Selectmen recommend adoption of this article– Voted 5- 0.

Budget Board recommends adoption of this article – Voted 12-0.

HEREOF FAIL NOT TO MAKE DUE SERVICE of this Warrant and a return of your doing thereon, at a time and place of said meeting.

GIVEN UNDER OUR HANDS this 14th day of May 2020, Kennebunkport, Maine.

Edward W. Hutchins, II

Michael Weston

Allen A. Daggett

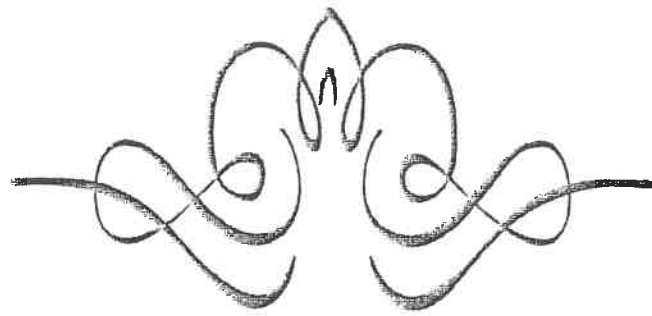
Sheila W. Matthews-Bull

Patrick A. Briggs

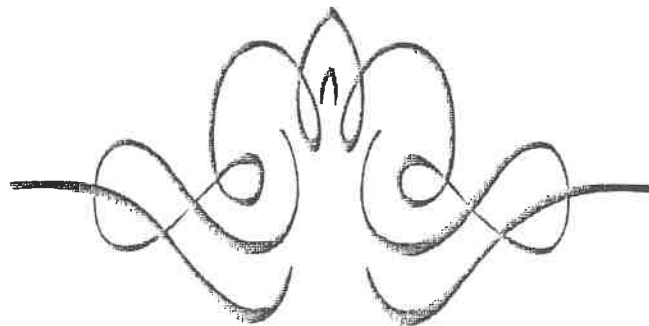
A majority of the Selectmen of the Town of Kennebunkport, Maine

A true attested copy of the warrant attest:

Tracey O’Roak, Town Clerk



Agenda Item Divider

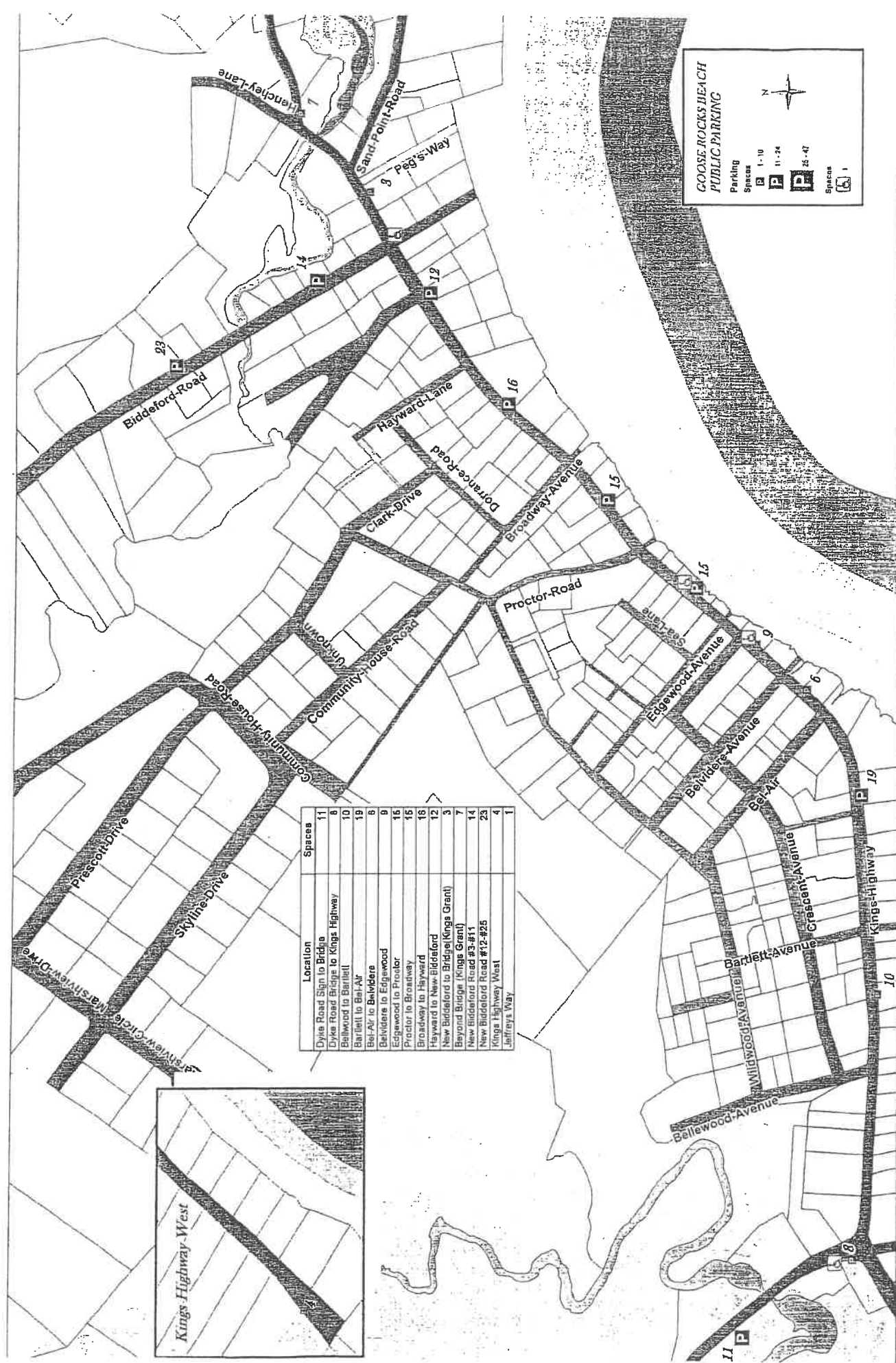


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GRBAC RECOMMENDATIONS TO BOS

May 7, 2020

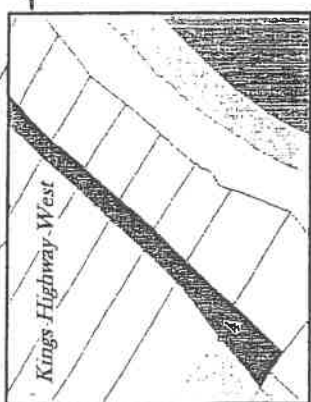
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**GOOSE ROCKS BEACH
PUBLIC PARKING**

Parking Spaces
 P 1-10
 P 11-24
 P 25-47
 Spaces

Location	Spaces
Dyke Road Sign to Bridge	11
Dyke Road Bridge to Kings Highway	6
Bellewood to Bartlett	10
Bartlett to Bel Air	19
Bel Air to Belvidere	6
Belvidere to Edgewood	9
Edgewood to Proctor	15
Proctor to Broadway	15
Broadway to Hayward	16
Hayward to New Biddeford	12
New Biddeford to Bridge (Kings Grant)	3
Beyond Bridge (Kings Grant)	7
New Biddeford Road #3-#11	14
New Biddeford Road #12-#25	23
Kings Highway West	4
Jefferys Way	1



**EMERGENCY REGULATIONS
GOVERNING GOOSE ROCKS BEACH
DURING STATE OF EMERGENCY
DUE TO COVID-19 PANDEMIC
("GRB ORDER #2")**

Pursuant to Sections IV.D and V of the Beach Use Ordinance for Goose Rocks Beach, Kennebunkport, Maine ("Beach Use Ordinance"), the Town of Kennebunkport Board of Selectmen hereby finds and orders the following:

WHEREAS, on March 15, 2020, the Governor of the State of Maine declared a Civil State of Emergency due to the spread of the novel Coronavirus Disease ("COVID-19"), which State of Emergency is still in effect;

WHEREAS, the continued community spread of COVID-19 threatens the public health, safety, and welfare of the citizens of the Town of Kennebunkport;

WHEREAS, the Town's beaches, including specifically Goose Rocks Beach, are popular destinations for members of the public;

WHEREAS, the Board of Selectmen adopted "Emergency Regulations Governing Temporary Closure of Goose Rocks Beach During COVID-19 Pandemic" on March 30, 2020 ("GRB Order #1), granting authority to the Town Manager, in consultation with the Chair of the Board of Selectmen, to expeditiously promulgate regulations and take emergency measures on and in the vicinity of Goose Rocks Beach to prevent members of the public from congregating in a manner that will risk further community spread of COVID-19, and to otherwise protect public health, safety, and welfare and to preserve critical resources within this area of Town;

WHEREAS, the Board of Selectmen has consulted with the Beach Advisory Committee, pursuant to Section IV.D of the Beach Use Ordinance, regarding adoption of emergency regulations governing Goose Rocks Beach during this State of Emergency due to the COVID-19 pandemic;

NOW THEREFORE, pursuant to the aforesaid authority and recitals, which are incorporated herein by reference, the Board of Selectmen hereby promulgates the following emergency regulations by this Order ("GRB Order #2") governing use of and access to Goose Rocks Beach as follows:

1. Daily and weekly parking stickers under the Goose Rocks Beach Parking Sticker Rules/Regulations shall not be made available until June 15, 2020.
2. From May 15th through May 31st, 2020, parking will be allowed for Kennebunkport residents and taxpayers who hold seasonal parking stickers in 39 designated parking spaces located on Kings Highway between Broadway and Belvidere Avenues.

3. Starting on June 1st, 2020, parking will be allowed for Kennebunkport residents and taxpayers who hold seasonal parking stickers in 19 designated parking spaces along Dyke Road as well as the 39 spaces on Kings Highway located between Broadway and Belvidere Avenues.
4. Starting on June 15th, 2020, parking will be allowed for residents and non-residents alike who hold daily, weekly or seasonal parking stickers in 28 parking spaces located on Kings Highway between Broadway Avenue and New Biddeford Road, as well as the parking spaces referenced in Paragraph 3 above.
5. Starting on July 1st, 2020, parking will be allowed for all holding daily, weekly or seasonal parking stickers in the parking spaces referenced in Paragraph 4 above, as well as an additional 35 parking spaces located on Kings Highway between Belvidere and Bellewood Avenues.
6. Starting immediately, no fire permits shall be issued by the Town for fires on Goose Rocks Beach.
7. Starting immediately, no overnight storage of beach equipment such as umbrellas, chairs, tents, toys and watercraft is permitted on the Beach unless by permission of the beachfront owner and consistent with further restrictions to prevent interference with the walking rights of others using the Beach under Section IV.B.2 of the Goose Rocks Beach Use Ordinance. Beach equipment left overnight on the Beach in a location or manner prohibited by the Beach Use Ordinance or this Order may be tagged by the Kennebunkport Police Department providing warning to the owner/user thereof of a violation of town ordinances, orders, rules and/or state law.
8. This Order and the rules contained herein shall remain in effect until the termination of the State of Emergency by the Governor of Maine, unless sooner revised by the Town Manager, in consultation with the Chair of the Board of Selectmen, pursuant to the authority granted in GRB Order #1, or unless sooner terminated by the Board of Selectmen pursuant to the authority granted herein.

Dated this ____ day of May, 2020.

Allen Daggett, Chair

Sheila Matthews-Bull, Vice Chair

Patrick Briggs

Edward Hutchins

Michael Weston

6

WOODMAN EDMANDS DANYLIK AUSTIN
SMITH & JACQUES, P.A.

ATTORNEYS-AT-LAW

ROBERT B. WOODMAN
THOMAS DANYLIK
RALPH W. AUSTIN
JAMES B. SMITH
KEITH R. JACQUES
HARRY B. CENTER II
SANDRA L. GUAY
AMY McNALLY
JOY S. NAIFEH

234 MAIN STREET
P.O. BOX 468
BIDDEFORD, ME 04005-0468
TELEPHONE: 207-284-4581
FAX: 207-284-2078
E-MAIL: RBW@woodedlaw.com

Retired
PETER L. EDMANDS
MICHAEL J. O'TOOLE

May 4, 2020

Allen A. Dagget, Chair
Kennebunkport Board of Selectmen
P.O. Box 566
Kennebunkport, ME 04046

RE: Hurricane Restaurant

Dear Allen and Other Board Members:

I represent Taylor Benenti and his corporation Taylormade Hospitality, the new owner of the Hurricane Restaurant in Dock Square.

As shown on the enclosed survey, the boundary line of the Town property (behind Hurricane Restaurant) is very close to the building in which the restaurant is located. The back deck entrance to Hurricane is located on Town property. That deck is in need of repair, and Taylor would like permission of the Selectmen to build a new deck with a handicapped accessible ramp. His proposal is not to expand the deck at all; the new deck would be the exact same size as the existing deck.

Additionally, and most importantly, Taylor would like permission to serve food and drink on the deck. He will need Planning Board approval for this expansion of the restaurant business, but first will need permission from this Board.

As shown on the enclosed Plans, Taylor proposes a drink rail with four stools on the side of the deck facing the river; and two high-top tables on the other side. There will be a railing around the deck and both sides of the ramp, discouraging customers from

**WOODMAN EDMANDS DANYLIK AUSTIN
SMITH & JACQUES, P.A.**

Allen A. Dagget, Chair

May 4, 2020

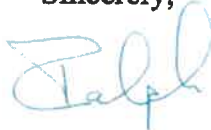
P a g e | 2

walking directly from their seats into the Town parking lot. Additionally, Taylor will place appropriate signage prohibiting taking food or beverages from the deck. He has already reviewed these Plans with the State Liquor Inspector, who has indicated that all Taylor needs to do is file for an extension of his existing liquor license once he has received appropriate permissions from the Town. In addition to the plans, I have enclosed a draft Agreement that would protect the Town in the event that the Board approves this request.

While Taylor has been thinking about these plans for some time now, the allowed take on greater urgency due to the impact of COVID-19. Once restaurants are finally to re-open, Taylor and I assume that distancing requirements will be in place, which will reduce significantly the number of seats in the restaurant. Even just a few seats in the deck area will be important to the success of Hurricane going forward.

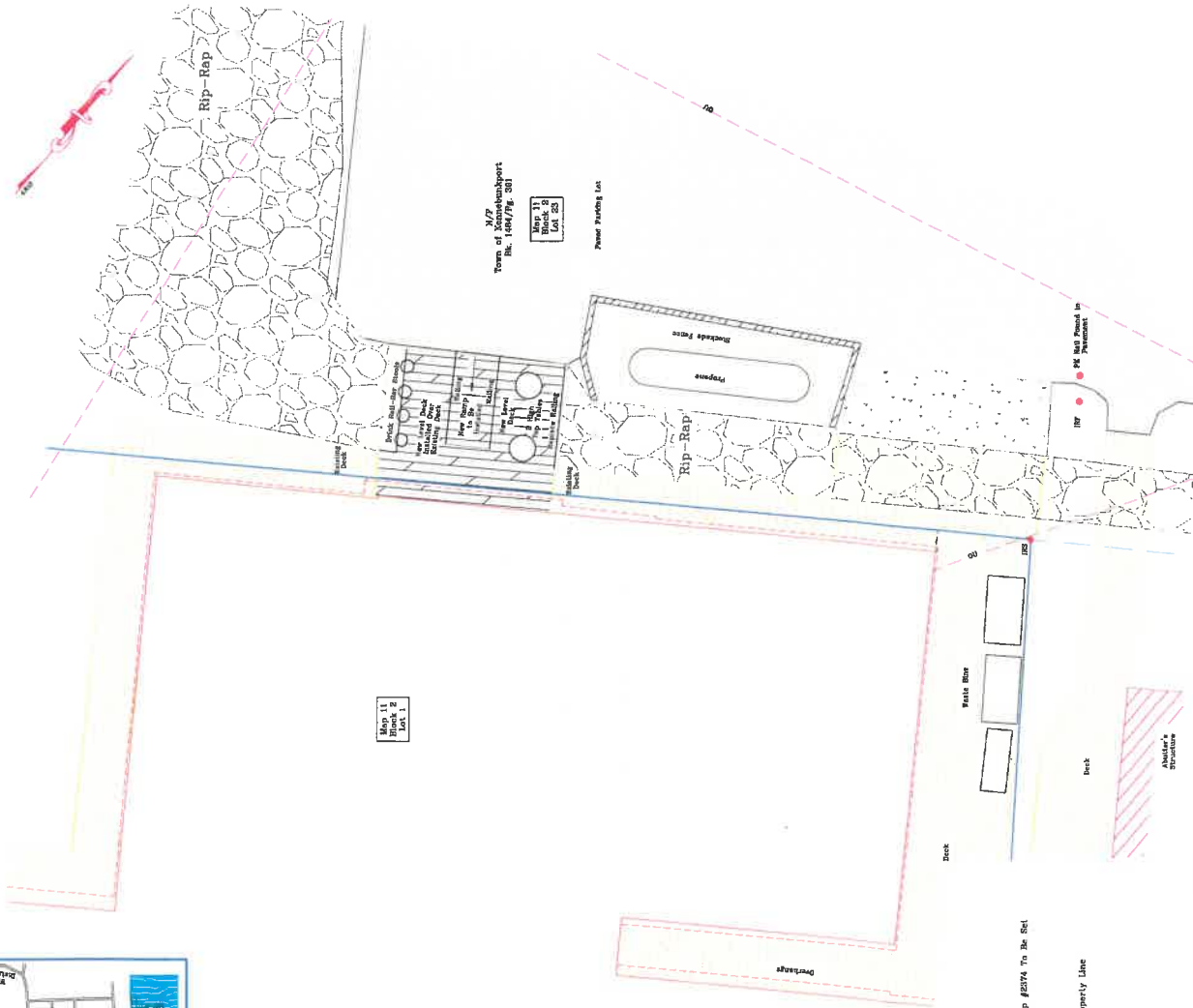
We will look forward to meeting with the Board of Selectmen to discuss this proposal and answer any questions that you might have. Thank you.

Sincerely,



RALPH W. AUSTIN

RWA/cac
Enclosures



LOCUS DEED REFERENCE:

Owner of Record: Riverview, LLC.
Deed Book 19847, Page 150

PLAN REFERENCES:

- 1 - "Final Licensee Plan Map - Town of Kennebunkport, Maine, York County - Community Plans #20070-00002"

NOTES:

- 1 - The locus parcel is identified on the Town of Kennebunkport Tax Assessor Map 11, Block 2, as Lot 1, and is located in the Rock Square Zone and the Shoreland Overlay Zone. Space and building setbacks from the shoreline and other structures are as follows:
Minimum Building Setback = 50 Feet
Minimum Yard = 10 Feet
Minimum Setback from Water = 10 Feet
Minimum Lot Coverage = 75% (20% Shoreland Zone)
Minimum Lot Width = 150 Feet
Minimum Lot Depth = 150 Feet
Min. Net Lot Area = 50000 s.f.
2 - The entire parcel is in Flood Zone AE-1 as noted from Plan Ref. 1.
3 - The locus parcel is subject to certain rights of the public to use the area below the high water line of the Kennebunk River.
4 - The locus parcel is subject to an apparent easement, utility easement for overhead lines running from a utility pole on Spring Street across the property to a utility pole located on land of the Town of Kennebunkport.
5 - The location of nearby property lines are shown as dashed lines. These lines are intended to show the approximate relationship to the locus parcel only.
6 - Prior to any construction activities the location of setback lines shown should be verified by a professional surveyor and/or a Maine Department of Transportation (MaineDOT) surveyor.
7 - This plan has been prepared according to the Standards of Practice adopted by the State of Maine Board of Licensure for Professional Land Surveyors with the following exceptions:
- No new deed description prepared

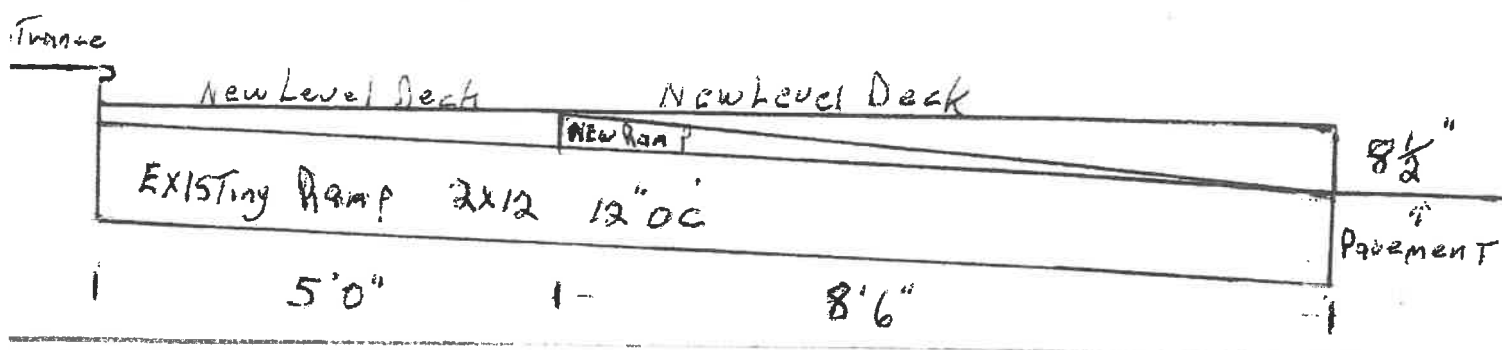
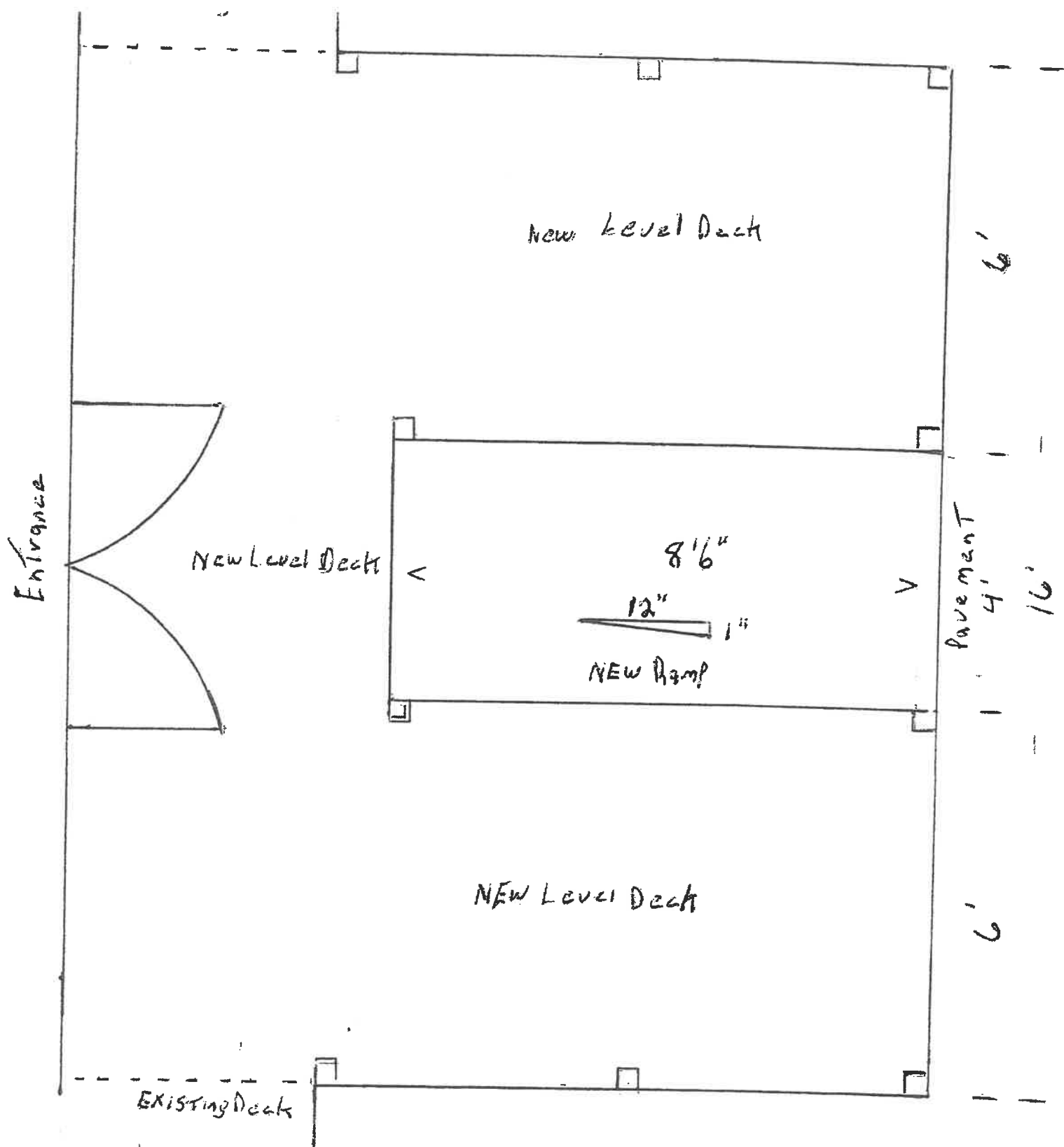
GRAPHIC SCALE 1" = 5'

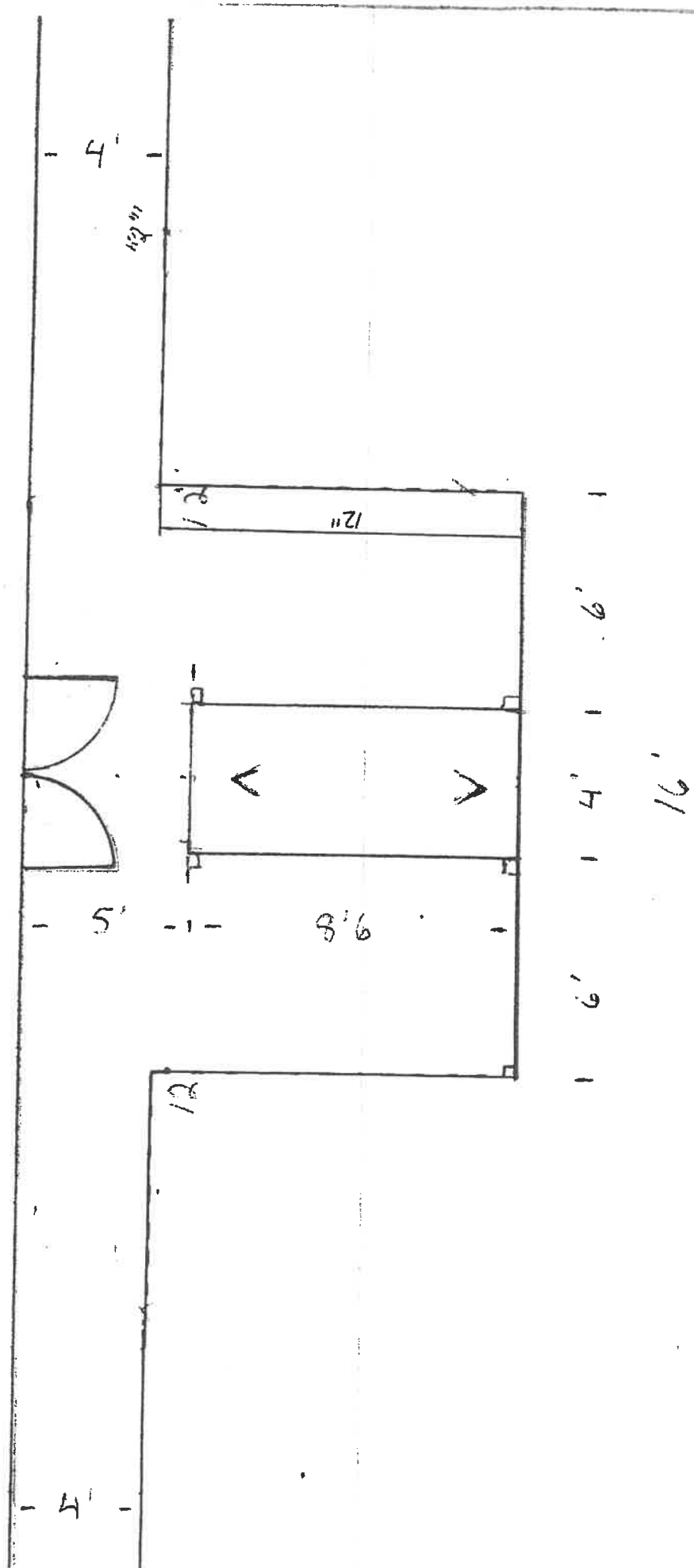


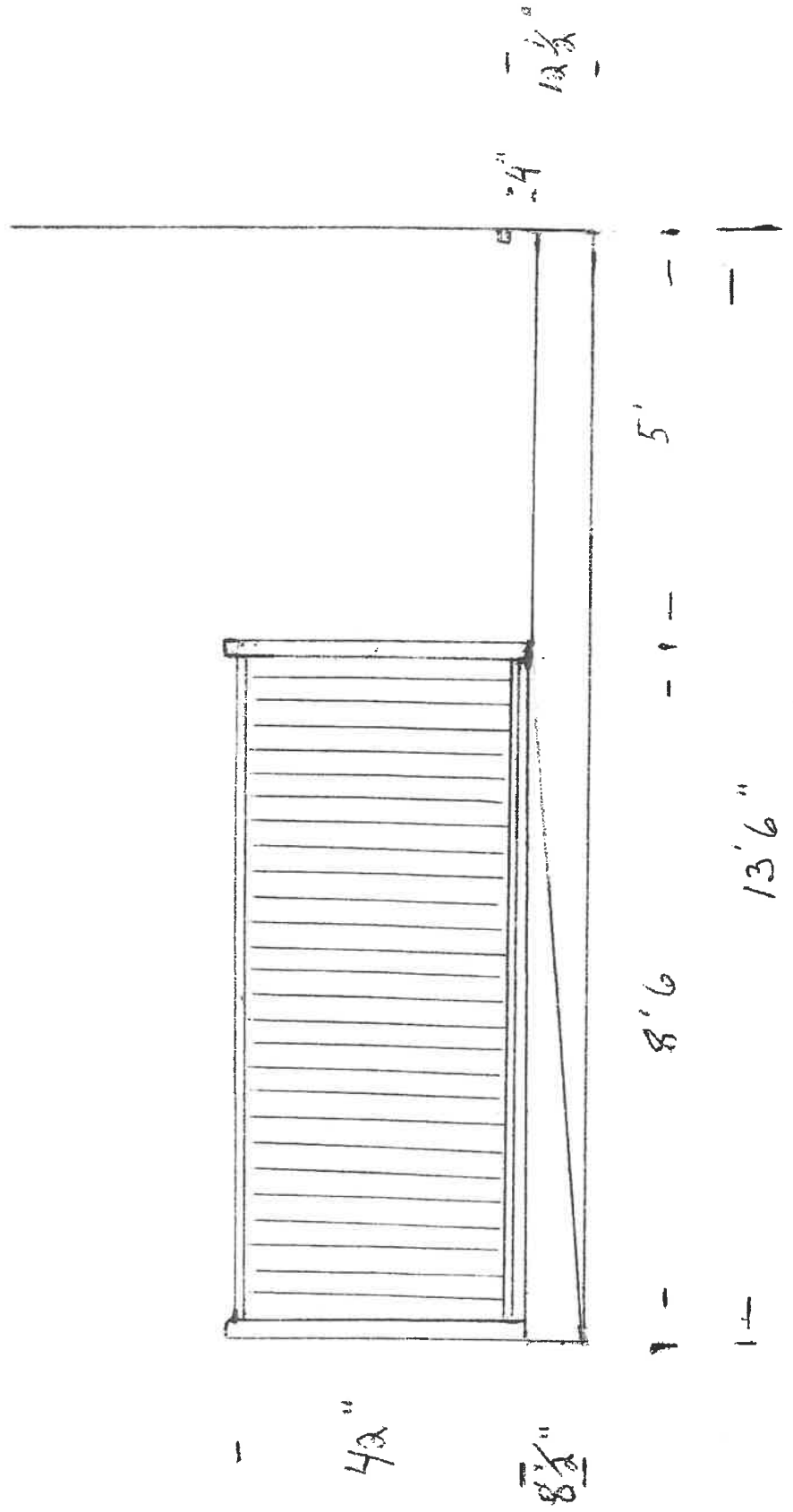
LOWER VILLAGE SURVEY CO.
13 Western Avenue Kennebunk Maine
Maine 04048
Phone: 207-241-1111
Fax: 207-241-1112
Email: info@lower-village-survey.com

PROPOSED CONSTRUCTION PLAN
20 ROCK SQUARE
KENNEBUNK, MAINE
OWNED BY:
RIVERVIEW, LLC
Mailing address: 20 North Street, Kennebunkport, ME 04048
DATE: 08-11-2020 BY: 2007 01-01-2020 01-01-2020
LAND SURVEYORS • • FORESTERS • • WETLAND DELINEATORS

- LEGEND:**
- 5/8" Rubber w/Survey Cap #2074 To Be Set
 - Copied from Red Found
 - Iron Pipe Found
 - Full Hole to Be Set
 - Another Appropriate Property Line
 - Overhead Utilities
 - Utility Pole
 - Utility Pole
 - Deck Book & Page
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USE AND INDEMNIFICATION AGREEMENT

Agreement made this ____ day of ____, 2020, by and between **TAYLORMADE HOSPITALITY, LLC**, a Maine limited liability company with a place of business in Kennebunkport, Maine, and doing business as Hurricane Restaurant (hereafter “Hurricane”) and the **INHABITANTS OF THE TOWN OF KENNEBUNKPORT**, a municipal corporation located in Kennebunkport, in the County of York and State of Maine (hereafter “Town”).

WHEREAS, Hurricane owns and operates a restaurant business located at 29 Dock Square in Kennebunkport; and

WHEREAS, there is a deck located at the rear entrance to Hurricane (hereafter the “Deck”). Although the Deck is located on Town property, it has historically been used for access to the rear of Hurricane, as well as prior businesses in that location; and

WHEREAS, Hurricane desires to rebuild the Deck and further desires to provide food and beverage service on the Deck; and

WHEREAS, the Town is agreeable to such use of the Deck by Hurricane, but has concerns about potential liability on the Town in the event that customers of Hurricane are injured in their use of the Deck; and

WHEREAS, Hurricane acknowledges that the Deck is located on Town property, but that the maintenance of the Deck is Hurricane’s responsibility, and that the Town has no liability for any injuries due to use of the Deck by customers of Hurricane; and

WHEREAS, Hurricane and Town desire to formalize their agreements in regard to the use of the Deck by Hurricane, and to put their understandings and agreements in writing.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the sufficiency of which is acknowledged, the parties hereto do hereby agree as follows:

1. Use of Deck. The Town agrees that it shall allow Hurricane to continue its use of the Deck, subject to the terms and conditions hereinafter set forth. The Town further consents to Hurricane providing food and beverage service on the Deck, again subject to the terms and conditions hereinafter set forth.

2. Rebuilding; Maintenance and Repair. The Town hereby consents to Hurricane rebuilding the Deck, provided that the plans are approved by the Town Code

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Enforcement Office, that the size of the new Deck is no larger than the current Deck, and that the Deck meet all Federal and State standards for handicapped accessibility.

Hurricane agrees that it shall be solely responsible to maintain and repair the Deck as necessary, to keep it in a safe and sound structural condition, and to keep it passable at all times while the restaurant is open to the public.

3. Indemnification. Hurricane hereby covenants and agrees, at its sole cost and expense, to indemnify, protect, defend and save harmless the Town, and its officers, officials, agents, subcontractors and employees (hereafter "Indemnitees"), from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgments, suits, actions, proceedings, costs, disbursements and/or expenses (including, without limitation, reasonable attorneys, paralegals, and consultants' fees, expenses and disbursements) of any kind or nature whatsoever by whomever asserted which may at any time be imposed upon, incurred by, or asserted or awarded against any Indemnatee relating to, resulting from, or arising out of use of the Deck by members of the general public.

4. Insurance. Hurricane agrees that it shall maintain general liability and liquor liability insurance on its business that includes the Deck, and it shall name the Town as an additional insured under such policy or policies. Hurricane further agrees to provide a copy of such insurance policy, or a certificate thereof, to the Town Manager each year.

5. Maine Tort Claims Act. Nothing contained in this Agreement shall in any way alter or lessen the Town's immunity from lawsuit as set forth in the Maine Tort Claims Act, 14 M.R.S.A. § 8101 et seq., as the same may be amended from time to time, and the Town is not waiving any defense, immunity or limitation of liability which may be available to it, its officers, agents or employees, under the Maine Tort Claims Act, or any other defenses, privileges or immunities as may be provided by law.

6. Local Ordinance Applicability. Nothing contained in this Agreement shall be deemed to waive the applicability of any requirements under local ordinances or regulations, as those provisions may be amended from time to time, for construction, alteration, repair, expansion or replacement of the Deck or for the use thereof.

7. Notices. Any notices required to be sent pursuant to this Agreement, or in the application or enforcement thereof, shall be sent by certified mail, return receipt requested, or sent by federal express or similar overnight express mail service, prepaid, each to the addresses listed below:

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To Town:

Town Manager
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, ME 04046

To Hurricane:

General Manager
Hurricane Restaurant
29 Dock Square
P.O. Box 1801
Kennebunkport, ME 04046

Any party may change its address for purposes of this Paragraph by giving the other parties notice of the new address in the manner described herein.

8. Miscellaneous. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their successors and assigns. This Agreement completely expresses the obligations of the parties hereto and shall not be modified without the written consent of all the parties. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of Maine.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day, month and year first above written.

Taylormade Hospitality, LLC
dba Hurricane Restaurant

By: _____
Taylor Benenti, Manager

Witness:

TOWN OF KENNEBUNKPORT

By: _____
Laurie A. Smith, Town Manager

Witness



Memorandum

To: Board of Selectmen

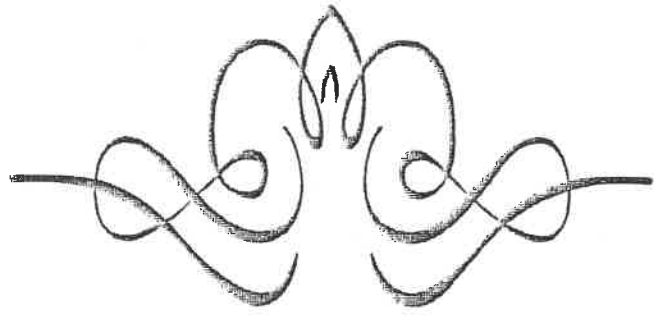
Fr: Laurie Smith, Town Manager

Re: Dock Square Parking Lot Operations

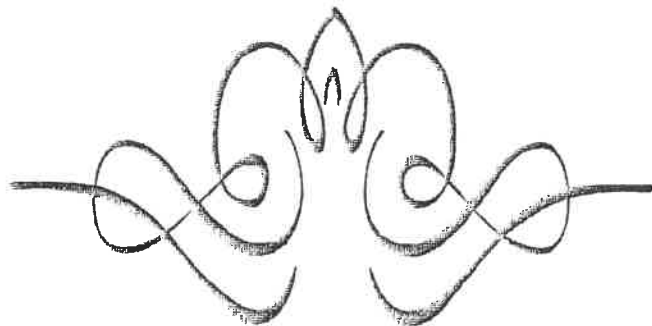
Dt: May 11, 2020

Traditionally Dock Square Parking Lot has opened by the beginning of May as we see traffic increasing around Town. This year is very different in many ways. With the closure of restaurants and retail establishments I have not thought that it made sense to start charging in DSPL. I am suggesting a few items for your consideration:

1. Charging for parking begins on June 15.
2. Rather than \$4.00 per hour (approved this past winter) we stick to \$3.00 per hour for summer 2020 and increase to \$4.00 per hour in 2021.
3. Should we consider allowing the first hour of parking to be free to encourage local traffic in Dock Square when traffic may be light this summer season.
4. Could we close off the lane of parking (6 spaces) abutting the Kennebunk River to allow for the expansion of seating for restaurants who abut Dock Square Parking Lot. This would lower the density inside restaurants and promote public health during the pandemic. I would suggest we authorize this for the month of June and reevaluate for the month of July.
5. Open the Dock Square Parking Lot Restrooms on June 15.



Agenda Item Divider





8

KENNEBUNKPORT COVID-19 REENTRY PLAN

PHASE 1 – BEGINNING MAY 4

1. **General Cleaning and Disinfection:**

All areas where staff and/or customers will be allowed are to be disinfected and cleaned daily or at the end of each shift.

Common areas should be disinfected more frequently during our hours of operations. This should include all departments and be carried out by staff on a rotating schedule. Disinfecting of customer areas should be done before opening and approximately every 2 hours. Common areas for disinfecting should include, but not limited to: door handles, door knobs, light switches, phones, keyboards, panic bars, glass doors, table tops, counter tops, desks, plexi guards, and restrooms. This disinfecting will be done using a CDC approved cleaner appropriate to the application. It is a slow process while the public is in the building, as it requires the manufacturer's required application time to be effective. Treated surfaces should not be allowed to "Air Dry" while the building is occupied but allow enough time on the surface to be effective before being wiped dry. People should not be touching or stepping on wet surfaces.

The use of electrostatic cleaners may be used in offices, facilities, and vehicles on a regular basis as equipment and supplies allow.

2. **Non-Customer Facing Operations:**

Resume normal schedules and shifts. **Operations will not include in-person transactions with the public.** Exceptions to schedules and in-person operations will be considered for those who can perform their full work duties remotely.

3. **Customer Facing Operations:**

Resume full staff operations immediately. Operations will include limited in-person transactions with the public beginning May 21. Exceptions to schedules and in-person operations will be considered for those who can perform their work duties remotely. All customers will be required to wear face coverings unless due to a medical condition. Customers who do not have a face covering will be provided one.

4. **Town Clerk Customer Service Center:**

Services: Staff will encourage customers to perform any services online that can be accomplished in that manner. Office visits should be restricted to only those services that cannot be done via phone or online (marriage, new vehicles, etc.). Staff will continue to refine and develop additional online and phone service options for the public.

Only two customers will be allowed at the front counters at a time.

Pens will be placed in "used" container, to be cleaned before reuse; or a single pen should be used and disinfected with wipes between uses

Customers will line up with 6 feet of distance from each other. Flow in and out of the building will be altered to avoid customers coming within six feet entering and exiting. Only one person per transaction unless the transaction needs more than one person signing/present.

Week 1 will be used as a gauge for the need in our community for additional hours. We will evaluate how additional hours may accommodate customer needs prior to the end of the "State of Emergency" grace periods and adjust customer service hours accordingly.

The rest of Town Hall will be closed to visitors, including the main administrative offices, Finance, Planning and Code Office, and Public Restrooms.

Public protocols will be established and advertised in advance and on site. These will include the use of face coverings, encouraging customers to be prepared with all necessary documentation, and physical distancing standards.

Staff: Two customer service clerks and a supervisor. Staff will be provided masks and gloves but not required to wear them if they are protected by a plexi guard shield. Staff will be supplied with hand sanitizer for use after each customer transaction.

Physical space alterations: Plexi guards installed at the service counter across all three front counter desks. Doors will be propped open to reduce the number of surfaces being touched by customers. Signage, markers, and stanchions will need to be setup and positioned to provide separation and direction on customer flow both inside and outside of the building. Chairs will be removed as will all other hindrances to physical distancing and sanitization protocols.

Stations will be numbered to clearly communicate where customers should stand.

Sanitizing gel will be offered to customers as they enter and exit the facility.

5. Planning and Code:

Services: Only those services that cannot be done via phone or online (Planning Board and BOA applications).

Plans will be dropped off in a box outside of the Planning and Codes Office. Staff will retrieve and communicate with the applicant via phone, Zoom, or email.

Inspections will be scheduled and attended to by staff using physical distancing standards, virtual inspections, and other methods necessary to continue operations.

Staff: Planning Office will remain closed to customers.

Physical space alterations: A window with the ability to receive materials and communicate with the public will be installed in the door.

6. Finance/Administration:

Services: All services can be provided via email, phone, and online.

Staff: Finance and administrative office will remain closed to customers.

Physical space alterations: A window with the ability to receive materials and communicate with the public will be installed in the door.

7. Human Resources:

Services: Most services can be provided via email, phone, and online. Any functions that need to take place in person (i.e., new employee enrollment or employees without access to technology) will be allowed via appointment only. Only one person will be scheduled at a time.

Staff: Human Resource staff will remain closed except by appointment only. When staff are meeting via appointment all parties shall use appropriate face coverings and all possible physical distancing protocols.

Physical space alterations: A window with the ability to receive materials and communicate with the public will be installed in the door.

8. Police Department:

Services: Burn permits will be issued online or through phone only.

Staff: Officers will wear appropriate PPE and follow sanitation and hygiene guidelines. Sanitizer will be supplied to all officers.

Physical space alterations: None needed.

9. Harbormaster – Cape Porpoise Pier:

Services: Mooring applications, pier fees, and fuel charges can be done online or via phone or mail.

Signs will be posted in the parking area reminding all that “social distancing” must be maintained at all times in/on parking lot, piers, and docks.

All recreational fishing on piers and floats shall be prohibited.

Public Restrooms will remain closed in phase 1.

Staff: No customers will be allowed in the Harbormaster Office. Staff will be required to use masks when in a public setting and physical distancing cannot be maintained. Hand sanitizer will be available for staff to use between customer transactions. Collections can be done online, phone, and via drop box at Finance.

Physical space alterations: Parking, benches, and tables will be limited to avoid congregating. Will use the current window facing the front of the pier as a service window. Its current configuration allows for the passing of paperwork, discussion, and credit card transactions without the need for alterations. A sign will alert the public to the location of the service window. Bench in current location will be moved off site and stored for now. Signs will notify customers of services and the need to physical distance. Ensure both locations have secure drop boxes and add envelope dispensers for people to pay without direct contact.

10. Fire Department:

Services: Continue to respond to emergency calls for service. No meetings or trainings unless conducted on ZOOM or similar platform. Inspections by Fire Chief will happen as needed if social distancing measures can be in place. PPE of at least a surgical or cloth mask will be worn. No fire prevention details or other educational programs. Firefighters will respond to calls as required.

Staff: Staff will still respond to calls. All firefighters responding in a fire department vehicle with more than one person on board will wear a surgical type or cloth mask. Any areas of the vehicle that may have been touched both inside and out are to be cleaned with disinfectant cleaner upon returning to the station. These areas include but are not limited to all door handles, window handles, dash buttons, steering wheels, seats, seatbelts and iPads.

Physical space alterations: All stations continue to be locked and no outside personnel allowed to enter. Our own staff will only be in the stations when necessary for the job. No alterations needed.

11. Wastewater Department

Services: Facility remains a controlled access facility with locked gate during business hours. We are providing all services/tasks with modified operations. These tasks/services are recognized, defined, and prioritized by the Deputy Director or Chief Operator. These tasks/services include, but are not limited to:

- Laboratory testing
- Process control
- Electronic records submission
- Solids handling
- Critical repairs
- Pump station checks
- Preventative/corrective maintenance
- Time sensitive operations to include jetting (cleaning) problem mains due to fats, oil, and grease deposits prior to increased seasonal vehicle traffic to prevent blockages and sanitary sewer overflows.
- Cleaning of pump station wet wells after the jetting process to prevent pump clog/failure.
- As time progresses and upon completion of priority tasks, we will resume with non-urgent repairs, non-critical maintenance items, cleaning of all remote facilities, and grounds maintenance at plant and all pump stations and installation of replacement grinder pump setups.

Staff: Each task varies by the number of crew needed to complete the task/service. The minimum number of staff will be assigned to complete the task/service to be provided. Crews will continue to be assigned by the Deputy Director or Chief Operator for certain tasks to be completed on certain days.

We will continue operating with split crews when possible to avoid exposure and cross-contamination of crews. Staff may be present or necessary at several locations within the plant or collections system as necessary for task/service completion. However, supervisors will be responsible to monitor activities to prevent social gatherings and keep crew numbers to required levels for the task/service. Crew members will operate separate vehicles when it is necessary to drive for a job function/task. Physical distancing practices will be enforced.

Supervisors will be responsible for limiting break room spaces to two or fewer employees at a time in order to practice physical distancing. Lunch and union breaks will be split by crew so there is adequate space to maintain social distancing and prevent cross contamination of crews.

Members of the public will be excluded from access to the treatment plant. Contractors will be screened prior to granting entrance to the plant. Contractors will be expected to adhere to similar best/safe practices while completing work within the plant.

Varying levels of PPE is used based on task performed. Supervisors shall enforce use of appropriate levels of PPE depending on task/service assigned. To reduce the replacement of limited N95 masks, face coverings will be sought by administration and used by crew. N95 masks will be disinfected every day for a period of one work week. A new mask will be issued at the beginning of the following work week.

Cleaning and sanitizing the common surfaces of the administrative and lab buildings, as well as vehicles at the beginning and end of shift by use of disinfecting wipes and aerosols will continue. The press room and screen room will be disinfected through initial hose down and use of pressurized utility/home and garden sprayer to dispense a 10% bleach solution to spray down surfaces.

This same procedure will be used for work in the field/collections system that has the potential to leave wastewater residue on hard surfaces in public areas. (Such as the mist that is created and settles on pavement surfaces during jetting operations.) These activities will have to be closely monitored and controlled to eliminate contact with the public and/or exposure of the public to non-chlorinated wastewater.

Physical space alterations: At this time, we will remain a controlled access department with locked gate at all hours. The gate will remain closed unless access is necessary and authorized by the

Deputy Director of Public Works or Chief Treatment Plant Operator. Signage is currently posted at the gated entrance to advise the public that the plant is closed to the public. Phone numbers are also provided on the signage for people to call. No other physical alterations are necessary currently.

12. Public Works Department – Highway Division

Services: Facility remains closed to the public during business hours. Barricades with signage have been placed at the entrance gate expressing the same. We are providing all services/tasks with modified operations. These tasks/services are recognized, defined, and prioritized by the Director or Deputy Director. These tasks/service include, but are not limited to:

- Snowplowing
- Snow removal
- Emergency debris removal
- Roadway and/or safety issues to include infrastructure, signage, etc.
- Seasonal tasks to include signage, groundskeeping, maintenance, etc.
- Assisting with other departments with potential needs
- Critical and non-critical maintenance
- Critical and non-critical equipment/vehicle repairs

Staff: Sanitizer will be supplied for staff to use while responding to service and maintenance calls. Each task varies by the number of crew needed to complete the task/service. The minimum number of staff will be assigned to complete the task/service to be provided. Crews will continue to be assigned by the Director or Deputy Director for certain tasks to be completed on certain days.

We will continue operating with split crews when possible to avoid exposure and cross-contamination of crews. Staff may be present or necessary at several locations within the facility, at other department facilities, or in public as necessary for task/service completion. However, supervisors will be responsible to monitor activities to prevent social gatherings and keep crew numbers to required levels for the task/service. Crew members will operate separate vehicles when it is necessary to drive for a job function/task. Physical distancing practices will be enforced.

Supervisors will be responsible for limiting break room spaces to two or fewer employees at a time in order to practice physical distancing. Lunch and union breaks will be split by crew or location so there is adequate space to maintain social distancing and prevent cross contamination of crews.

Members of the public will be excluded from access to the highway department facility. Contractors will be screened prior to granting entrance to the facility. Contractors will be expected to adhere to similar best/safe practices while completing work within the facility.

Varying levels of PPE is used based on task performed. Supervisors shall enforce use of appropriate levels of PPE depending on task/service assigned. To reduce the replacement of limited N95 masks, face coverings will be sought by administration and used by crew. N95 masks will be disinfected every day for a period of one work week. A new mask will be issued at the beginning of the following work week.

Cleaning and sanitizing the common surfaces of the highway building, as well as vehicles at the beginning and end of shift by use of disinfecting wipes

Physical space alterations: At this time, we will remain closed to the public. Signage is currently posted at the gated entrance to advise the public that the facility is closed to the public. Phone numbers are also provided on the signage for people to call. No other physical alterations are necessary currently.

13. Goose Rocks Beach:

Services: Parking will be open to *residents only* until Phase 2. Visitors with current or last year's resident seasonal will be allowed to park. A limited number of parking spaces, 39 on King's Highway and 19 on Dyke Road, will be allowed to assure no overcrowding at the beach. No port-a-potties will be available. Daily and weekly passes will not be sold. Fire permits will not be allowed in order to limit the congregation of people and maintain physical distancing. No overnight storage of equipment will be allowed. Phases 1 and 2 signage will remind people to remain physically distant. Other beach rules will remain consistent.

Staff: Police officers will patrol area and take enforcement action as necessary.

Physical space alterations: Signage will be installed reminding the public about physical distancing and any temporary rules. Some parking spaces will be eliminated.

14. Colony Beach and Parsons Way:

Services: Limited hours of operation from 8 a.m. to 6 p.m. daily. Staff will open and close the beach through the use of the gate. Parking will be limited to beach side and not along seawall. Signage will require physical distancing and limited parking. Parking outside of the gate will remain restricted to provide safe turnaround and avoid inundation from outside visitors, and to avoid unsafe contact at the gate pinch point.

Staff: Police Officers will enforce all necessary rules.

Physical space alterations: Signage will be installed reminding the public about physical distancing and any temporary rules. Some parking spaces will be eliminated.

15. Parks and Recreation:

Services: Programs that require in-person attendance will be cancelled or postponed until Phase 2. Staff will continue to develop virtual programs and programs that serve seniors with our public health staff.

Staff: Staff will work both remotely and at the Kennebunkport Community Center in order to enable physical distancing and maintain safe work practices. Staff will use face coverings anytime that physical distancing cannot be maintained between staff or the public. Sanitizer will be supplied for staff to use while responding to calls.

Physical space alterations: Plexi-guard divider between two workstations in recreation office to safeguard staff.

16. Public Health

Services: Continue to see patients as needed. Front door will always remain locked. Patients will either call or ring doorbell to gain access. There will only be one patient inside at a time. Patient visits will be spaced out to facilitate proper cleaning between patients. Directional signage will be placed at the front door. If a patient shows signs and symptoms of COVID-19, they will not be allowed into the office. They will be advised to contact their primary doctor. Each patient will have their temperature taken using a touchless thermometer prior to entry.

Staff: Remains at the current staffing of one. This may will change as a part-time nurse may be hired soon. Staff will wear PPE whenever meeting with a patient, at a minimum, mask and gloves. A surgical mask will be worn by the patient as well. PPE level for staff will be determined by the nurse based on procedure being performed along with both the patient's and the nurse's comfort level.

Physical space alterations: Since the facility is always going to be locked and there is only one patient at a time, there is no need for any alterations.

17. Dock Square Parking Lot

Services: The parking lot will continue to remain open. Some portions of the parking lot may close to vehicular traffic in order to accommodate lowering the densities in abutting restaurants.

Staff: There will be no staffing at the parking lot.

Physical space alterations: None needed.

18. Boards, Commissions and Committees

Services: Jurisdictional and decision-making boards, commissions, and committees will continue to operate via Zoom meetings (Board of Selectmen, Planning Board, Zoning Board of Appeals, Goose Rocks Beach Committee). Other boards, commissions, and committees that are decision-making (not advisory only) can meet via the Town's Zoom account. Agendas will need to be posted on the normal timelines.

Items requiring public hearings should be held over two meetings. The first meeting will be used to open the public hearing and read any comments into the record as well as hear any from the public. The public hearing will be continued to the next meeting. At the second meeting, any additional comments will be read into the record and recorded from the public. The board will close the public hearing. Action can proceed as normal from there.

Site walks should be scheduled and coordinated in a manner where participants can practice safe social distancing. Members are strongly encouraged to wear face masks.

Jurisdictional boards (BOS, GRBAC, PB, ZBA) are being broadcast on Channel 1301, the website, and YouTube. Non-jurisdictional boards, commissions, and committees should continue to keep a record of remote meetings held and produce minutes as normal.

Staff: participation in meetings will occur remotely. Exceptions will be made for site walks and require proper social distancing standards.

Physical space alterations: The Village Fire Station Meeting Room has been setup to broadcast meetings via the Town laptop and projector.

PHASE 2 – APPROXIMATELY JUNE 15

1. **General Cleaning and Disinfection:**

All areas where staff and/or customers will be allowed are to be disinfected and cleaned daily per Phase 1.

2. **Non-Customer Facing Operations:**

No changes from Phase 1.

3. **Customer Facing Operations:**

Continue full staff operations. In-person transactions will remain limited and will depend on the particular department and transaction. Maine CDC guidelines will remain in effect for all in-person transactions including physical distancing and face coverings. All customers will be required to wear face coverings unless due to a medical condition. Customers who do not have a face covering will be provided one.

4. **Town Clerk Customer Service Center:**

Services: No change from Phase 1.

Staff: No change from Phase 1.

Physical space alterations: No change from Phase 1.

5. **Planning and Code:**

Services: Counter service will resume, but customers will be encouraged to use phone or online when possible.

Only one customer will be allowed in the Planning office at a time and should be arranged via appointment. Customers will be notified of this protocol through communication and signage. Pens will be placed in “used” container, to be cleaned before reuse; or a single pen should be used and disinfected with wipes between uses.

Inspections will be scheduled and attended to by staff using physical distancing standards, virtual inspections, and other methods necessary to continue operations.

Staff: Staff will be provided masks and gloves but not required to wear them if they are protected by a plexi guard. Staff will be supplied with hand sanitizer for use after each customer transaction.

Physical space alterations: Plexi guard will be installed at the counter. A barrier between the public space and the staff space will be defined.

6. **Finance/Administration:**

Services: Service will resume, but customers will be encouraged to use phone or online when possible.

Only one customer will be allowed in the Finance/Administration office at a time and should be arranged via appointment. Customers will be notified of this protocol through communication and signage.

Pens will be placed in “used” container to be cleaned before reuse; or a single pen should be used and disinfected with wipes between uses.

Staff: Staff will be provided masks and gloves but are not required to wear them if they are protected by a plexi guard. Staff will be supplied with hand sanitizer for use after each customer transaction.

Staff: When staff are meeting via appointment all parties shall use appropriate face coverings and all possible physical distancing protocols.

Physical space alterations: Plexi guard will be installed at the counter. A barrier between the public space and the staff space will be defined.

7. Human Resources:

Services: Most services can be provided via email, phone, and online. Any functions that need to take place in person (i.e. new employee enrollment or employees without access to technology) will be allowed via appointment only. Only one person will be scheduled at a time.

Staff: Human Resource staff will remain closed except by appointment only. When staff are meeting via appointment all parties shall use appropriate face coverings and all possible physical distancing protocols.

Physical space alterations: Same as Phase 1.

8. Police Department:

Services: No change from Phase 1

Staff: No change from Phase 1.

Physical space alterations: None needed.

9. Harbormaster – Cape Porpoise Pier:

Services: Continue as in Phase 1.

Public Restrooms will open in mid-June.

Staff: Continue as in Phase 1.

Physical space alterations: Continue as in Phase 1.

10. Fire Department:

Services: Continue as in Phase 1.

Staff: Continue as in Phase 1.

Physical space alterations: Continue as in Phase 1.

11. Wastewater Department

Services: Continue as in Phase 1.

Staff: Continue as in Phase 1.

Physical space alterations: Continue as in Phase 1.

12. Public Works Department – Highway Division

Services: Continue as in Phase 1.

Staff: Continue as in Phase 2.

Physical space alterations: Continue as in Phase 2.

13. Goose Rocks Beach:

Services: Parking will be open to residents and visitors with a corresponding sticker. A limited number of parking spaces will be available on a phased approach to assure no overcrowding at the beach. Parking will be increased by 28 spaces on King's Highway and another 35 spaces on King's Highway in mid-July. No fire permits will be allowed. Port-a-potties will be available by mid-June. Daily and weekly passes will be sold on a limited basis, after consideration by the Goose Rocks Beach Advisory Committee and the Board of Selectmen. Phases 1 signage will remind people to remain physically distant. Other beach rules will remain consistent.

Staff: Police officers and community safety officers will patrol area and take enforcement action as necessary.

Physical space alterations: Signage will be installed reminding the public about physical distancing and any temporary rules. Parking spaces will be limited in alignment with a phased approach to opening.

14. Colony Beach and Parsons Way:

Services: Continue as in Phase 1.

Staff: Continue as in Phase 1.

Services: Continue as in Phase 1.

15. Parks and Recreation Center:

Services: Staff will continue to develop programs on a limited basis that meet the criteria from the Maine Center for Disease Control and available resources.

Summer Camp will begin in Phase 2 meeting the criteria established by the Maine CDC and Governor's orders. Staff will begin with a "pre-camp" with a limited amount of campers and full-time personnel. By the end of June we anticipate opening summer camp with a maximum of 90 campers. Ratios of 9 youth to 1 counselor will be maintained throughout camp to limit exposure and maintain public health and safety guidelines in effect for daycares. A group will consist of no more than two counselors and 18 campers who will remain as an isolated group throughout the summer camp experience. Field trips will be cancelled, but on-site experiences will be explored and encouraged. Staff will be responsible for teaching hygiene protocols to campers and enforcing them throughout camp. Sanitation protocols will be maintained throughout any spaces occupied or used by campers or staff. Electrostatic cleaning devices will be used in large spaces or heavily used areas where normal cleaning protocols would prove ineffective. We are seeking guidance from medical professionals and the center for disease control on the practice of having campers wearing face coverings.

Staff: Staff will work at the Kennebunkport Community Center and Kennebunkport Consolidated School. Staff will use face coverings anytime that physical distancing cannot be maintained between staff, campers or the public. Staff will use regular cleaning and sanitation protocols for common touch point areas and restrooms. Counselors will use regular hygiene protocols including hand washing and sanitizer for themselves and campers.

Physical space alterations: Staff will use divided spaces both inside and outside to separate campers. A plex-guard barrier will separate staff from parents as they check-in and out campers at the beginning and end of each day. Staff may use varied drop-off and pick-up times as well as multiple check in stations to prevent congregating and to allow for physical distancing.

16. Public Health

Services: Continue as in Phase 1.

Staff: Continue as in Phase 1.

Facility Alteration Needs: Continue as in Phase 1.

17. Dock Square Parking Lot

Services: The parking lot will continue to remain open. Some portions of the parking lot may close to vehicular traffic in order to accommodate lowering the densities in abutting restaurants. The lot will begin charging on an hourly basis on June 15, 2020. The Board of Selectmen voted earlier this year to charge \$4.00 per hour to align with charges in other regional lots. For the summer of 2020 staff are considering limiting charges to the 2019 levels and remaining at \$3.00 per hour. Consideration may be given to allowing the first hour of parking to be free. The touch points on parking machines will be cleaned on a regular basis by staff. The public restrooms will also be opened beginning on June 15, 2020 and the Town will maintain health and sanitation protocols in accordance with the Maine Center for Disease Control. An electrostatic cleaning device may be used on a daily basis to disinfect and sanitize the restrooms.

Staff: Staffing at the lot will be limited based on availability of personnel and the demand for additional services. Staff will use CDC guidelines and manufacturer recommendations when cleaning touch points at the parking lot. Staff will abide by physical distancing protocols which may require the wearing of PPE and face coverings.

Physical space alterations: Physical distancing standards will be marked on the pavement for people to line up for restroom or parking machine payment use.

18. Boards, Commissions and Committees

Services: Planning Board and ZBA proposed to meet in June. All the rest, continue as in Phase 1.

Staff: Continue as in Phase 1.

Physical space alterations: Continue as in Phase 1.

PHASE 3 – APPROXIMATELY JULY 15

1. **General Cleaning and Disinfection:**

All areas where staff and/or customers will be allowed are to be disinfected and cleaned daily per Phases 1 and 2.

2. **Non-Customer Facing Operations:**

No changes planned from Phases 1 and 2; however, the Town Manager will review operations in light of new Center for Disease Control guidance.

3. **Customer Facing Operations:**

Continue full staff operations. In-person transactions will remain limited and will depend on the particular department and transaction. Maine CDC guidelines will remain in effect for all in-person transactions including physical distancing and face coverings. The Town Manager will review operations in light of new Center for Disease Control guidance.

4. **Town Clerk Customer Service Center:**

Services: No change from Phases 1 and 2.

Staff: No change from Phases 1 and 2.

Physical space alterations: No change from Phases 1 and 2.

5. **Planning and Code:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

6. **Finance/Administration:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

7. **Human Resources:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

8. **Police Department:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

9. **Harbormaster – Cape Porpoise Pier:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

10. Fire Department:

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

11. Wastewater Department

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

12. Public Works Department – Highway Division

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

13. Goose Rocks Beach:

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

14. Colony Beach and Parsons Way:

Services: No change from Phase 2.

Staff: No change from Phase 2.

Services: No change from Phase 2.

15. Parks and Recreation Center:

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

16. Public Health

Services: Move toward getting back to new normal. Possibly having more than one patient and immediate family in the office at the same time. Social distancing will be enforced. Possibly relaxing the always locked-door policy. Also, possibly transitioning back into home visits. The home visits could return based on the science of the pandemic. Local, State, and Federal guidance will be used to help make that decision at the appropriate time.

Staff: Continued as in Phases 1 and 2.

Facility Alteration Needs: If door is unlocked, markings on the floor at 6 feet for social distancing. Possibly rearranging waiting room area as well to promote social distancing. Red tape would be the only supply needed to mark 6 feet apart.

17. Dock Square Parking Lot

Services: Continue as in Phase 2.

Staff: Continue as in Phase 2.

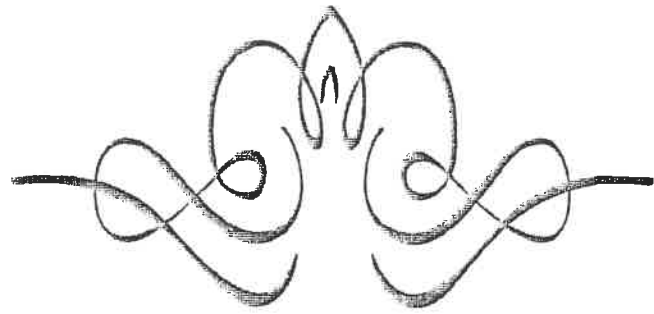
Physical space alterations: Continue as in Phase 2.

18. Boards, Commissions and Committees

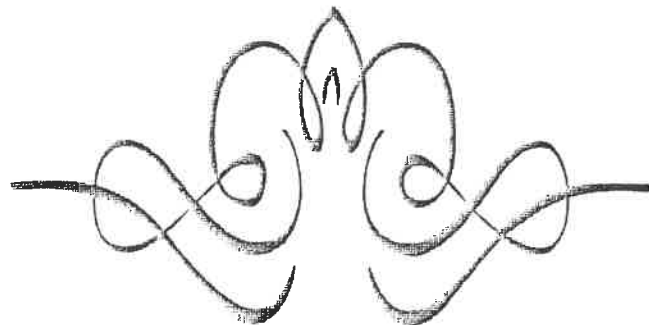
Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.



Agenda Item Divider



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Kennebunkport Public Health

April 21, 2020

ATN: Kennebunkport Board of Selectman, Laurie Smith- Kennebunkport Town Manager

Please accept this generous donation of \$50.00 from Lisa and Brian Smith. This gift is dedicated towards the emergency food fund. This fund will provide emergency food to a family in need upon request. This fund will work alongside Community Outreach Services who provides food to our residents upon request along with the weekly food pantry at St Martha's church in Kennebunk.

Thank you!

Alison Kenneway RN, BSN

Lisa A. Smith

From: Alison Kenneway <akenneway@kennebunkportme.gov>
Sent: Thursday, April 09, 2020 1:58 PM
To: Lisa A. Smith
Subject: Re: COVID-19 crisis- food donations

This message originated outside of MaineHealth. Use caution when opening attachments, clicking links or responding to requests for information.

Kennebunkport Public Health Dept
101A Main st
Kennebunkport, me 04046

For: kennebunkport food assistance

Get Outlook for iOS

From: Lisa A. Smith <LASmith1@mmc.org>
Sent: Thursday, April 9, 2020 1:55:50 PM
To: Alison Kenneway <akenneway@kennebunkportme.gov>
Subject: RE: COVID-19 crisis- food donations

Thank you Alison! What is the mailing address for donations please?

My Best,
Lisa

From: Alison Kenneway <akenneway@kennebunkportme.gov>
Sent: Thursday, April 09, 2020 1:48 PM
To: Lisa A. Smith <LASmith1@mmc.org>; Carol Cook <ccook@kennebunkportme.gov>
Subject: RE: COVID-19 crisis- food donations

This message originated outside of MaineHealth. Use caution when opening attachments, clicking links or responding to requests for information.

Lisa,

The meals to go program for seniors is in the works. If you wanted to help with donations to that program it would be to the Kennebunkport Food Assistance program. We will be utilizing funds from that account to help with this program. Hope this helps.

Alison Kenneway RN BSN
Director of Public Health
Kennebunkport Maine
207-967-4401


www.kennebunkportme.gov

LISA A SMITH
BRIAN SMITH
19 LUCIA WAY
KENNEBUNKPORT, ME 04046

5-7515/110 3070

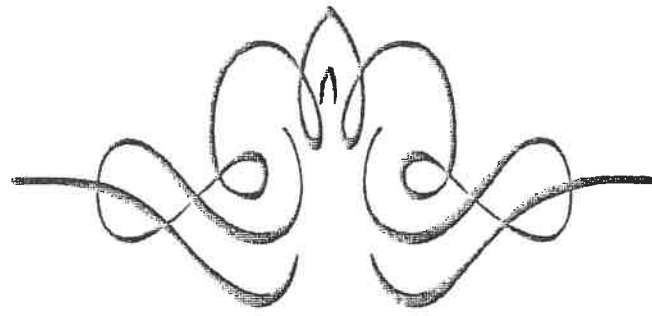
DATE 4/16/20

PAY TO THE ORDER OF Kennebunk Food Assistance Prog. \$ 50.00 -
Fifty Dollars only

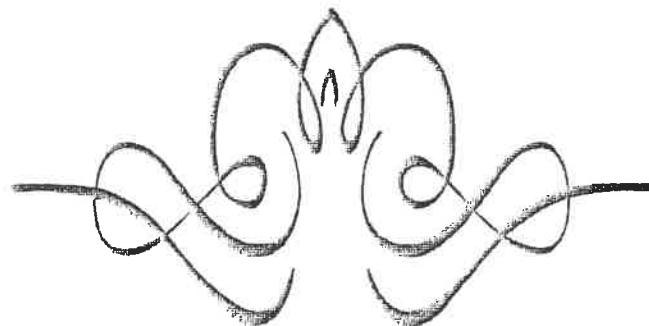
 **Santander**
Santander Bank, N.A.

MEMO

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Agenda Item Divider



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Kennebunkport Public Health

April 24, 2020

ATN: Kennebunkport Board of Selectmen, Laurie Smith-Kennebunkport Town Manager

Please accept this generous gift of \$125.00 from Karen Bubar to the general needs account # 08-01-50.

Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health

KAREN BUBAR
20 WOODSIDE DRIVE
GORHAM, ME 04038-1141
PHONE 207-232-2261



1234

Date 4/17/2020

Pay to the Order of Kennebunkport Public Health Dept. — \$125⁰⁰/_{XX}
One hundred twenty-five + ⁰⁰/₁₀₀ — Dollars

Security Features Included. Details on Back.

GORHAM SAVINGS BANK

For Public Assistance Prog.

K Bubar

MP

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