



TOWN OF KENNEBUNKPORT, MAINE

Board of Selectmen Agenda June 11, 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/95629518393>

You may be required to download the Zoom app in order to connect. This is free, and easy to use. Make sure to log in a few minutes early to ensure you can connect.

- **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
International numbers available: <https://zoom.us/u/aB1JlfaQd>

You will be asked to enter the Webinar ID number followed by the # sign.

Webinar ID: 956 2951 8393

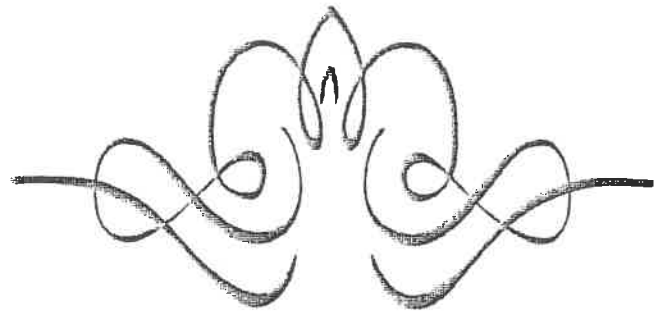
NOTE: During the meeting, only the Selectmen and Town Manager will be on screen with audio connected. All other participants will be blacked out and audio muted except when the Board solicits public input.

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

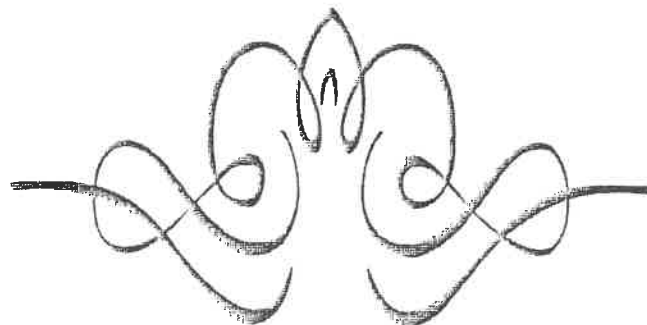
- **Joining via your computer or cell phone**
 - Please use the "raise your hand" feature by clicking "participants" (computer). The host will be notified and will identify you when it is your turn to comment.
- **Joining via landline phone:**
 - The following commands can be entered using your phone's 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 May 28, and June 1, 2020, selectmen meeting minutes.
3. 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.).
4. Countersign the Warrant for the RSU Validation Referendum Warrant and Notice of Election.
5. Consider new victualer's permit for FiaFia..
6. Consider application to renew liquor license submitted by Arundel Marine Service, d.b.a., Arundel Wharf Restaurant, 43 Ocean Avenue.
7. Discussion of Bill Case's proposal for pickleball courts.
8. Authorization of Dock Square Parking Lot budget.
9. Authorization of Recreation Special Revenue budget.
10. Authorization of Government Wharf budget.
11. Authorize Quit Claim Deed for Jessica Hughes, map 8, block 2, and lot 8.
12. Authorize bid for concrete work at Wastewater Plant and use of \$5,000 carryforward from Public Works to Wastewater.
13. Accept donations to nurses general account in memory of Nancy Buchanan.
 - a. Carol McCarthy Ritchie donated \$25.00
 - b. Laurie Lundergan donated \$25.00
14. Other Business.
 - a. MMA Legislative Policy Committee nomination.
 - b. Critical dates for the November 3, 2020, election.
15. Approve the June 11, 2020, Treasurer's Warrant.
16. Adjournment.



Agenda Item Divider



**Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
May 28, 2020
6:00 PM**

Minutes of the Selectmen's Meeting of May 28, 2020

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

Others attending via Zoom: Ralph Austin, Michael Davis, David James, Ann Kelley, Jen Lord, Arlene McMurray, Tracey O'Roak, Dave Powell, Craig Sanford, Chris Simeoni, Laurie Smith, and others

1. Call to Order.

Chair Daggett mentioned the sad news that former Selectman Stuart Barwise passed away. The Board reminisced about Stuart. He loved Kennebunkport and was an asset to the board and town, very bright, kind, tactful, articulate, always willing to help. He will be greatly missed.

Chair Daggett called the meeting to order at 6:02 PM. He took **roll call** of Selectmen present: Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

2. Approve the May 14, 2020, selectmen meeting minutes.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the May 14, 2020, selectmen meeting minutes. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

3. Public Hearing to amend the Traffic and Parking Control Ordinance.

Chair Daggett opened the public hearing at 6:07 PM and asked for public comments.

Town Manager Laurie Smith reviewed the amendments which Town Attorney Amy Tchao reviewed and wrote:

Section 1: Unlawful Parking – Subsection G. clarifies that under temporary or emergency parking regulations vehicles can be towed because they obstruct traffic, create unsafe vehicle or pedestrian congestion, or are left unattended in violation of such emergency regulations.

Section 2: Parking Control Regulations. Removes tow away zones on specific streets (Dyke Road, Kings Highway, Wesmore Lane) in favor of more general language later in the ordinance.

Section 13: Notes that the 2020 GRB season parking will go into effect on May 15.

Section 14: Impoundment – authorizes the police department to remove vehicles from a street or public place under control of the Town to a garage or other place of safety at the expense of the registered owner of vehicle when:

- The vehicle is left unattended upon a bridge or causeway and it constitutes an obstruction to traffic.
- When a vehicle is disabled and constitutes an obstruction to traffic.
- When a vehicle is left unattended is parked illegally to constitute a hazard or obstruction.
- When a vehicle hinders snow removal
- When a vehicle is parked in violation of emergency and/or temporary parking regulations.
- When a vehicle has three or more parking citations.

Police Chief Sanford said these revisions are common in most municipalities and will help the police do their job.

Selectman Matthew's Bull disagreed with towing because Kennebunkport is a tourists' town. She was concerned that these revisions allowing towing could be abused.

Other Board members said this will be helpful to the police and did not realize the police did not already have the authority to tow vehicles.

David James said he supports these revisions and does not feel it will be abused.

Chair Daggett closed the public hearing at 6:15 PM.

Motion by Selectman Weston, seconded by Selectman Hutchins, to authorize the amendments to the Traffic and Parking Control Ordinance. **Roll Call Vote to approve:** Briggs, Daggett, Hutchins, and Weston. **Roll Call Vote to oppose:** Matthews-Bull **Voted:** 4-1. **Motion passed.**

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.).

Ann Kelly asked what evidence they will be watching to reverse the changes to the parking on July 1 near the beach.

Ms. Smith said they will use information from the CDC and her weekly meetings with coastal Maine, New Hampshire, and Massachusetts.

Chief Sanford responded that he added a community safety officer on the beach who documents crowd volume. So far, he has had 22 parking violations. He is using this information to make decisions.

5. Consider application to renew liquor license submitted by Arundel Marine Service, d.b.a. Arundel Wharf Restaurant, 43 Ocean Avenue.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve renewal liquor license submitted by Arundel Marine Service, d.b.a., Arundel Wharf Restaurant, 43 Ocean Avenue. **Roll Call Vote to approve:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0 **Motion passed.**

6. Consider the deck agreement with Hurricane's Restaurant.

Ms. Smith said they discussed this item at the last meeting with Ralph Austin who represents Taylor Benenti, the new owner of Hurricane's Restaurant. He is seeking an agreement with the Town to reconstruct the deck behind Hurricane's Restaurant and serve food and beverage on the deck. The agreement was amended at the request of Mr. Austin for the Town to give 30 days' written notice to Hurricanes if the Town wants Hurricanes to cease all food and beverage service and to give 90 days' written notice if the Town wants Hurricane's to remove any and all of the deck.

Selectman Matthews-Bull was concerned that a future Board may not be business friendly and will have the ability to terminate for no reason.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to authorize the deck agreement with Hurricane's Restaurant. **Roll Call Vote to approve:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

7. Award the gravel bid.

Ms. Smith said Public Works Director Mike Claus is recommending that they award the gravel bid to Stonefield Quarry for \$8.75 per ton + \$3.50 per ton delivery. This bid was the lowest of the three bids received.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to award the gravel bid to Stonefield Quarry for \$8.75 per ton + \$3.50 per ton delivery. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

8. Award Final Engineering and Construction Administration Contract for Cape Porpoise Pier Work.

Ms. Smith said the Cape Porpoise pier had infrastructure issues and will need final engineering. Requests for proposals was sent to 15 firms and they received only one response. Mr. Claus believes this is because firms are still busy and feel disadvantaged as Baker did the preliminary engineering work. Mr. Claus and Ms. Smith highly recommend Baker Design Consultants. The Town needed to go through this process to ensure any engineering fees could be reimbursed by state and federal funds. Ms. Smith

and Mr. Claus are currently working with Maine DOT and a few federal fund sources to continue to move this project forward and garner additional grant funds to bring this project to reality.

Selectman Hutchins said he recommends Barney Baker because he listens to the fishermen.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to award the Final Engineering and Construction Administration Contract for Cape Porpoise Pier work to Baker Design Consultants. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

9. Presentation of the FY2021 Wastewater Department budget.

Public Works Deputy Director Chris Simeoni presented the fiscal year 2021 Wastewater Department budget. He said there was no budget increase. He did this by decreasing capital requests and heating fuel because it was warmer this year. The user fee of \$467.62 will stay the same. He is seeking authorization to use \$1 million in wastewater reserve funds toward the replacement of one clarifier and one filter press. He said the Sewer Committee reviewed the budget and recommends approval.

Motion by Selectman Hutchins, seconded by Selectman Claus, to authorize the proposed wastewater budget and the use of up to \$1 million in reserve funds for the proposed capital projects that will replace a clarifier and filter press. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

10. Authorize the sewer commitment.

The Selectmen were asked to authorize the sewer commitment so the town can bill sewer users before fiscal year end.

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

11. Presentation of the FY2021 Cape Porpoise Pier budget.

Harbormaster/Pier Manager Chris Mayo said due to the present economic conditions, he worked with Treasurer Jen Lord to put together a trimmed version of the budget. There is a 5% surcharge on fuel and an increase in pier dues. The capital budget was reduced to \$935 in order to keep increases at this level.

Mr. Claus requested relief from the Department of Marine Resources to use the CARES Act relief funding to support Maine's commercial fishing industry from the impacts of COVID-19 by funding pier dues for commercial fishing.

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

12. Accept \$100 donation in memory of Nancy Buchanan to the nurses general account.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to accept the \$100 donation in memory of Nancy Buchanan to the nurses general account. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

13. Other Business.

Selectman Matthews-Bull announced that the tent at Allison's Restaurant is nice and shows cooperation between the town and business.

Ms. Smith said letters were sent out that excise taxes are due on June 11, and now the date has been changed to July 11 due to the Governor's Executive Order. She asked if the Board wanted to collect the taxes on July 11 or keep the due date as June 11.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to keep the due date for excise taxes at June 11, 2020. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

Ms. Smith announced that the Bureau of Motor Vehicles is open on June 1.

14. Approve the May 28, 2020, Treasurer's Warrant.

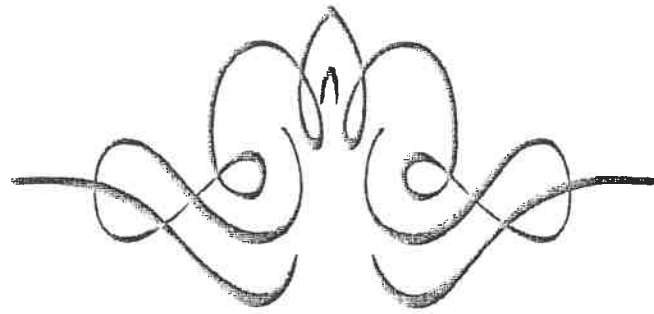
Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the May 28, 2020, Treasurer's Warrant. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

15. Adjournment.

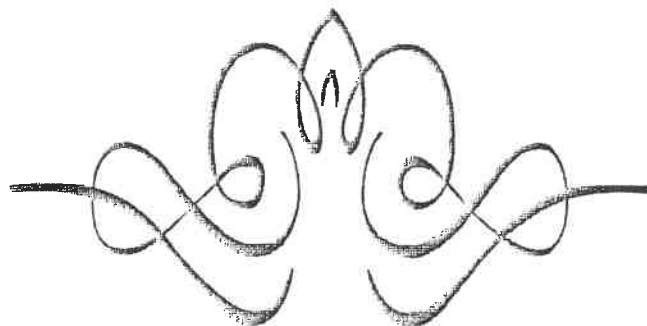
Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

The meeting adjourned at 7:10 PM.

Submitted by Arlene McMurray
Administrative Assistant



Agenda Item Divider



**Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
June 1, 2020
6:00 PM**

Minutes of the Selectmen's Meeting of June 1, 2020

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

Others attending via Zoom: Arlene McMurray, Dave Powell, Laurie Smith, and others

1. Call to Order.

Chair Daggett called the meeting to order at 6:04 PM. He took **roll call** of Selectmen present: Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

He gave instructions on how to join the meeting.

2. Discussion of Dock Square Parking Lot hourly fee for summer 2020.

Town Manager Laurie Smith said the Board initially discussed on May 14 the Dock Square Parking Lot fee. This past winter, the Board voted to increase the fee by \$1 to \$4.00. She has received some feedback about the fee increase this summer. She wanted to check and make sure the Board wanted to keep this fee increase.

Selectman Matthews-Bull said that if they keep the fee increase, feedback is going to be against Allison's and Hurricanes for the Town giving up space in the parking lot for them to expand their business.

Selectman Weston stated that he talked to 25 people, and they are fine with the parking lot fee set at \$4.00 an hour. He pointed out that the Board already voted to increase it to \$4 and cannot change its decisions every time someone disagrees.

Selectman Hutchins agreed with Selectman Weston. He said that parking at the Dock Square Parking Lot is an option, and people do not have to park there. They can park somewhere else.

Selectman Briggs agreed with Selectman Weston that they cannot change their decisions every time someone disagrees because it was made in the best interest of the Town.

Motion by Selectman Weston, seconded by Selectman Hutchins, to keep the hourly fee at the Dock Square Parking Lot at \$4.00 per hour as previously voted. **Roll Call Vote to approve:** Briggs, Daggett, Hutchins, and Weston. **Roll Call Vote to oppose:** Matthews-Bull **Voted:** 4-1. **Motion passed.**

3. Other Business.

Last week, Ms. Smith said she received a call about storage of equipment on the beach in front of a property near Dyke Road at 241 Kings Highway. The Police Chief visited the site and spoke to Mr. Forrest a few times, and Ms. Smith has also talked to Mr. Forrest. He told her that he has been storing the kayaks on the beach for the past 6 years. He is not a signer of the Beach Use Agreement, but said he would be happy to sign it. She explained that it is no longer an option, and the property is now owned by the Town. He is asking permission to keep that storage kayak rack at the end of his seawall. She told him the Board would discuss this tonight.

Discussion followed that the Beach Use Agreement cannot be altered, and kayak storage is not allowed on the beach. If the Board allowed this, it would have to allow others. Rules and regulations need to be followed.

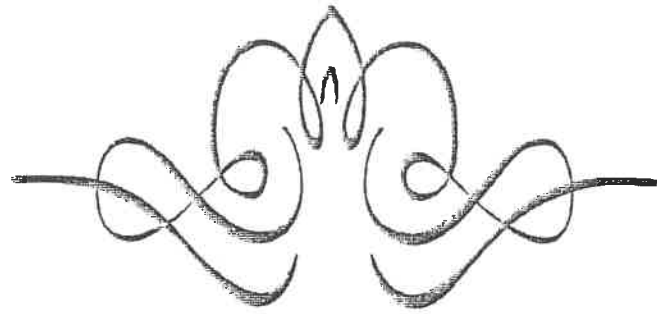
The Board agreed that Mr. Forest should move his kayak rack onto his property.

4. Adjournment.

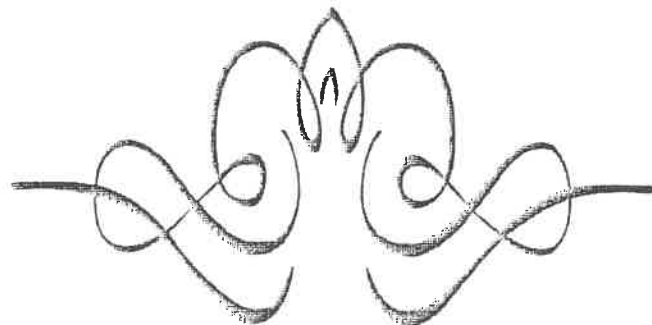
Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0.
Motion passed.

The meeting adjourned at 6:21PM.

Submitted by Arlene McMurray
Administrative Assistant



Agenda Item Divider



4

**WARRANT AND NOTICE OF ELECTION
CALLING REGIONAL SCHOOL UNIT NO. 21
BUDGET VALIDATION REFERENDUM
(20-A M.R.S. § 1486)**

TO: Jennifer Foy, a resident of Regional School Unit No. 21 (the “Regional School Unit”) composed of the Towns of Arundel, Kennebunk and Kennebunkport, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the Regional School Unit, namely, the Towns of Arundel, Kennebunk and Kennebunkport, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF KENNEBUNKPORT
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION**

York County, ss.

State of Maine

TO: Tracey O’Roak, Clerk of Kennebunkport: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF KENNEBUNKPORT: You are hereby notified that a Regional School Unit budget validation referendum election will be held at Village Fire Station, 32 North Street in the Town of Kennebunkport on Tuesday, July 14, 2020 for the purpose of determining the following articles:

Question 1: Do you favor approving the Regional School Unit No. 21 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

Question 2: Shall the School Board be authorized to expend up to \$250,000 from the Regional School Unit No. 21 Capital Reserve Fund previously established by Regional School Unit voters for the purpose of making improvements to track and field facilities at Kennebunk High School?

Question 3: Do you favor paying a member of the Regional School Unit No. 21 Board of Directors compensation at the rate of \$25 for each full Board meeting that the member attends?

The polls will be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person eligible to

vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 11, 2020, at Kennebunk, Maine.

M. E. K.
Tom M. Am
K. J. Am
D. J. Am
M. J. Am
K. J. Am

Maurice D. Am
S. J. Am
Tim Stentz
D. J. Am
D. J. Am
D. J. Am

A majority of the School Board of Regional School Unit No. 21

A true copy of the Warrant and Notice of
Election, attest:

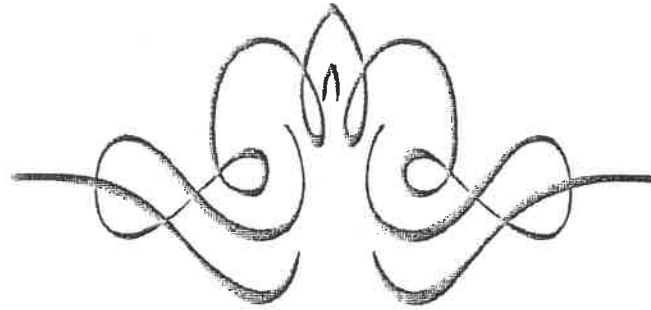
Jennifer Foy
Resident of
Regional School Unit No. 21

Countersigned this _____ day of _____, 2020 at Kennebunkport, Maine.

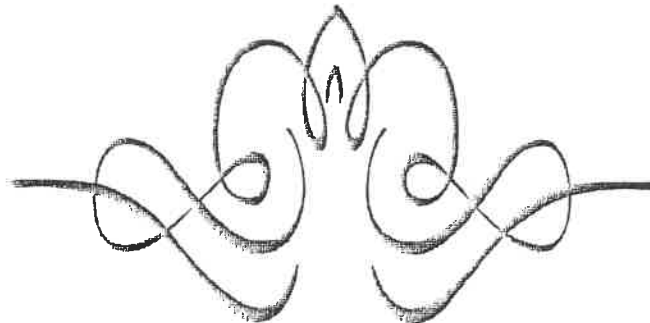
A majority of the Municipal Officers of Kennebunkport, Maine

A true copy of the Warrant and Notice of
Election, attest:

Tracey O'Roak, Municipal Clerk
Kennebunkport, Maine



Agenda Item Divider



(5)

This application has been reviewed and approved by the following Municipal Officials,
whose signatures are on file with the Town Clerk:

✓

Police Chief

✓

Fire Inspector

✓

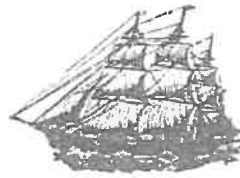
Code Enforcement Officer

Tracy O'Roak, Town Clerk

Victualer's Lic

Fiafia LLC

6/11/20



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

VICTUALER'S LICENSING HEARING

June 11, 2020

We, the undersigned officials of the Town of Kennebunkport and Members of the Victualer's Licensing Board, do authorize the Town Clerk to issue a Victualer's License to **FiaFia**. The license shall be valid from June 11, 2020 through May 31, 2021 in accordance with the provisions of the Victualer's Licensing Ordinance adopted by the Town on March 21, 2000.

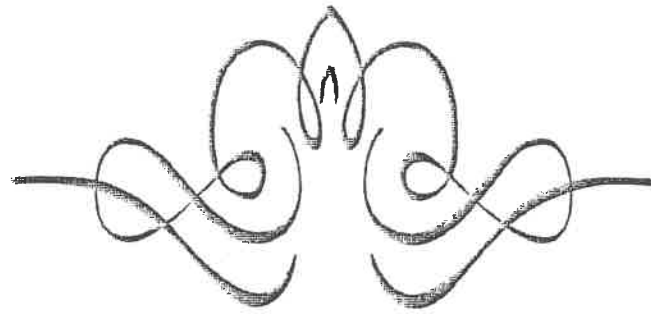
Sheila Matthews-Bull

Edward W. Hutchins, II

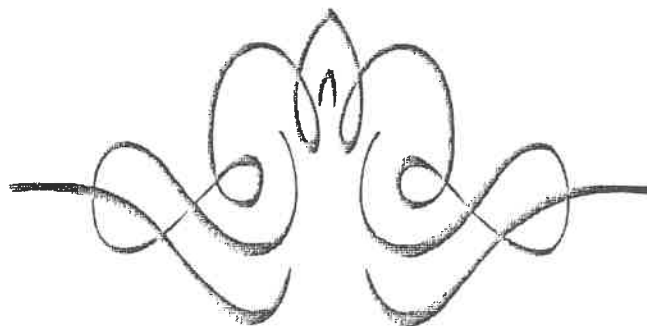
Patrick A. Briggs

Allen A. Daggett

W. Michael Weston



Agenda Item Divider



CC

This application has been reviewed and approved by the following Municipal Officials,
whose signatures are on file with the Town Clerk:

✓

Police Chief

✓

Fire Inspector

✓

Code Enforcement Officer

Tracy O'neal

, Town Clerk

Arundel wharf
6/11/20



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Section I: Licensee/Applicant(s) Information;
Type of License and Status

| Division Use Only | |
|---|-----|
| License No: | |
| Class: | By: |
| Deposit Date: | |
| Amt. Deposited: | |
| Payment Type: | |
| OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/> | |

| | |
|---|--|
| Legal Business Entity Applicant Name (corporation, LLC): Arundel Marine Service | Business Name (D/B/A): Arundel Wharf Restaurant |
| Individual or Sole Proprietor Applicant Name(s): Robert Williamson | Physical Location: 43 Ocean Avenue Kennebunkport, Maine 04046 |
| Individual or Sole Proprietor Applicant Name(s): | Mailing address, if different: |
| Mailing address, if different from DBA address: PO Box 1950 Kennebunkport, MAINE 04046 | Email Address: wharfkpt@gmail.com |
| Telephone # Fax #: 207 967-3444 207 967-5462 | Business Telephone # Fax #: 207 967-3444 |
| Federal Tax Identification Number: 01-0324798 | Maine Seller Certificate # or Sales Tax #: 3147714 |
| Retail Beverage Alcohol Dealers Permit: | Website address: arundelwharf.com |

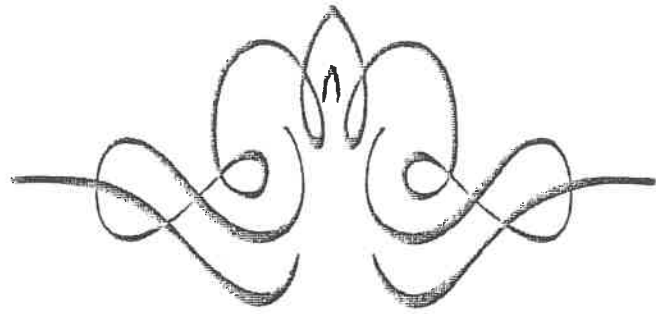
1. New license or renewal of existing license? ☐ New Expected Start date: _____
☒ Renewal Expiration Date: 07/19/2020

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

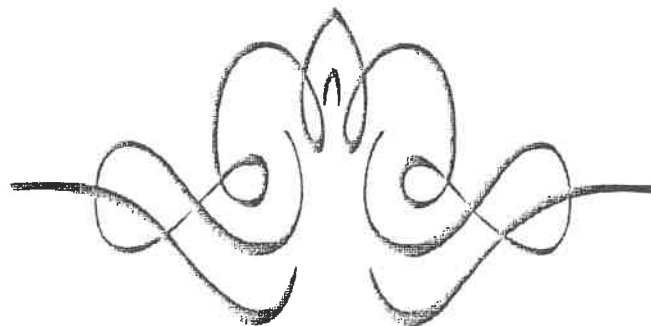
Food: \$ 1,448,896.00 Beer, Wine or Spirits: \$ 522,608.00 Guest Rooms: \$ 0.00 N/A

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits



Agenda Item Divider



7

INTEROFFICE MEMORANDUM

TO: KPORT BOARD OF SELECTMEN
FROM: CAROL COOK
SUBJECT: PICKLEBALL PROPOSAL
DATE: JUNE 5, 2020
CC: LAURIE SMITH

Bill Case is a local resident and ambassador for the United States of America Pickleball Association. He will be attending the selectmen's meeting of June 11 regarding a proposal to install pickleball courts on the site of the old highway garage at 49 Beachwood Avenue. He has done a lot of research, and here is some information for your review prior to the meeting. His passion for the sport is obvious. He is aware of the current tight financial considerations.

Pickleball is the fastest growing sport in the US, especially for seniors. The game is a cross between tennis, badminton, and ping pong, suitable for ages 9-90+. Since roughly 40% of our population is over 65, pickleball provides an excellent opportunity for exercise and sociability. The physical and mental benefits are many including stronger muscles, improved cardiovascular health, reduced stress, maintenance of healthy weight goals, and enhanced brain function. Even though his primary interest is for adults, he also notes phenomenal growth in youth participation.

Bill got some construction estimates, essentially two options: Maine Tennis and Track is the company that installed our courts at Rotary Park, and they estimated \$75-90k for the entire package. Dayton Sand and Gravel quoted just the paving of a 60 foot by 120 foot pad for \$17K. The next was from Anchor Fence for 360 feet of 8 foot high fence with two 4 foot gates for \$24K. The cost to complete them with the surface, posts, nets, etc. is yet to be determined.

KPort Rec generated over \$7,200 in FY '20 in a season cut short by the pandemic. We only offer the program from November to April indoors at Consolidated; this project would allow year-round play to benefit our community and our budget. That figure represents a lot of happy seniors, paying just \$2 each time they played. Bill suggests annual membership fees for locals and a higher one for non-residents along with a drop-in fee. With that model, the program should quickly pay for the facility development and become a money maker.

The first step is to introduce the sport and the concept. Understanding the current economic climate, next steps would be inclusion in the capital plan, consultation with the other Town departments (Public Works and Planning/Codes) regarding the use of the site for this project, and further development of the project scope and finances (seeking other funding sources such as grants). The temporary solution is to fill cracks and paint lines on the tennis courts at Rotary Park to provide a seasonal location for our community to play this great sport.

Thank you for your time and consideration.



Dept Directors Requests

Expense

| | 2019 | | 2020 | | 2021 | | Init Req vs | |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-------------|----------|
| | Budget | Actual | Budget | YTD | Initial | Curr Bud | Change \$ | Change % |
| Dept/Div: 47-03 Enterprise Funds / Dock Square Parking Lot | | | | | | | | |
| Personnel | | | | | | | | |
| 10-01 Salaries & Wages | 18,000.00 | 28,878.19 | 23,000.00 | 15,044.69 | 42,337.00 | 19,337.00 | | 84.07% |
| Salary and wages. Increased to reflect reclassifying the Dock Square Summer Officers. | | | | | | | | |
| Benefits | | | | | | | | |
| 12-01 FICA | 1,377.00 | 2,210.08 | 1,760.00 | 1,151.02 | 3,239.00 | 1,479.00 | | 84.03% |
| Employer's contribution for FICA (7.65%) Increase due to reclassification of Dock Square Summer Officers. | | | | | | | | |
| 12-02 MSRS | 0.00 | 0.00 | 0.00 | 0.00 | 1,280.00 | 1,280.00 | | 100.00% |
| MePERS for qualifying Dock Square Summer Officers - over 720 hours in a year. | | | | | | | | |
| Utilities | | | | | | | | |
| 15-01 Electricity | 1,200.00 | 2,363.46 | 2,400.00 | 2,035.13 | 2,500.00 | 100.00 | | 4.17% |
| Electrical costs. Increased to reflect projected actual. | | | | | | | | |
| 15-02 Telephone | 1,800.00 | 10,053.46 | 0.00 | 78.12 | 3,960.00 | 3,960.00 | | 100.00% |
| Telephone - increased to reflect projected actual - direct line to Police station for assistance with parking system. | | | | | | | | |
| 15-06 Internet | 1,000.00 | 3,242.02 | 0.00 | 3,043.61 | 3,500.00 | 3,500.00 | | 100.00% |
| Internet for credit cards processing and cameras. Increased to reflect projected actual. | | | | | | | | |
| Services | | | | | | | | |

Dept Directors Requests

Expense

| | 2019 Budget | 2019 Actual | 2020 Budget | 2020 YTD | 2021 Initial | Init Req vs Curr Bud Change \$ | Init Req vs Curr Bud Change % |
|---|----------------|----------------|----------------|-------------|-----------------|--------------------------------------|-------------------------------------|
| Dept/Div: 47-03 Enterprise Funds / Dock Square Parking Lot CONT'D | | | | | | | |
| 20-06 Expert/Professional | 0.00 | 3,275.67 | 14,000.00 | 9,676.00 | 12,000.00 | -2,000.00 | -14.29% |
| Bus monitoring - decreased to reflect projected actual due to COVID 19. | | | | | | | |
| 20-43 Credit Card Fees | 0.00 | 2.19 | 15,000.00 | 2,658.14 | 20,000.00 | 5,000.00 | 33.33% |
| Increased to account for credit card fees separately, previously netted against revenues. | | | | | | | |
| Supplies/Equipment | | | | | | | |
| 30-01 Office Supplies | 10,000.00 | 11,280.39 | 9,000.00 | 10,218.27 | 11,000.00 | 2,000.00 | 22.22% |
| Maintenance and supplies \$3,000 and Tickets \$8,000. | | | | | | | |
| 30-02 Operating Supplies | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | .00% |
| Repairs/Maintenance | | | | | | | |
| 35-01 Buildings | 3,500.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | .00% |
| Minor repairs \$1,000 | | | | | | | |
| 35-03 Vehicles & Equipment | 0.00 | 2,046.80 | 2,000.00 | 0.00 | 2,000.00 | 0.00 | .00% |
| Repairs to the parking system including entrance and exit gates. | | | | | | | |
| Miscellaneous | | | | | | | |
| 50-23 Transfer Out | 310,000.00 | 310,000.00 | 255,000.00 | 255,000.00 | 255,000.00 | 0.00 | .00% |
| Transfer to general fund per budget requests. | | | | | | | |
| 50-94 Transfer to Fund Balance | 0.00 | 0.00 | 76,840.00 | 0.00 | 0.00 | -76,840.00 | -100.00% |
| Dock Square Parking Lot | 356,877.00 | 373,352.26 | 400,000.00 | 298,904.98 | 357,816.00 | -42,184.00 | -10.55% |

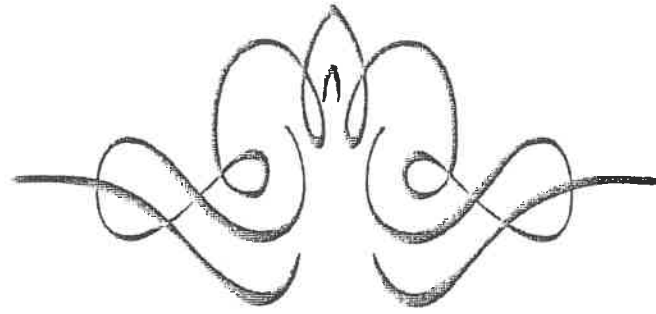
Dept Directors Requests

Revenue

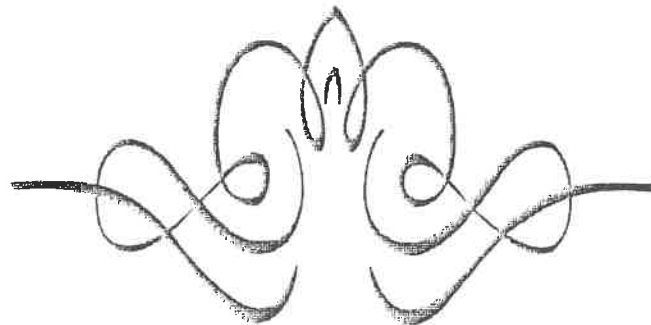
| Dept/Div: | 2019 Budget | 2019 Actual | 2020 Budget | 2020 YTD | 2021 Initial | Init Req vs Curr Bud Change \$ | Init Req vs Curr Bud Change % |
|----------------------------|----------------|----------------|----------------|-------------|-----------------|--------------------------------------|-------------------------------------|
| 14-72 Enterprise / DSP Lot | | | | | | | |
| 05 P Lot Fees | 356,877.00 | 395,155.58 | 400,000.00 | 288,498.54 | 357,816.00 | -42,184.00 | -10.55% |
| Parking fees. | | | | | | | |
| 20 P Lot Miscellaneous | 0.00 | 582.02 | 0.00 | 413.78 | 0.00 | 0.00 | .00% |
| DSP Lot | 356,877.00 | 395,737.60 | 400,000.00 | 288,912.32 | 357,816.00 | -42,184.00 | -10.55% |

Dock Square Parking Lot FY 21 Budget

| Revenue | | FY 19 | FY 20 | FY 21 | \$ Diff. | % Diff |
|------------------------------------|--|------------|------------|------------|-------------|---------|
| Parking Fees | | \$ 400,000 | \$ 400,000 | \$ 357,816 | \$ (42,184) | -10.55% |
| Total: | | \$ 400,000 | \$ 400,000 | \$ 357,816 | \$ (42,184) | -10.55% |
| | | | | | | |
| Operating Expense | | | | | | |
| Wages | | \$ 18,000 | \$ 23,000 | \$ 42,337 | \$ 19,337 | 84.07% |
| FICA | | \$ 1,377 | \$ 1,760 | \$ 3,239 | \$ 1,479 | 84.03% |
| MEPers | | \$ - | \$ - | \$ 1,280 | \$ 1,280 | 100.00% |
| Electricity | | \$ 1,200 | \$ 2,400 | \$ 2,500 | \$ 100 | 4.17% |
| Phone | | \$ 1,800 | \$ - | \$ 3,960 | \$ 3,960 | 0.00% |
| Internet | | \$ 1,000 | \$ - | \$ 3,500 | \$ 3,500 | 100.00% |
| Expert/professional-Bus Monitoring | | \$ - | \$ 14,000 | \$ 12,000 | \$ (2,000) | -14.29% |
| Credit Card Fees | | \$ 10,000 | \$ 15,000 | \$ 20,000 | \$ 5,000 | 33.33% |
| Supplies | | \$ 10,000 | \$ 9,000 | \$ 11,000 | \$ 2,000 | 22.22% |
| Repairs & Maint building | | \$ 3,500 | \$ 1,000 | \$ 1,000 | \$ - | 0.00% |
| Repairs & Maint equipment | | \$ - | \$ 2,000 | \$ 2,000 | \$ - | 0.00% |
| Total: | | \$ 46,877 | \$ 68,160 | \$ 102,816 | \$ 34,656 | 50.85% |
| | | | | | | |
| Transfers to GF Budget | | | | | | |
| General Fund Expense | | \$ 230,000 | \$ 255,000 | \$ 255,000 | \$ - | 0.00% |
| Capital Expense | | \$ 80,000 | \$ - | \$ - | \$ - | 0.00% |
| Total: | | \$ 310,000 | \$ 255,000 | \$ 255,000 | \$ - | 0.00% |
| | | | | | | |
| Total Expenditures: | | \$ 356,877 | \$ 323,160 | \$ 357,816 | \$ 34,656 | 10.72% |
| | | | | | | |
| Operating Net after Transfers: | | \$ 43,123 | \$ 76,840 | \$ - | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



Agenda Item Divider



Dept Directors Requests

Expense

Init Req vs
Curr Bud
Change \$

2021
Initial

2020
YTD

2020
Budget

2019
Actual

2019
Budget

Init Req vs
Curr Bud
Change %

Dept/Div: 43-33 Special Revenue Funds / Recreation

Personnel

10-06 Summer Salaries

Wages for summer program staff.
Maintenance \$346; Day camp leaders
9 for 2.5 weeks @ 40 hours @ \$14/hr
= \$12,600; Day camp director 2.5
weeks @ 40 @ \$16/hr = \$1,600; Bus
driver 2.5 weeks @ 16 hours @ \$18/hr
= \$720; Outdoor Adventure leader 2.5
weeks @ 40 @ \$15/hr = \$1,500.
Decreased to reflect projected actual -
2.5 weeks in FY 21 due to COVID 19.

10-08 After School Salaries

Wages for the After-School staff
\$13/hr x 15 weeks @ 15 hrs x 1
employees = \$2,925 and \$13/hr x 20
wks @ 15 hrs x 2 employees =
\$7,800. Decrease due to projected
programs.

10-12 Program Events

Wages for programs that are not
included in summer salaries or after
school salaries. Decrease to reflect
projected actual.

Benefits

12-01 FICA

Employer's contribution for FICA
(7.65%). Decrease to reflect projected
actual due to COVID 19.

Supplies/Equipment

9

Dept Directors Requests

Expense

| | 2019 Budget | 2019 Actual | 2020 Budget | 2020 YTD | 2021 Initial | Init Req vs Curr Bud Change \$ | Init Req vs Curr Bud Change % |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------------|-------------------------------------|
| Dept/Div: 43-33 Special Revenue Funds / Recreation CONT'D | | | | | | | |
| 30-24 Gas | 788.00 | 1,162.40 | 788.00 | 1,015.41 | 225.00 | -563.00 | -71.45% |
| Fuel for vehicle and equipment 100 gallons @ \$2.25. Decreased to reflect projected actual due to COVID 19. | | | | | | | |
| 30-25 Diesel | 413.00 | 641.47 | 435.00 | 850.75 | 557.00 | 122.00 | 28.05% |
| Fuel for bus 210 gallons @ \$2.90. Increased to better reflect actual. | | | | | | | |
| Repairs/Maintenance | 550.00 | 9.16 | 0.00 | 0.00 | 0.00 | 0.00 | .00% |
| 35-03 Vehicles & Equipment | | | | | | | |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 838.00 | 838.00 | 100.00% |
| 50-01 Miscellaneous | | | | | | | |
| This is for concession purchases for resale. | | | | | | | |
| 50-14 Program Events | 57,999.00 | 54,213.64 | 70,825.00 | 48,184.93 | 38,492.00 | -32,333.00 | -45.65% |
| Cost of various programs and offerings through the recreation department. Decreased to reflect projected actual due to COVID 19. | | | | | | | |
| 50-23 Transfer Out | 80,000.00 | 80,000.00 | 80,000.00 | 80,000.00 | 60,000.00 | -20,000.00 | -25.00% |
| Transfer to general fund for cost share of full time employees. | | | | | | | |
| Recreation | 205,451.00 | 207,018.34 | 216,776.00 | 189,882.54 | 131,859.00 | -84,917.00 | -39.17% |
| Expense Totals: | 205,451.00 | 207,018.34 | 216,776.00 | 189,882.54 | 131,859.00 | -84,917.00 | -39.17% |

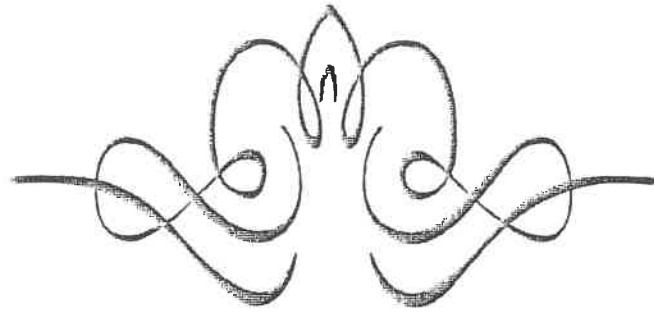
Dept Directors Requests

Revenue

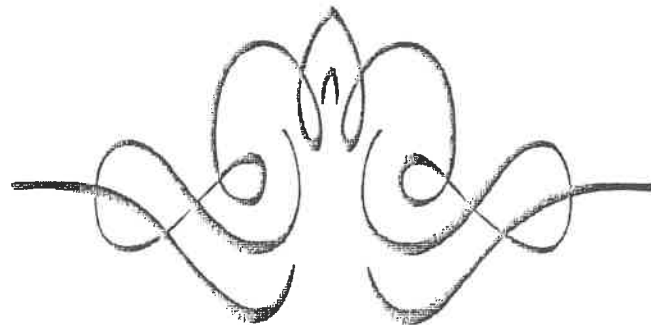
| | 2019 Budget | 2019 Actual | 2020 Budget | 2020 YTD | 2021 Initial | Init Req vs Curr Bud Change \$ | Init Req vs Curr Bud Change % |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------------|-------------------------------------|
| Dept/Div: 10-33 Special Revenue Fund Reve / Recreation | | | | | | | |
| 05 Concessions | 1,000.00 | 1,254.94 | 1,500.00 | 2,214.85 | 1,000.00 | -500.00 | -33.33% |
| Proceeds from sale of concessions at Recreation Department events and programs. | | | | | | | |
| 22 Fees | 204,451.00 | 229,582.60 | 215,276.00 | 159,017.52 | 130,859.00 | -84,417.00 | -39.21% |
| Fees received for participation in the Recreation Department events and programs. Decreased to reflect projected actual due to COVID 19. | | | | | | | |
| 50 Miscellaneous | 0.00 | 0.00 | 0.00 | 1,200.00 | 0.00 | 0.00 | .00% |
| Decreased to reflect projected actual. Recreation | 205,451.00 | 230,837.54 | 216,776.00 | 162,432.37 | 131,859.00 | -84,917.00 | -39.17% |
| Revenue Totals: | 205,451.00 | 376,287.62 | 216,776.00 | 362,768.62 | 131,859.00 | -84,917.00 | -39.17% |

Recreation Program Budget--2021

| <u>program</u> | <u># people</u> | <u>\$/unit</u> | <u>revenue</u> | <u>expense</u> | <u>notes</u> |
|---|-----------------|----------------|----------------|----------------|---|
| Adult Programs/Activities | | | | | |
| Classes/Workshops | | | 500 | 333 | Reduced 1/3 to reflect uncertainty of participants |
| Drop-In Sports | | | 7,000 | 150 | pickleball, volleyball, basketball |
| Fitness | | | 1,500 | 1,000 | Tai Chi included (\$1000) |
| Senior Luncheons | 17 x 8 | 8 | 1,088 | 1,000 | |
| Trips/Excursions | | | 3,333 | 2,333 | Reduced 1/3 to reflect uncertainty of participants |
| Cheerleading | 10 | 30 | 300 | 100 | |
| Disk Golf | | | 250 | 100 | 9 holes, tourney, DONATION BOX? |
| Early Release Programs | 20 x 3 | 30 | 1,800 | 937 | cut to reflect possibility of school being closed |
| Family Focus Events | | | 4,800 | 4,800 | dances, game night, OA, etc. |
| Fundraising/Scholarships | | | 750 | 750 | |
| KASA | 25X15 | 10 | 3,750 | 200 | cut to start in Jan to reflect possibility of school being closed |
| Miscellaneous | | | 4,200 | 4,200 | 5k, amazing race, concerts, movies, sales |
| New Horizons | | | 500 | 500 | after-school enrichment reduced by 2/3 |
| Outdoor Adventure/Teen Camp | 20 | 900 | 18,000 | 7,200 | |
| Prelude Craft Fairs | | | 300 | 300 | Reduced 1/3 to reflect uncertainty of participants |
| Rentals: Beach Wheel Chair | | 15 | 150 | 0 | |
| Rentals: Community Room | 5 x 2 | 50 | 500 | 50 | increased fee |
| Ski Programs | 10 | 160 | 1,600 | 1,624 | Only Shawnee Peak |
| Special Events | | | 4,122 | 3,573 | F/D, M/S, Santa, Zombie Dash, reduced by 1/3 to reflect uncertainty |
| Spring Sports (youth) | | | 1,300 | 1,300 | soccer, lacrosse |
| Summer Camp | 80/day | | 66,000 | 2,000 | fees, trips, post-camp Reduced to reflect uncertainty |
| KCT Camp | | | 1,431 | 0 | |
| Stem Camp | | | 2,800 | 1,080 | |
| Nature Camp | | | 1,500 | 0 | |
| Tennis--USTA youth | 14 | 55 | 770 | 630 | |
| Tournaments | 10 teams | 115 | 1,150 | 236 | dodgeball, hockey. Cut to reflect uncertainty |
| Vacation Activities | 25 x 1 | 30 | 750 | 333 | Reduced to 1 vacation day to reflect possible school closure |
| Youth Basketball | 13 | 55 | 715 | 150 | reduced by 2/3 to reflect uncertainty |
| Youth Soccer (Fall) | 0 | 0 | 0 | 0 | fees plus sponsorships |
| Online Software | | | 0 | 4,395 | |
| subtotals | | | 130,859 | 39,274 | |
| adjustments for items elsewhere in budget | | | | -782 | gas/diesel (below) |
| | | | | 38,492 | program events |
| concessions | | | 1,000 | 838 | |
| | | | | 60,000 | Transfer to Gen Fund |
| | | | | 16,766 | summer wages |
| | | | | 10,725 | After-school wages |
| | | | | 2,000 | program events wages |
| | | | | 2,256 | FICA |
| | | | | 225 | gas |
| | | | | 557 | diesel |
| Total Revenue | | | 131,859 | 131,859 | Total Expense |



Agenda Item Divider



Dept Directors Requests

Expense

| | 2019 Budget | 2019 Actual | 2020 Budget | 2020 YTD | 2021 Initial | Init Req vs Curr Bud Change \$ | Init Req vs Curr Bud Change % |
|---|----------------|----------------|----------------|-------------|-----------------|--------------------------------------|-------------------------------------|
| Dept/Div: 47-06 Enterprise Funds / Government Wharf | | | | | | | |
| Utilities | | | | | | | |
| 15-01 Electricity | 2,000.00 | 4,373.88 | 5,000.00 | 3,897.94 | 5,000.00 | 0.00 | .00% |
| Increase due to new cooler system for bait spaces. | | | | | | | |
| Repairs/Maintenance | | | | | | | |
| 35-08 Float Maintenance | 500.00 | 8,190.24 | 500.00 | 0.00 | 500.00 | 0.00 | .00% |
| Minor repairs to floats. | | | | | | | |
| 35-09 Pier Maintenance | 750.00 | -147.44 | 300.00 | 314.00 | 300.00 | 0.00 | .00% |
| Minor repairs to the pier. | | | | | | | |
| Purchases | | | | | | | |
| 60-04 Capital Equipment | 5,000.00 | 0.00 | 10,000.00 | 3,178.51 | 3,325.00 | -6,675.00 | -66.75% |
| Replacement of ramp. | | | | | | | |
| Government Wharf | 8,250.00 | 12,416.68 | 15,800.00 | 7,390.45 | 9,125.00 | -6,675.00 | -42.25% |

10

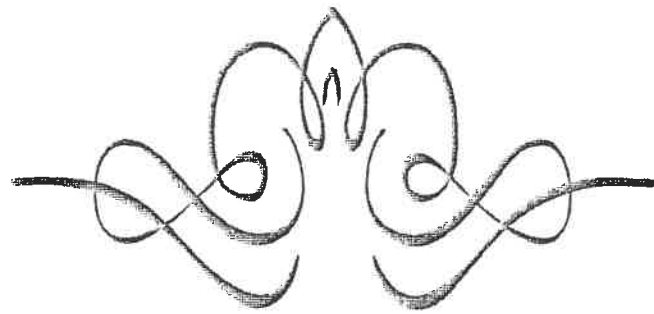
Dept Directors Requests

Revenue

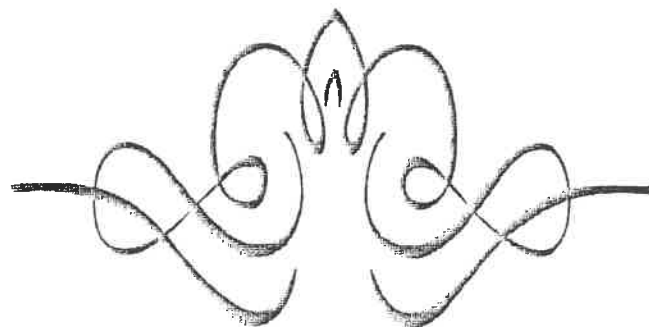
| | 2019 Budget | 2019 Actual | 2020 Budget | 2020 YTD | 2021 Initial | Init Req vs Curr Bud Change \$ | Init Req vs Curr Bud Change % |
|---|----------------|----------------|----------------|-------------|-----------------|--------------------------------------|-------------------------------------|
| Dept/Div: 14-73 Enterprise / Govt Wharf | | | | | | | |
| 06 Lobstermen | 0.00 | 0.00 | 7,200.00 | 7,600.00 | 7,200.00 | 0.00 | .00% |
| 18 Lobstermen @ \$400 each | | | | | | | |
| 07 Commercial Dues | 6,225.00 | 6,623.67 | 1,500.00 | 1,271.89 | 1,750.00 | 250.00 | 16.67% |
| 6 Commercial users @ \$250 each. | | | | | | | |
| 08 Base Dues | 0.00 | 0.00 | 350.00 | 175.00 | 175.00 | -175.00 | -50.00% |
| 2 Float users @ \$175 each. | | | | | | | |
| 22 Use of Fund Balance | 2,025.00 | 0.00 | 6,750.00 | 0.00 | 0.00 | -6,750.00 | -100.00% |
| Use of fund balance to offset expenses. | | | | | | | |
| Govt Wharf | 8,250.00 | 6,623.67 | 15,800.00 | 9,046.89 | 9,125.00 | -6,675.00 | -42.25% |

Government Wharf Budget

| | | FY 19 | FY 20 | Year to date 6/4/20 | FY 21 |
|-------------------------------|----------------------------|-----------------------------|-----------------|------------------------|-------------|
| Government Wharf Fund Balance | | 9,879.00 estimated | | | |
| Revenues | | | | | |
| 14-73-06 Lobstermen | | 0.00 | 7,200.00 | 7,600.00 | 7,200.00 |
| 14-73-07 Commercial dues | | 6,225.00 | 1,500.00 | 1,271.89 | 1,750.00 |
| 14-73-08 Float access | | 0.00 | 350.00 | 175.00 | 175.00 |
| 14-73-09 Student dues | | 0.00 | 0.00 | 0.00 | 0.00 |
| 14-73-20 Miscellaneous | | 0.00 | 0.00 | 0.00 | 0.00 |
| 14-73-22 Use of Fund Balance | | 2,025.00 | 6,750.00 | 0.00 | |
| | | 8,250.00 | 15,800.00 | 9,046.89 | 9,125.00 |
| Expenses | | | | | |
| 47-06 15-01 Electricity | | 2,000.00 | 5,000.00 | 3,897.94 | 5,000.00 |
| 47-06 35-08 Float Maintenance | | 500.00 | 500.00 | 0.00 | 500.00 |
| 47-06 35-09 Pier Maintenance | | 750.00 | 300.00 | 314.00 | 300.00 |
| 47-06 60-04 Capital Equipment | | 5,000.00 | 10,000.00 | 3,178.51 | 3,325.00 |
| | | 8,250.00 | 15,800.00 | 7,390.45 | 9,125.00 |
| | | FY 19 actually billed | | | |
| New | Category | | | | |
| | Lobstermen | 18 | 400.00 | 0.00 | 7,200.00 |
| | Commercial dues | 7 | 250.00 | 0.00 | 1,750.00 |
| | Float access | 1 | 175.00 | 0.00 | 175.00 |
| | Student dues | 0 | 125.00 | 0.00 | 0.00 |
| | | | 950.00 | 0.00 | 9,125.00 |
| | Use of Fund Balance | | 6,750.00 | | 0.00 |
| | Net balance 6/4/20 | | | 1,656.44 | |



Agenda Item Divider



MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS

KNOW ALL BY THESE PRESENTS THAT the Inhabitants of the Town of Kennebunkport, a body corporate and politic located in York County, State of Maine, for consideration paid, release to Hughes, Jessica a certain parcel of land with buildings thereon, if any, located in the Town of Kennebunkport, York County, State of Maine, identified as follows:

Map Lot 008-002-008, on the Town Assessors' maps for Kennebunkport, which are on file at the municipal office, being the same premises described in Town of Kennebunkport Tax Lien Certificates, recorded in the York County Registry of Deeds on July 12, 2019 in Book 17993 Page 794 and Sewer Lien Certificates, recorded on November 1, 2017, December 14, 2018 and October 25, 2019 in Book 17595 Page 640, Book 17862 Page 849 and Book 18081 Page 503 respectively.

The Inhabitants of the Town of Kennebunkport have caused this instrument to be signed in its corporate name by
its Municipal Officers duly authorized.

Witness our hands and seals this 11th day of June 2020.

Inhabitants of the Town of Kennebunkport

| | |
|---------|-------|
| _____ | _____ |
| Witness | |
| _____ | _____ |
| Witness | |
| _____ | _____ |
| Witness | |
| _____ | _____ |
| Witness | |
| _____ | _____ |
| Witness | |

ACKNOWLEDGEMENT

| | |
|-------------------|---------------|
| State of Maine | June 11, 2020 |
| York, County, ss. | |

Then personally appeared before me the above-named

Municipal Officers of the Town of Kennebunkport and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of said Municipality.

Before me,



00

12RETTD

RETTD**MAINE REVENUE SERVICES
REAL ESTATE TRANSFER TAX
DECLARATION**

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

YORK

2. Municipality/Township

KENNEBUNKPORT

**3. GRANTEE/
PURCHASER**

3a) Name LAST or BUSINESS, FIRST, MI

HUGHES, JESSICA

3c) Name, LAST or BUSINESS, FIRST, MI

3e) Mailing Address

30 DWIGHT ST., #1

3f) City

BOSTON

BOOK/PAGE—REGISTRY USE ONLY

3b) SSN or Federal ID

3d) SSN or Federal ID

3g) State

MA

3h) Zip Code

02118

**4. GRANTOR/
SELLER**

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF KENNEBUNKPORT

4b) SSN or Federal ID

4c) Name, LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address

PO BOX 566

4f) City

KENNEBUNKPORT

4g) State

ME

4h) Zip Code

04046

5. PROPERTY

5a) Map

8

Block

2

Lot

8

Sub-Lot

5b) Type of property—Enter the code number that **best**
describes the property being **sold**. (See instructions)→

205

Check any that apply:

No tax maps exist

5d) Acreage

Multiple parcels

Portion of parcel

.10

5c) Physical Location

8 EAST AVENUE

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or
if 6a) was of nominal value)

6b

453700.00

6c) Exemption claim — ☒ Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

RELEASE TO GRANTEE FROM MUNICIPALITY FOR PAYMENT OF SEWER & TAX LIENS

7. DATE OF TRANSFER (MM-DD-YYYY)

06-11-2020

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-
front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

MONTH DAY YEAR

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances
in the transfer which suggest that the price paid was either more or less
than its fair market value? If yes, check the box and explain:**10. INCOME TAX WITHHELD**—Buyer(s) not required to withhold Maine
income tax because:

Seller has qualified as a Maine resident

A waiver has been received from the State Tax Assessor

Consideration for the property is less than \$50,000

Foreclosure Sale

11. OATHAware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of
our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee JESSICA HUGHES

Date 06-11-2020

Grantor JENNIFER LORD, TREASURER

Date 06-11-2020

Grantee

Date

Grantor

Date

12. PREPARER

Name of Preparer

REBECCA NOLETTE

Phone Number 207-967-1603

Mailing Address

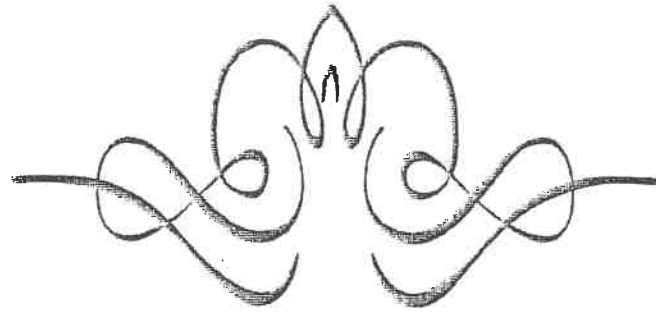
PO BOX 566

E-Mail Address BNOLETTE@KENNEBUNKPORTME.GOV

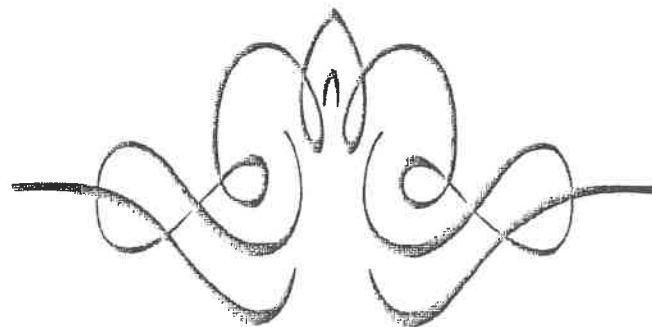
KENNEBUNKPORT, ME 04046

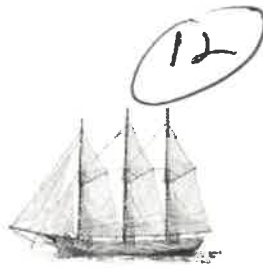
Fax Number 207-967-8470

<http://www.maine.gov/revenue/propertytax/transfertax/transfertax.htm>



Agenda Item Divider





TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

MAINE'S FINEST RESORT

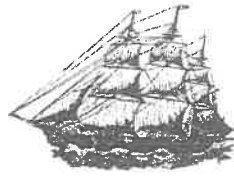
To: Laurie Smith
From: Michael Claus, Public Works Director
Date: June 4, 2020
Re: Speed Limit Sign Carryforward Request

Michael W. Claus

In FY 2017 the Board of Selectmen voted to carryforward \$5000 for Public Works to purchase an electronic speed sign. In 2018 MaineDOT's Local Roads Center received Federal funding to provide Maine Towns with a speed sign similar to the sign we were looking to purchase. Kennebunkport has obtained a Safe Pace Pro 650 electronic speed sign through MaineDOT at no cost to the town. The speed sign is located at the wastewater plant and we use the Chief Treatment Plant Operator's laptop to program it.

The Public Works Department has been working at the wastewater treatment plant doing site work for the new emergency generator foundation. We have completed the trenching for concrete frost walls and grading for concrete support slab. To qualify for MEDEP Clean Water State Revolving Loan funding our generator project needs to meet program standards. This requires concrete and soil compaction testing showing work meets those standards. To meet those requirements our contact costs for foundation work are higher than estimated by approximately \$5,000. With the use of the wastewater reserve fund for future capital work and no contingency in our operating budget we cannot pay for these additional costs without using personnel line items in our current budget or delaying the work and removing items from our FY21 budget.

I would request that the \$5,000 carryforward for the Public Works speed sign be reallocated to the wastewater foundation work. This would allow us to complete the generator project quickly without using other town operational or reserve funds.



KENNEBUNKPORT WASTEWATER DEPARTMENT

MEMO

Date: June 4, 2020

To: Laurie Smith

From: Chris Simeoni, Deputy Director Public Works

Re: Selectmen's agenda 6/11/20- Award Contract for Wastewater Department Emergency Generator Upgrade Concrete work.

Recently, Wright-Pierce has put the Emergency Generator construction project out to bid twice. In both instances, we had no responsive bidders. In the feedback obtained by Corey Lewis (Wright-Pierce), electrical contractors declined to bid because of the civil work involved with the contract. In an effort to move the project along, Public Works has taken the responsibility of completing the civil work. A large portion of the site work has already been completed and we are ready to select a concrete contractor to complete the associated concrete work.

Bids were solicited from the following concrete contractors. We only received two responsive bidders. The remaining advised they were not interested in completing the work due to scheduling reasons.

| Contractor | Address | Bid Amount |
|----------------------------|--|-------------|
| CFC Foundations | P. O. Box 88 (9.09 mi) Biddeford, Maine 04005 | \$13,500.00 |
| Duke Emmons Foundations | 51 Downing Road Kennebunk, Maine 04043 | \$18,704.25 |
| Williams Foundations | 170 Grammar Street Sanford, Maine 04073 | Declined |
| McKenney Foundation | 97 Jenkins Road Saco, Maine 04072 | Declined |
| Huff Foundation | 38 Bone Dog Run Lyman, Maine 04002 | Declined |
| Mike Paul Foundation | 172 Flag Pond Road Saco, Maine 04072 | Declined |

Based on lack of responsive bidders and price, we are recommending the contract be awarded to CFC Foundations in the amount of \$13,750.

Duke Emmons Foundations

51 Downing Rd.
Kennebunk, Me 04043
(207) 985-8165
www.dukeemmons.com
May 14, 2020

ATTN:
Christopher Simeoni
Deputy Director
Kennebunkport Public Works
25 Recreation Way
Kennebunkport, ME 04046

ESTIMATE

RE: CONCRETE WORK FOR
EMERGENCY GENERATOR WALLS AND SLAB

Scope of Work:

59' of wall 8" thick with a max height of 3'-10"
on a 24" X 10" footing with rebar reinforcement per drawing S-1 and S-2

Form and pour 21'-6" X 8' X 10" thick concrete slab with rebar reinforcement per drawing
S-1 and S-2

Form and pour 4'-0" X 9'-0" stair platform pad 1'-9" thick with rebar reinforcement
Per drawing S-1 and S-2

TOTAL CONCRETE WORK:

\$18,704.25

***Quote does not include grouting baseplates for anchor bolts, shop drawings for
reinforcement, or supplying or installing ¾" epoxy anchors***

Quote assumes concrete testing provided by others if necessary

Quote does not include concrete work for Conduit Duct Bank, see separate quote

Duke Emmons Foundations

51 Downing Rd.

Kennebunk, Me 04043

(207) 985-8165

www.dukeemmons.com

May 14, 2020

ATTN:

Christopher Simeoni

Deputy Director

Kennebunkport Public Works

25 Recreation Way

Kennebunkport, ME 04046

ESTIMATE

RE: CONCRETE WORK FOR

ELECTRICAL DUCT BANK AND TRANSFER SWITCH PAD

Scope of Work:

50' of concrete surrounded electrical duct bank assumed overall size of 30" wide by 24" thick
With rebar reinforcement per drawing S-1

Form and Pour 1'-0" thick 2'X3' concrete pad with 3 #5 rebar each way

TOTAL CONCRETE WORK:

\$5,232.08

Quote does include suppling wire, electrical conduit

CFC Foundations & Floors Inc.

P.O. Box 88
Biddeford, ME 04005
(207)229-3489
cfcfoundations@yahoo.com

DATE: 5/18/20

CONTRACTOR: Town of Kennebunk Port

JOB LOCATION: Kennebunk Port

DESCRIPTION/NOTES: Material/Labor

FOUNDATION WALLS:

8X8" FEET \$ _____
8X10" FEET \$ _____
5 X 8" FEET \$ _____
5X10" FEET \$ _____
59' 4X8" FEET \$ 4,500.00
4X10" FEET \$ _____

MATERIAL:

_____ YARDS FOOTINGS \$ _____
_____ YARDS WALLS \$ _____

Duct Bank \$ 900.00

CONCRETE FLOORS:

Concrete Slab

_____ YARDS BASEMENT FLOOR @ \$ _____ / YARD = \$ 3,800.00 Fiber #5 rebar E/W

_____ YARDS GARAGE FLOOR @ \$ _____ / YARD = \$ _____

N/E PUMP

\$ 6,100.00

(2)

SLABS

\$ 2,550.00

WALKWAYS: \$ _____

POOL DECKS

\$ _____

MISC:

#5 REBAR/LABOR @ \$ _____ EACH = \$ 2,000.00

WINDOWS @ \$ _____ EACH = \$ _____

CORNERS @ \$ _____ EACH = \$ _____

TOTAL ESTIMATE \$ 7,400.00



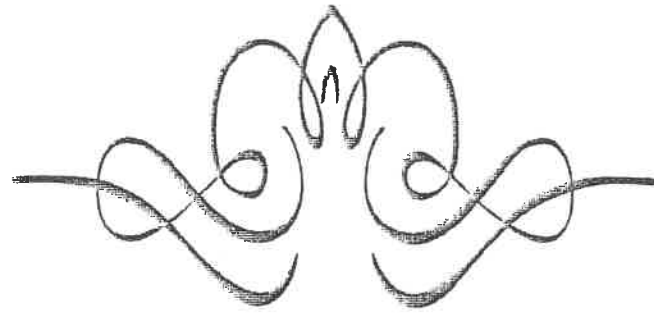
Floors

+
Rebar

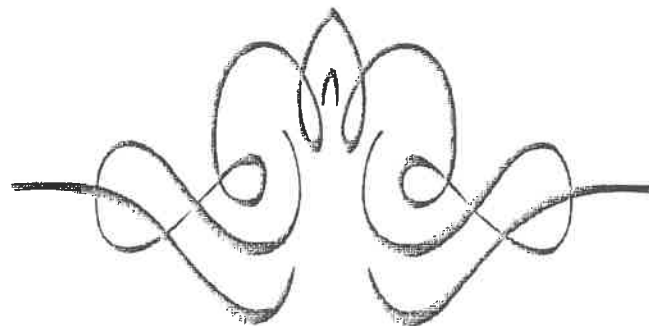
\$ 6,350.00

Total \$ 13,750.00

THIS IS ONLY AN ESTIMATE AND BASED ON THE INFORMATION PROVIDED.
THE ESTIMATE IS SUBJECT TO CHANGE IF THE REQUIREMENTS OF THE PROJECT CHANGE.



Agenda Item Divider



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Kennebunkport Public Health

May 268, 2020

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

Please accept this generous gift of \$25.00 in memory of Nancy Buchanan to the Nurses general (51-39-50-01) account. This money was granted to Kennebunkport Public Health dept to assist us with any health and social service projects, including Senior enrichments, and our new baby box program as we see fit.

Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health

From

Carol J. Ritchie

P.O. Box 74

Raynham, MA

02767

JAMES E. RITCHIE
CAROL J. RITCHIE

4175
53-7085/2113
204

Pay to the Order of Kennybunkport Public Health Nurses Services May 25, 2020 Date \$ 25.00

Twenty-Five Dollars

BRISTOL COUNTY SAVINGS BANK
Member FDIC

For Nancy (Jenkins) Buchanan Carol J Ritchie

4175

CHECK ARMOR
TRADE PROTECTION

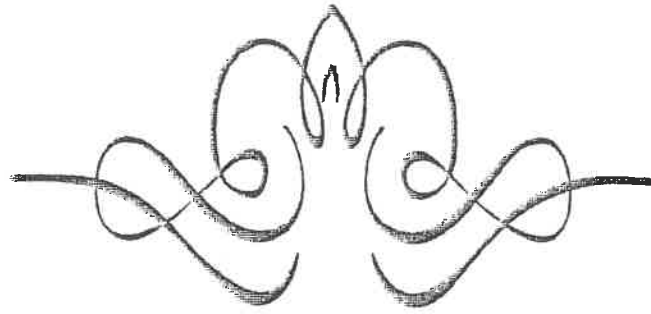
Photo Safe Deposit Details on back

Given In Loving
Memory
of

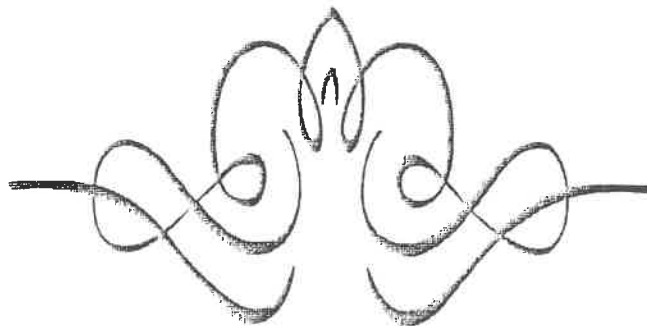
Nancy (Jenkins) Buchanan
by

Carol (McCarthy) Ritchie
Classmate + Friend

Please notify Family



Agenda Item Divider



136

Kennebunkport Public Health

May 26, 2020

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

Please accept this generous gift of \$25.00 in memory of Nancy Buchanan to the Nurses general (51-39-50-01) account. This money was granted to Kennebunkport Public Health dept to assist us with any health and social service projects, including Senior enrichments, and our new baby box program as we see fit.

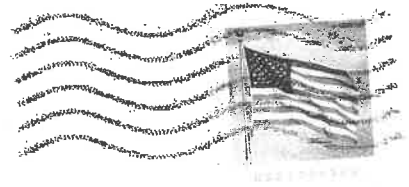
Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health

Lundergan
11 Church St., Unit 121
Salem, MA 01970

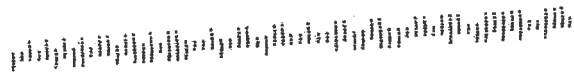
BOSTON MA 021
21 MAY 2020 PM 7 1



Kennebunkport Public Health Nurses Services
101A Main St.
Kennebunkport, ME

04046

04046-671201



The Styles Check Company 1-888-724-3257

DANIEL LUNDERGAN
LAURIE LUNDERGAN
11 CHURCH ST UNIT 121
SALEM, MA 01970

5-7017/2110

TEACHERS

2040

DATE 5/20/2020

PAY TO THE ORDER OF Kennebunkport Public Health Nurses Services \$ 25.00
Twenty-five and 00/100

DOLLARS  Security Features Included. Details on Back.

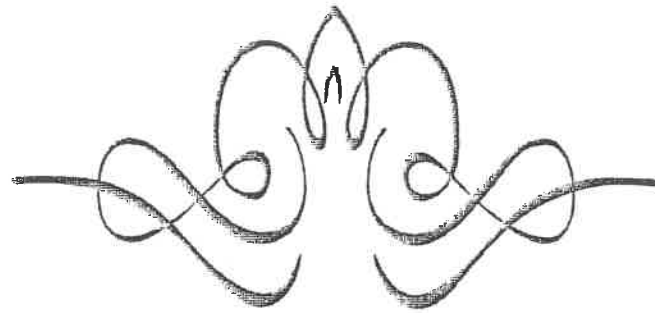
CITIZENS BANK
MASSACHUSETTS

FOR In Memory of Nancy Buchanan

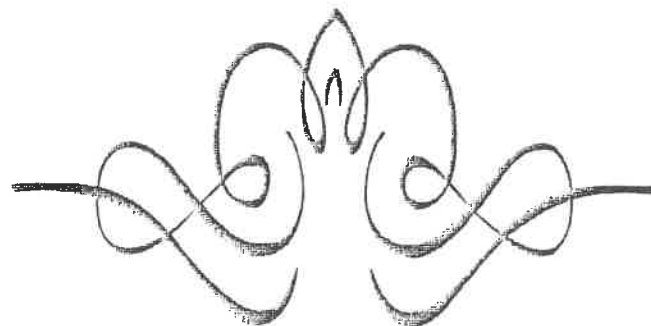
Laurie Lundergan

MP

2040



Agenda Item Divider



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NOMINATION FORM

Maine Municipal Association's Legislative Policy Committee

July 2020 to June 2022


Senate District 32 (*Biddeford appoints 1 LPC Member*)

Alfred
Arundel

Biddeford
Dayton

Kennebunkport
Lyman

The municipal officers of _____ hereby nominate:
Print name of your municipality

Nominee: _____ 
Print name of Nominee

Nominee's municipality: _____ Position: _____

Date: _____ 
Signature of Nominator

Print name of Nominator

Consent

I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

Date: _____ 
Signature of Nominee

Please return Nomination Form by 5:00 p.m. on July 13, 2020, to:

Laura Ellis - Maine Municipal Association
lellis@memun.org
FAX: 624-0129

Nominations received after 5:00 p.m. on July 13, 2020 will not be counted.

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TOWN OF KENNEBUNKPORT, MAINE

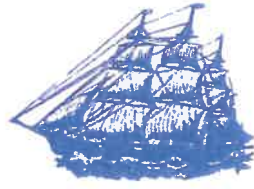
— INCORPORATED 1653 —

CRITICAL DATES for November 3, 2020 Election

| | |
|-----------------|---|
| June 26, 2020 | Paperwork of proposed ordinance changes (in underline/strike through format) due to Town Manager from Boards, Committees and Department Heads. [See Town Clerk in advance for assistance in formatting if necessary.] |
| July 9, 2020 | Presentation to Board of Selectmen by Boards, Committees and Department Heads of proposed ordinance changes. [Afterwards, proposals sent to appropriate Boards, Committees and Legal for review.] |
| August 13, 2020 | Public discussion and input at Board of Selectmen meeting. Suggested changes by Town Attorney presented to Board of Selectmen. |
| Sept. 10, 2020 | Last Selectman's Meeting to sign Warrant. |
| Sept. 10, 2020 | Selectmen set Public Hearing Date. (Perhaps for Oct. 22, 2020) |
| Sept. 18, 2020 | The following documents due to Town Clerk: 30-A MRSA, Sec. 2528(5) (45 Days) Warrant Certification of Proposed Ordinance Order to Post Copies of Ordinance Return of Warrant |
| Oct. 27, 2020 | Last date to post Warrant of Town Meeting 30-A MRSA, Sec. 2523(4) (7 days) |
| Oct. 27, 2020 | Last day to send Notice of Town Meeting to all boxholders (Administrative Code) |
| Nov. 3, 2020 | Town Meeting with polls open from 8:00 AM to 8:00 PM. |

CRITICAL DATES FOR PUBLIC HEARING (Minimum Requirements)

| | |
|---------------------------------------|--|
| 10 days prior to voting (at least) | Public Hearing required. (Conducted by the Selectmen with the Growth Planning Committee and the Planning Board in attendance.) 30-A MRSA |
| 7 days prior to P.H. | Return to Town Clerk 30-A MRSA, Sec. 2528(5) |
| 7 days prior to P.H. | Last day to publish notice of P.H. in newspaper 30-A MRSA, Section 4352(9)(B) |



Arlene

TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Date: May 29, 2020

To: Board/Committee Chairs
Department Heads
Board of Selectmen
Chris Mayo, Harbormaster

From: Laurie Smith, Town Manager

RE: Critical Dates for **November 3, 2020** Election

I know it's hard to believe, but it's time to begin planning for the big election in November.

To assist you in this process, Tracey O'Roak, Town Clerk, has provided the critical deadline dates on the back of this memo. Adherence to these deadlines will help avoid last minute problems and ensure that proposed changes or additions to ordinances are placed on the June Annual Town Meeting Warrant. **Please note the first deadline of June 28th.** *It is imperative that Tracey and I are aware of any proposed ordinance changes by this date in order to plan accordingly.*

Please pass this information on to all your Board/Committee members. Also, myself or Tracey will be happy to answer any questions concerning these deadlines.

We hope this information will help make transition to the next election a very successful one.