



TOWN OF KENNEBUNKPORT, MAINE

Board of Selectmen Agenda

October 22, 2020 @ 5:00 PM

VIRTUAL MEETING VIA ZOOM ([Instructions](#))

Ways to join this webinar

Join by **computer or mobile device** and click on <https://zoom.us/j/99516563640>

or go to [ZOOM](#) and enter the **webinar ID: 995 1656 3640**

By **phone** 1(929) 205 6099 US

1. Call to Order.
2. 5:00 PM Executive Session per (MRSA 1, §405-6E) for consultation with Town attorney to discuss legal rights and duties.
3. ESTIMATED 6:00 PM—Approve the October 8, 2020, selectmen meeting minutes.
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. Public hearing by the Board of Selectmen and Planning Board to take public comments on the November 3, 2020, Special Town Meeting Referendum Ballot Questions.
 - a. Amendment to the Land Use Ordinance regarding tents.
 - b. Acceptance of the Codification of the Town Ordinances.
 - c. Adoption of Emergency Management Ordinance.
6. Public hearing regarding determination of abandonment of a portion of the former location of state aid highway no. 1 (also known as the Old Route 9).
7. Approve the purchase of turnout gear for the fire department.
8. Sign an affidavit for correcting a sewer commitment record under oath.
9. Authorize sale of 2006 Ford Ranger.
10. Review Wastewater Strategic Plan.
11. Consider proposed changes at Parson's Field to accommodate softball diamond and ice rink,

12. Consider climate change goals.

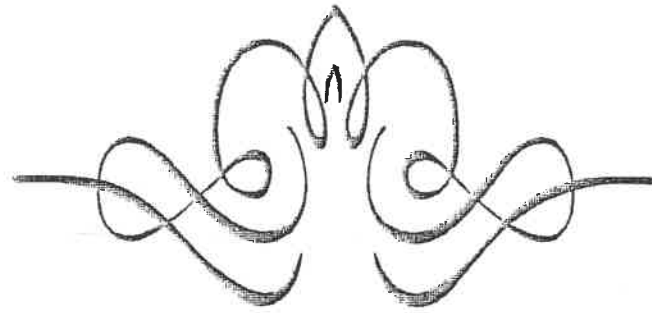
13. Accept \$500 donation from the Girl Scout Troop 1804 to the Public Health emergency food fund

14. Other Business.

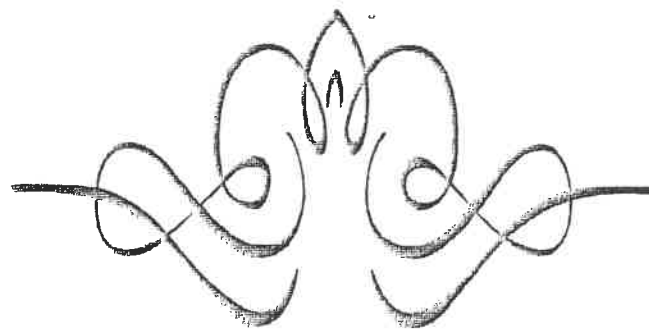
a. Outside seating for Hurricane's and Alison's in Dock Square Parking Lot.

15. Approve the October 22, 2020, Treasurer's Warrant.

16. Adjournment.



Agenda Item Divider



**Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
October 8, 2020
5:00 PM**

Minutes of the Selectmen's Meeting of October 8, 2020

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

Others attending via Zoom: Mike Claus, Greg Dombrowski, Richard Driver, Noel Gray, Paul Hogan, Alison Kenneway, Sharon McCabe, Jim McMann, Arlene McMurray, Lisa Miller, Rebecca Nolette, Tracey O'Roak, David Powell, Francisca Sabadie, Chris Simeoni, Laurie Smith, Richard Smith, Hayward Whetsel, 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 Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

2. Approve the September 24, 2020, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to approve the September 24, 2020 selectmen meeting minutes. **Roll Call Vote:** Briggs, Daggett, Hutchins, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed.**

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.).

There were no comments.

4. Public hearing to amend the Traffic and Control Ordinance to place a stop sign at the intersection of Kings Highway and Dyke Road.

The Board of Selectmen discussed this at their last meeting and decided to move forward with a public hearing on the placement of a stop sign on the west side of King's Highway at the intersection of Dyke Road and King's Highway.

Chair Daggett opened the public hearing at 6:09 PM.

Lisa Miller stated that she does not think anyone at the beach knows about this change and that the stop sign could be difficult to see.

Chair Daggett closed the public hearing at 6:10 PM.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to amend the Traffic and Parking Control Ordinance to place a stop sign at the intersection of Kings

Highway and Dyke Road. **Roll Call Vote:** Briggs, Daggett, Hutchins, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed.**

5. Wastewater infrastructure update.

Deputy Public Works Director Chris Simeoni gave a PowerPoint presentation. He said some parts of the current wastewater system are 50 years old. A Fiscal Sustainability Plan (FSP) was conducted which determines their fiscal assets and recommended spending approximately \$31 million over the next 20 years. The most urgent replacements right now are two clarifiers and a filter press. They have \$1 million but need more funds to replace all three. They could get a State Revolving Loan Fund Bond which would require a special town meeting to authorize it.

Mr. Simeoni suggested that it would be prudent to change the organizational structure of the wastewater crew and hire an engineer. He said having an engineer on board would reduce engineering costs and be more efficient. Wells and Kennebunk have adopted this model.

Current Structure

Deputy Public Works Director
Chief Treatment Plant Operator
Mechanic
Lead Operator
Three Operators

Proposed Structure

Deputy Public Works Director
Chief Engineer
Mechanic
Lead Operator
Three Operators

Discussion followed and the Board would like a plan on how to accomplish these replacements instead of doing things on an emergency basis. It also liked the idea of changing the organizational structure.

Town Manager Laurie Smith and Mr. Simeoni will bring a plan back to the Board.

6. Cape Porpoise Pier update.

Public Works Director Mike Claus said he was working with the Town Manager, Pier Manager Chris Mayo, and engineer Barney Baker on a reconstruction and expansion project at Cape Porpoise Pier. They have continued to monitor the structural integrity of the pier, and this past week Mr. Mayo noticed that the floor in the bait shed had shifted again. Mr. Claus and Mr. Mayo performed borings in the floor and found voids under the floor that ranged from 2 to 6 inches in most places, but one spot had a void of 11 inches. The engineer continues to find the structure suitable for its current purpose. He said construction could possibly start November 2021, but they are making repairs in the meantime.

7. Approve street opening permit for Dana & Mary Hutchins on Langsford Road for new sewer service and conduit for power.

Mr. Claus said the property at 20 Langsford Road requested a street opening in the past for water service and was granted approval based upon the Board of Selectmen requirement that they mill and fill on 25' of either side of the trench. That trench is still in the planning mode and has not been completed. This new request is for sewer and power and would extend the area for mill and fill by about 8'.

Motion by Selectman Briggs, seconded by Selectman Matthews-Bull, to approve the street opening permit for Dana & Mary Hutchins on Langsford Road for new sewer service and conduit for power. **Roll Call Vote:** Briggs, Daggett, Hutchins, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed.**

8. Sign Municipal Valuation Return.

Assessor's Agent Becky Nolette reported that each year the Town must submit the MVR to the state by November 1. She has completed the form and said the Town's current ratio is 82% although we are certifying at 90% because a 10% deviation is allowed. This ratio impacts our reimbursement for homestead and veterans' exemption. The Town's quality rating is 15.

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

9. Consider a renewal liquor license application submitted by Asador, LLC, DBA The Lost Fire, 62 Mills Road.

Chair Daggett announced that this property was inspected and approved by the police chief, fire inspector, and code enforcement officer.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the renewal liquor license application submitted by Asador, LLC, DBA The Lost Fire, 62 Mills Road. **Roll Call Vote:** Briggs, Daggett, Hutchins, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed.**

10. Consider a renewal liquor license application submitted by Maine-ly English, Inc., DBA 1802 House Bed and Breakfast Inn, 115 Locke Street.

Chair Daggett announced that this property was also inspected and approved by the police chief, fire inspector, and code enforcement officer.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the

renewal liquor license application submitted by Maine-ly English, Inc., DBA 1802 House Bed and Breakfast Inn, 115 Locke Street. **Roll Call Vote:** Briggs, Daggett, Hutchins, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed.**

11. Consider appointments to the Shellfish Conservation Committee.

The Town received applications from John Kraeuter and Edward Jellison for the Shellfish Conservation Committee:

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to appoint John Kraeuter and Edward Jellison to one-year terms ending June 2021 on the Shellfish Conservation Committee. **Roll Call Vote:** Briggs, Daggett, Hutchins, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed.**

12. Discuss short-term rental regulations.

The Board received the latest draft of the Short-Term Rental Ordinance after it was reviewed by Attorney Amy Tchao. (See Exhibit A). She asked for further input on the following:

Section B: The ordinance will not impact condominium/hotel rentals such as the Resort at Goose Rocks as they are classified differently under the land use ordinance.

The Board agreed with Section B.

Section D: Should licenses be transferrable to the new owner of a property? Should the new owner be given a grace period to obtain their own license? On one hand the value of the property could be impacted by the loss of the license. On the other hand, should people on a waiting list be given an opportunity to have a short-term rental?

The Board agreed that the license should not go with the house and not be transferrable.

Director of Planning and Development Werner Gilliam asked about a transfer of property within the family and not a sale.

The Board agreed that the license should be able to be transferred to a family member.

Section D3: Should there be a 7-day minimum stay requirement?

The Board agreed there should not be a minimum stay requirement.

Section E: Should licensing be through the Town Clerk and coordinated with other departments (like liquor and victualers)? Should licensing be handled by the Codes Office?

Chair Daggett suggested that the town clerk handle the licenses and code enforcement handle the inspections.

Mr. Gilliam would like flexibility until he and the town clerk know the volume, and Ms. Smith will work with them to figure this out.

Section E5: The license will require an inspection of the property for the original license and then once every five years. Is this in alignment with the thoughts of the BOS?

The Board gave numerous suggestions as follows:

- Have the initial inspection and then another inspection in the future—perhaps after a complaint.
- They need to find out how many and then establish the inspections.
- Places should be inspected, and a limit should not be placed on inspections.
- It is a manpower problem, and they need to know the amount of rentals first.

Section G5: Should it be required that all parking be off street? How will that impact downtown and GRB locations?

The majority of the Board agrees that renters should park on the property.

Section G6: It is assumed that the individual rental agreements should be stricter or at least consistent with the town rules. Should behavior of tenants, which is typically spelled out in a good neighbor guideline, be something the Town should address?

The Board agreed to stick with the existing ordinances and not make them stricter.

Section H: After three substantiated complaints a license could be suspended. Is this in alignment with the thoughts of the BOS? Are all complaints measured the same? (garbage out 3 times vs. overbooking or parties). Who has authority to suspend a license? Should it be the Codes Office, Town Manager, or Board of Selectmen? Who sits as the appeal board for a suspension?

Some of the Board comments were as follows:

- For violations on a consistent basis, use our ordinance to determine.
- Need to discuss this further.
- There are three parties involved: Clerk, Codes, and Town Manager. The Board of Appeals is the Selectmen.
- The short-term rentals do their own policing and do not rent to a customer who does not follow the rules.
- Could decide to have three strikes and they are out for the season, etc.

The Board will discuss this again and decide at a future meeting.

Section I: Do you want to determine the number of licenses in the ordinance or set the number annually? On the advice of our attorney, the current language states that the license number shall not be less than the year before.

The Board agreed that it cannot set limits until it knows how many licenses. It was agreed that the number of licenses shall not be less than the year before.

Francisca Sabadie, Greg Dombrowski, Jim McMann, Noel Gray, Paul Hogan, Sharon McCabe, Heyward Whetsel, and Lisa Miller had questions or comments. Below are just some of their questions or comments:

Question: Since her draft is different from the lawyer's draft that was handed out, what is the last sentence in D3?

Board Response: *It was about the 7-day minimum stay requirement which the Board dropped.*

Comment: Agreed that licenses should not transfer with the property.

Question: If he bought a new house in town, could he continue on his current license?

Board's Response: *He would have to go on the waiting list.*

Question: Regarding **Section F3: Availability. The registration form shall include when, during the calendar year, the short-term rental will be available for rental. If this changes, the owner shall notify the Code Enforcement Officer.** Should this be modified?

Board's Response: *The Board agreed to remove **Section F3.***

Question: How could they prove compliance with section **G4. Sanitary waste disposal**?

Mr. Gilliam's response: *He could check the tax card, or if a septic system is for three bedrooms, it assumes there are six occupants, two in each bedroom.*

Question: **Section H.** What happens if you are already booked?

Town Manager's Response: *People should be given notice.*

Comment: They need to check with the rental platforms regarding cancellations.

Question: Would the Board consider another ordinance from others that is less complex?

Board's Response: *The Board will listen to ideas and suggestions but not in the form of an ordinance.*

Comments: Thanks for striking the length of stay. In **Section H**, keep in mind that most short-term rentals are seasonal, and a 30-day penalty is too long and causes loss of revenue. Opportunities to remedy that are the appeals process. In **Section G4**, septic is a town-wide problem not just for short-term rentals. That is discrimination.

Comments: Sanitation is a hardship. Just have periodic septic inspections.

Comments: Can the public send suggestions?

Board's Response: The public can send their suggestions to Mr. Gilliam or Ms. Smith.

Comments: How can they decide the Cap?

Board's Response: *They need to know that amount of short-term rentals first, which could take five or six months.*

Comments: They need to look at seasonal and year-round rentals and the cost of regulating.

This item will continue to be discussed at future meetings.

13. Accept resignation from the Senior Advisory Committee.

The Board appreciates Susan Boak's service to the Town.

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

14. Discuss November and December meeting schedule. (Nov. 26 is Thanksgiving and Dec. 24 is Christmas Eve)

The Board agreed to meet at 9 AM on November 25 and December 23 for a very short meeting to approve the warrant as done in the past.

15. Other Business.

a. Consider order to abate malfunctioning wastewater disposal unit.

Four properties (36 River Road, 6 Brookside Drive, 10 Brookside Drive, and 12 Brookside Drive) share a common leach field and had a malfunctioning septic system.

Motion by Selectman Weston, seconded by Selectman Matthews-Bull, to authorize the order to abate malfunctioning wastewater disposal unit and serve it to all four property owners. **Roll Call Vote:** Briggs, Daggett, Hutchins, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed**

b. Consider alternatives to Cape Porpoise mail delivery.

Chair Daggett announced that this past week owners of post office boxes in Cape Porpoise were notified the post office would be closing at the end of the calendar year. Ms. Smith contacted the post office and was given three alternatives:

1. Residents could accept street delivery of mail and change their zip codes to 04046
2. Look for an alternative location to continue with post office boxes.
3. Establish a centralized location for cluster boxes for 250 Cape Porpoise Post Office boxes.

The most reasonable location is Firemen's Park in Cape Porpoise. The post office would purchase and install the boxes. The Town would have to maintain the area around the boxes.

Richard Smith said that if they lose their cluster mailboxes, they lose their zip code and their sense of community. He said he will propose to have some cluster boxes installed at the Atlantic Hall at their next Board meeting.

The Board will check to see if the post office can do that.

Motion by Selectman Daggett, seconded by Selectman Hutchins, to commit Fireman's Park for town mailboxes but still check to see if Atlantic Hall can be used. **Roll Call Vote:** Briggs, Daggett, Hutchins, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed**

16. Approve the October 8, 2020, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the October 8, 2020, selectmen meeting minutes. **Roll Call Vote:** Briggs, Hutchins, Daggett, Matthews-Bull, and Weston. **Voted:** 5-0. **Motion passed.**

17. Adjournment.

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

The meeting adjourned at 10:04 PM.

Submitted by Arlene McMurray
Administrative Assistant

Kennebunkport Short-term Rental License/Ordinance

A. Purpose:

The purpose of this ordinance/license is to require the disclosure and licensing of short-term rentals operated within the Town of Kennebunkport, and to balance the desire of property owners to rent their properties to short-term tenants with the desire of residents to preserve the peaceful quiet and enjoyment of their residential neighborhoods. This Ordinance is intended to ensure that residential neighborhoods are not unduly impacted by the operation of short-term rentals within the Town, and to provide a licensing program that enables the Town to monitor and track the proliferation of short-term rentals within its borders.

B. Applicability: This ordinance/license may be applied to all legal residential dwelling units with the exception of accessory apartments that have been constructed/permitted after November 3rd 2009.

C. Definitions:

Advertising: Any form of communication for marketing that is used to encourage, persuade or manipulate viewers, readers or listeners into contracting for goods and/or services as may be viewed through various media, including, but not limited to, newspapers, magazines, flyers, handbills, television commercials, radio, signage, direct mail, websites or text messages.

Dwelling unit: One or more rooms arranged for complete, independent housekeeping purposes with space for living and sleeping; space or facilities for eating or cooking; and provisions for sanitation. For purposes of this regulation Recreational vehicles are not considered dwelling units.

Good Neighbor guidelines: A document prepared by the town that summarizes the general rules of conduct, consideration and respect, including, without limitation, provisions pertaining to the use and occupancy of a dwelling unit used or occupied as a short-term rental.

Owner: A person who is the owner of record of real property as documented by deed or other document evidencing ownership recorded at the York County Registry of Deeds.

Short-term rental: The use of a residential dwelling unit offered for rent for transient occupancy by tenants for a tenancy of less than 30 days, excluding motels, hotels, bed and breakfasts, inns, and residential rental accommodations.

D. General Requirements:

1. License Required: No Short-term rental shall be advertised, rented, or operated without first obtaining a Short-term rental License. Failure to obtain or renew a license prior to offering, advertising, or renting the short-term rental shall require payment of double the short-term rental license fee. The second failure to obtain or renew a license (within a 5-year period) shall be

prohibited from obtaining a license for one (1) year. A license application received more than 30 days after the license deadline shall be considered late. A short-term rental license shall be valid for the calendar year in which the license is issued. The property must remain in compliance with the short-term rental license for the calendar year in which the license is issued.

Licenses are not transferable to a new owner. Any change in ownership or change in the members/managers/officers of an owner shall require a new license. Licenses are limited to the dwelling unit for which they are issued and shall not be transferable to a different dwelling unit.

2. Advertising: It shall be unlawful to advertise occupancy or use of a short-term rental that has not been licensed. For the purposes of this section, the term "advertise" shall mean any form of communication for marketing that is used to encourage, persuade or manipulate viewers, readers or listeners into contracting for goods and/or services as may be viewed through various media included, but not limited to newspapers, magazines, flyers, handbills, television commercials, radio, signage, direct mail, websites or text messages. The short-term rental advertising must be consistent with the terms of the short-term rental license and must include the current short-term rental license number. Advertising of the short-term rental must state that the short-term must be rented for a minimum period of seven consecutive (7) days.

3. Minimum stay length: No more than one (1) rental/use of the short-term rental shall occur in a seven (7) day period. When a rental or non-compensated use of the property by any one individual or group, including but not limited to personal or family use by the property owner, of less than seven (7) days occurs, the property shall remain vacant for the remaining portion of the seven (7) day period. Further, not more than one Short-term rental agreement shall be entered for any given property for any consecutive seven-day period.

4. Registration record: The short-term rental owner must (a) maintain accurate, up-to-date records of all rental transactions involving the short-term rental, including the number of tenants and the length of their stays, and upcoming reservations; and (b) present said information to Town inspection officials upon request. Failure of the short-term rental owner to provide this information within 5 business days of a Town request for the same shall be considered a violation of this section.

E. Review Procedure:

Issuance procedure:

1. Short-term rental License applications shall be submitted to the Code Enforcement Office where it shall be endorsed with the date and time of receipt. Applications may be submitted beginning in October of the previous license year. The Code Enforcement Officer shall review all applications for completeness and accuracy and in the order that they were received.
2. The Code Enforcement Officer shall have the authority to issue a Short-term rental license.

3. The Code Enforcement Officer shall provide a Short-term rental application to be completed by the applicant and submitted to the Code Enforcement Officer accompanied by the Short-term rental license fee as established by the Board of Selectmen. The form shall include a non-exclusive checklist of code requirements that the property owner shall demonstrate compliance with.
4. The Code Enforcement Officer shall determine if the form has been properly completed before any license is issued.
5. The first time that a Short-term rental license is submitted for a property, no license shall be issued until the Code Enforcement Officer or designee has inspected the proposed Short-term rental property for compliance with the Short-term rental Standards and compliance with building code requirements. Thereafter, renewal of a Short-term rental license shall require inspection by the Code Enforcement Officer of the Short-term rental property no less than once every five years.

When the Code Enforcement Officer does not conduct an annual inspection, the Short-term rental owner shall certify that there have been no material changes since the last inspection by the Code Enforcement Officer.

6. If the Code Enforcement Officer determines that the proposed Short-term rental application complies with the Short-term rental Standards, a Short-term rental license shall be issued. A license shall be valid for one (1) year from date of issuance. The license may be subject to suspension by the Code Enforcement Officer if the Short-term rental property becomes non-compliant with the Short-term rental Standards and may be revoked.

F. Submission Requirements:

The Short-term rental license application shall include the following information:

1. Location. The street address and map/ block/lot number of the Short-term rental property.
2. Contact Person/Owner Responsibility. The name of the owner of the Short-term rental property and contact information, including address and telephone number. In addition, if someone other than the owner is acting as the local contact person, contact information for that person shall also be provided. Regardless of who enters the Short-term rental agreement, or who may be designated as the owner's contact person, the property owner shall be responsible for compliance with the Short-term rental Ordinance provisions.
3. Availability. The registration form shall include when, during the calendar year, the Short-term rental will be available for rental. If this changes, the owner shall notify the Code Enforcement Officer.
4. All information needed to demonstrate compliance with the standards listed below.

G. Standards:

The Code Enforcement Officer shall issue a Short-term rental license upon the applicant satisfying the above requirements if the following standards are met:

1. Code compliance. An applicant's property, without limitation, comply with the following building safety requirements code sections of the (International Residential Code, ("IRC,")) and the International Building Code, ("IBC"):

a. IRC Section R 314, Smoke Alarms: A smoke alarm is required in each bedroom. A smoke alarm is also required outside of each bedroom and in the immediate vicinity. A smoke alarm is also required to be on each story of the dwelling, including basements and habitable attics. The alarms shall be interconnected as much as reasonably possible. (Reference IRC Section R314)

b. IRC Section R 315, Carbon Monoxide Alarms: If a house has an attached garage or a fuel fired appliance, a carbon monoxide alarm shall be installed outside each bedroom and 2 in the immediate vicinity. (Reference IRC Section R315)

c. IBC Section 906, Portable Fire Extinguishers: At least one portable fire extinguisher shall be mounted in a prominent location. One size/type 2/A is required or two size/type 1/A extinguishers. The building shall be an R-1 Occupancy (Boarding House) for the purpose of determining the type and location of portable fire extinguishers; IBC Section 1006.2. 1006.3 and 1006.4.

2.The applicant shall provide floor plans of the dwelling unit that shows the location of the alarms and fire extinguisher(s).

3. Building evacuation plan. A building evacuation plan shall be prominently posted in the Short-term rental property during the rental period.

4. Sanitary waste disposal. The applicant shall submit information demonstrating that adequate sanitary waste disposal is available in compliance with the Maine Subsurface Wastewater Disposal Rules, or that the property is served by public sewer. This shall include the total number of bedrooms included in the property, any additional sleeping space, and the total number of tenants that the property accommodates. The total number of tenants used to determine adequacy of sanitary waste disposal shall not be less than the total number of tenants that the property is advertised to accommodate. For the purpose of evaluating the adequacy of a subsurface disposal system, every two tenants shall be equivalent to one bedroom.

5. Parking. The applicant shall include a depiction of how parking will be provided for tenants and guests on the same lot where the Short-term rental is located. Garage parking spaces not allowed for tenant use shall not be used to meet the Short-term rental parking requirement.

6. Rental Agreement Addendum. The Short-term rental license application shall be submitted with an addendum to be attached to the Short-term rental agreement between owner and tenant that shall be provided to all tenants. The Town shall not be responsible for enforcement of the rental agreement of addendum. The rental agreement addendum shall include the following:

- a. Contact person and contact information.
- b. Emergency responder contact information.
- c. Building evacuation plan.
- d. Maximum number of tenants and guests.
- e. Parking arrangements, including a prohibition of tenants and guests parking in a manner that impedes access by emergency vehicles to the property or any other dwelling in the neighborhood.
- f. Maximum number of tenants and guests allowed at the property.
- g. Good neighbor guidelines.

7. Limit on rental intensity.

The maximum tenant capacity of a short-term rental shall be limited to no more than 2 tenants per bedroom, plus 2 additional tenants for no more than 1 additional sleeping space.

H. Suspension and Revocation of License:

A license for a Short-term rental may be suspended or revoked if the Code Enforcement Officer determines that one or more substantiated complaints regarding Short-term rentals of a property have been made in a three-year period. The Police Department may provide a report of conditions observed and reported to the Code Enforcement Officer.

Complaint. Any individual or town official may file and/or initiate a complaint against a Short-term rental license holder. If the Police Department or the Code Enforcement Officer receives a complaint, they shall visit the property. The Police Department shall generate a report of the facts its officers have observed upon a visit, and statements made to them regarding the Short-term rental. The Police Department shall then forward the report to the Code Enforcement Officer. When the Code Enforcement Officer receives a report from the Police Department, or the Code Enforcement Officer has responded to a complaint or independently investigated, the Code Enforcement Officer shall inspect the property and shall collect information related to the complaint, including notifying the property owner and requesting information regarding the complaint. Within five days of receiving a Police Report or complaint, the Code Enforcement Officer shall determine if the complaint is substantiated. A complaint is substantiated when the Code Enforcement Officer concludes that one or more violations of the Short-term rental provisions occurred.

2. First Substantiated Complaint. Once the Code Enforcement Officer has made a finding of a substantiated complaint, the Code Enforcement Officer shall notify the property owner in writing. The notification shall require the property owner to meet with the Code Enforcement Officer within five (5)

business days from the date of the written notification, or such other time as is agreed upon by the Code Enforcement Officer, to identify ways in which the violation(s) will be corrected. The owner will agree to take all necessary measures to correct the violation(s), which measures shall be memorialized in a written agreement at the conclusion of the meeting and shall be fully implemented within one (1) week of said meeting unless another date is agreed to by the Code Enforcement Officer. Failure of the property owner to enter into such an agreement at the conclusion of the meeting will be deemed a second 36 violation of the Short-term rental provisions. In addition, the Code Enforcement Officer may suspend the Short-term rental license for a term not to exceed thirty days.

3. Second Substantiated Complaint. Once the Code Enforcement Office has made a finding of two (2) substantiated complaints, the Code Enforcement Officer shall notify the property owner in writing that the Short-term rental license shall be suspended for not less than thirty days, nor more than one hundred twenty days. The notification shall require the property owner to meet with the Code Enforcement Officer within five (5) business days from the date of the written notification, or such other time as is agreed upon by the Code Enforcement Officer, to identify ways in which the violation(s) will be corrected. The owner will agree to take all necessary measures to correct the violation(s), which measures shall be memorialized in a written agreement at the conclusion of the meeting and shall be fully implemented within one (1) week of said meeting unless another date is agreed to by the Code Enforcement Officer. Failure of the property owner to enter into such an agreement at the conclusion of the meeting will be deemed a violation of the Short-term rental provisions.

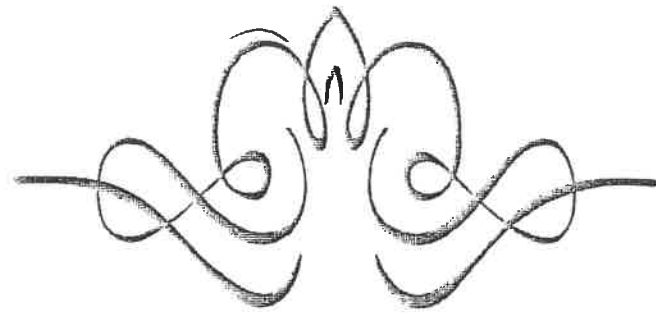
4. Third Substantiated Complaint. Once the Code Enforcement Officer has made a finding of three substantiated complaints, the Code Enforcement Officer shall notify the property owner in writing that the Short-term rental license has been revoked for (1)one calendar year.

5. Appeal. An appeal to the Zoning Board of Appeals as an Administrative Appeal may be taken by any person aggrieved by a determination of the Code Enforcement Officer

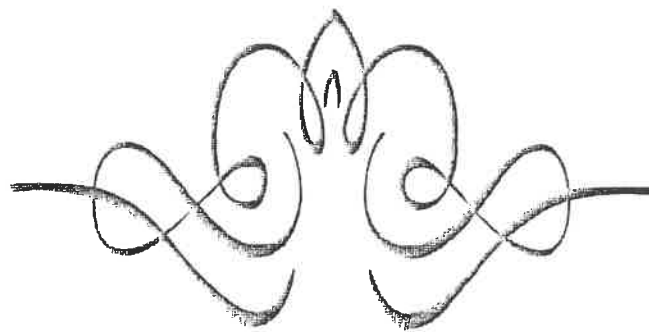
Effective Date. [to be determined.] The Short-term rental provisions shall be fully effective as to all contracts for short-term rentals executed on or after 30 days from date of enactment, and shall further apply to all contracts in effect on such date to the extent the application of these provisions would not result in a substantial impairment of such existing contracts.

I. Maximum Rate of Licenses Issued:

The Code Enforcement Officer shall issue short-term rental licenses on an annual basis. The total number of annual licenses shall be set each year by the Board of Selectmen at their first meeting of the calendar year. In no event shall the number of annual licenses be less than the number issued in the previous calendar year:



Agenda Item Divider



CERTIFICATION OF PROPOSED ORDINANCE

TO: Tracey O’Roak, the Town Clerk of the Town of Kennebunkport. In the name of the State of Maine, we hereby certify that the Ordinance entitled:

**"Proposed Revision to Land Use Ordinance
regarding tents"**

attached hereto as Exhibit A is a true copy of the Ordinance proposed for enactment at the Special Town Meeting of the Town of Kennebunkport to be held on November 3, 2020.

Dated this 10th day of September 2020, at Kennebunkport, Maine.

Patrick A. Briggs

Sheila A. Matthews-Bull

Edward W. Hutchins

Allen A. Daggett

D. Michael Weston

A majority of the Board of Selectmen of the Town of Kennebunkport

Exhibit A

PROPOSED AMENDMENT TO THE KENNEBUNKPORT LAND USE ORDINANCE CONCERNING TENTS

Revisions to Article 11.2: Permit Required

11.2 Permit Required

- L. Temporary placement of an awning or tent(s) exceeding 80 square feet in size from Memorial Day weekend until Labor Day shall be permitted. Temporary placement outside of the Memorial Day weekend through Labor Day season shall not exceed 30 days per any calendar year per parcel. Tents that exceed 80 square feet and are in place beyond the limits mentioned above for more than 30 days per calendar year are subject to conditions and approvals as a permanent structure.

CERTIFICATION OF PROPOSED ORDINANCE

TO: Tracey O'Roak, the Town Clerk of the Town of Kennebunkport. In the name of the State of Maine, we hereby certify that the Ordinance entitled:

"Codification of the Ordinances of the Town of Kennebunkport"

attached hereto as Exhibit A is a true copy of the Ordinance proposed for enactment at the Special Town Meeting of the Town of Kennebunkport to be held on November 3, 2020.

Dated this 10th day of September 2020, at Kennebunkport, Maine.

Patrick A. Briggs

Sheila A. Matthews-Bull

Edward W. Hutchins

Allen A. Daggett

D. Michael Weston

A majority of the Board of Selectmen of the Town of Kennebunkport

Exhibit A

**PROPOSED CODIFICATION OF THE ORDINANCES
OF THE TOWN OF KENNEBUNKPORT**

**TOWN OF KENNEBUNKPORT
YORK COUNTY, MAINE**

ORD. NO. _____

**AN ORDINANCE TO REVISE AND CODIFY THE ORDINANCES OF THE TOWN OF
KENNEBUNKPORT, MAINE**

Be it enacted and ordained by the Town of Kennebunkport at Town Meeting duly assembled:

§ 1-1. Code adopted; existing ordinances continued.

Pursuant to 30-A M.R.S.A. § 3004, the ordinances of the Town of Kennebunkport of a general and permanent nature adopted by the Town Meeting of the Town of Kennebunkport, as revised and codified and consisting of Chapters 1 through 290, are hereby approved, adopted, ordained and enacted as the Code of the Town of Kennebunkport, hereinafter referred to as the "Code." The provisions of the Code, insofar as they are substantively the same as those of the ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments.

§ 1-2. Code on file; additions and amendments.

- A. A copy of the Code has been filed in the office of the Town Clerk and shall remain there for use and examination by the public until final action is taken on this ordinance. Following adoption of this ordinance such copy shall remain on file in the office of the Town Clerk, to be made available to persons desiring to examine the same during all times while said Code is in effect.
- B. Additions or amendments to the Code, when adopted in such form as to indicate the intent of the governing body to make them a part thereof, shall be deemed to be incorporated into

such Code so that reference to the "Code of the Town of Kennebunkport" shall be understood and intended to include such additions and amendments.

§ 1-3. Notice; publication.

The Clerk of the Town of Kennebunkport shall cause notice of the passage of this ordinance to be given in the manner required by law. The notice of passage of this ordinance coupled with the filing of the Code in the office of the Town Clerk as provided in § 1-2 shall be deemed, held and considered to be due and legal publication of all provisions of the Code for all purposes.

§ 1-4. Severability.

Each section of this ordinance and of the Code and every part of each section is an independent section or part of a section, and the holding of any section or a part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof.

§ 1-5. Repealer.

- A. Ordinances or parts of ordinances inconsistent with the provisions contained in the Code adopted by this ordinance are hereby repealed; provided, however, that such repeal shall only be to the extent of such inconsistency, and any valid legislation of the Town of Kennebunkport which is not in conflict with the provisions of the Code shall be deemed to remain in full force and effect.
- B. The following ordinances are specifically repealed: an ordinance adopted March 6, 1972, relating to lobster buoys in Cape Porpoise Harbor and an ordinance adopted June 15, 1976, relating to panhandling.

§ 1-6. Enactments saved from repeal; matters not affected.

The repeal of ordinances provided for in § 1-5 of this ordinance shall not affect the following classes of ordinances, rights and obligations, which are hereby expressly saved from repeal:

- A. Any right or liability established, accrued or incurred under any legislative provision of the Town of Kennebunkport prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.
- B. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision of the Town of Kennebunkport or any penalty, punishment or forfeiture which may result therefrom.

- C. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered prior to the effective date of this ordinance brought pursuant to any legislative provision of the Town of Kennebunkport.
- D. Any agreement entered into or any franchise, license, right, easement or privilege heretofore granted or conferred by the Town of Kennebunkport.
- E. Any ordinance of the Town of Kennebunkport providing for the laying out, opening, altering, widening, relocating, straightening, establishing grade, changing name, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place within the Town of Kennebunkport or any portion thereof.
- F. Any ordinance of the Town of Kennebunkport appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond of the Town of Kennebunkport or other instruments or evidence of the Town's indebtedness.
- G. Ordinances authorizing the purchase, sale, lease or transfer of property or any lawful contract or obligation.
- H. The levy or imposition of taxes, special assessments or charges.
- I. The annexation or dedication of property or approval of preliminary or final subdivision plans.
- J. Any ordinances relating to salaries and compensation for municipal employees.
- K. Personnel policies of the Town.
- L. Any ordinance adopting or amending a comprehensive plan.
- M. Any ordinance adopting or amended a zoning map or otherwise rezoning property.
- N. The General Assistance Ordinance and all amendments thereto.
- O. Any ordinances adopted subsequent to June 11, 2019^[LBRI].

§ 1-7. Changes in previously adopted ordinances.

- A. In preparing the revision and codification of the ordinances pursuant to 30-A M.R.S.A. § 3004, certain minor grammatical and nonsubstantive changes were made in one or more of said ordinances. It is the intention of the governing body that all such changes be adopted as part of the Code as if the ordinances so changed had been formally amended to read as such.
- B. In addition, the changes, amendments or revisions as set forth in Schedule A attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)

§ 1-8. Titles and headings; editor's notes.

- A. Chapter and article titles, headings and titles of sections and other divisions of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.
- B. Editor's notes indicating sources of sections, giving other information or referring to the statutes or to other parts of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.

§ 1-9. Altering or tampering with Code; violations and penalties.

It shall be unlawful for anyone to change, alter or tamper with the Code in any manner which will cause the laws of the Town of Kennebunkport to be misrepresented thereby. Anyone violating this section shall be subject, upon conviction, to a fine of ~~not more than \$100 for the first offense, \$250 for the second offense and \$500 for the third and subsequent offenses~~ \$100 for the first offense, \$250 for the second offense and \$500 for the third and subsequent offenses LBR2].

§ 1-10. When effective.

This ordinance shall take effect immediately upon final passage and publication as provided by law.

**Town of Kennebunkport
Code Adoption Ordinance**

**Schedule A
Specific Revisions to Language in Effect at Time of Adoption of Code**

Nomenclature.

- A. The following nomenclature changes are made:
- (1) "Chairman" and "Chairperson" are changed to "Chair."
 - (2) "Appeals Board," "Board of Zoning Appeals," and "Board of Appeals" are changed to "Zoning Board of Appeals."
 - (3) "Road Commissioner" and "Highway Superintendent" ("Superintendent of Highways") are changed to "Director of Public Works."
 - (4) References to Tax Assessor (singular) are changed to Tax Assessors.
- B. In Chapter 127, instances of "Shellfish Conservation Warden" and "Clam Warden" are changed to "Shellfish Warden."
- C. Chapter 140 is amended to change instances of "commercial mass gathering" to "commercial gathering" and to change "noncommercial mass gathering" to "noncommercial gathering."
- D. Chapter 147, Streets and Sidewalks, Article II, Street Openings, is amended to change "Highway Director" to "Director of Public Works."
- E. Chapter 147, Streets and Sidewalks, Article III, Right-of-Way and Road Infringement, is amended to change "Highway Department" to "Public Works Department."
- F. Chapter 219 is amended to change instances of Federal Insurance Administration to Federal Insurance and Mitigation Administration.
- G. Chapters 219, 240 and 290 are amended to change instances referring to registered professional engineers to licensed professional engineers.
- H. Chapter 240 is amended to change instances of:
- (1) "Maine Department of Agriculture" to "Department of Agriculture, Conservation and Forestry."
 - (2) "State Soil and Water Conservation Commission" to "Department of Agriculture, Conservation and Forestry."
 - (3) "Department of Human Services" to "Department of Health and Human Services."

Fees.

The following sections are amended to delete the fee amount and instead state that the fee is as set by the Board of Selectmen: §§ 160-22C(2)(a), 160-24C(2), 160-25C(2), 183-20B, 183-32A, 183-35A(1)(a), 183-76B.

Chapter 5, Administrative Code.

- A. Section 5-8 is amended to add the following to the list of appointed officers:
Deputy Health Officer
Public Access Officer
- B. Section 5-10A is amended to change the phrase "consisting of one or more persons" to "consisting of a minimum of five members and a maximum of seven members."
- C. Section 5-25A is amended to change "Sewer Department Supervisor" to "Deputy Director of Public Works."
- D. Section 5-43 is amended as follows:
A notification of any Annual or Special Town Meeting shall ~~be sent to all box holders of the Town of Kennebunkport and shall also~~ occur by the following methods: by posting the warrant at five conspicuous places in the Town at Town Hall; by posting on the Town website; by advertisement in a newspaper...

Chapter 9, Alarm Systems.

Article I, False Alarms.

Section 9-7E is amended as follows:

"Within the ten-day period, the user may appeal the imposition of the ~~false alarm fee~~ civil penalty to the Chief of Police or designee, in the case of a police related alarm, or the Fire Chief or designee, in the case of a fire alarm, who may abate or reduce the ~~fee~~ penalty upon good cause shown."

Chapter 16, Animals.

Article II, Animal Control.

- A. In § 16-3, in the definition of "responsible party," "a dog" is changed to "an animal."
- B. Section 16-4F is amended as follows:
"An owner or responsible party except a person with a disability using a service dog, must remove and dispose of any feces left by his/her animal..."

Chapter 24, Beaches.

Article II, Use of Goose Rocks Beach.

Section 24-8A is amended as follows:

"...recorded in the York County Registry of Deeds in Book _____, Page _____..."

Chapter 46, Fires and Fire Prevention.

Article I, Life Safety Code.

Section 46-1 is amended to change "most recent edition" to "edition accepted by the State Fire Marshal."

Chapter 49, Fireworks.

Section 49-3 is amended to delete "or by the Town of Kennebunkport" from the end thereof.

Chapter 61, Harbor and Waterfront.

Article II, Waterfront.

This article is amended to add the following section:

§ 61-18. Lobster Buoys in Cape Porpoise Harbor.

A. *Definitions. Unless the context specifically indicates otherwise, the meaning of terms used in this section shall be as follows:*

BUOY — Any type of device which floats on the surface of the water or within three feet of the surface of the water at mean low tide, used for marking the locations of lobster traps.

CAPE PORPOISE HARBOR — The harbor at Cape Porpoise Village, Kennebunkport, Maine.

SET — To place, put, fix or otherwise cause to exist.

Chapter 105, Peace and Good Order.

Article I, Electronically Amplified Sound.

Section 105-2 is added:

§ 105-2. Violations and penalties.

Violations of this article shall be subject to a penalty of \$100 per day offense.

Chapter 110, Property Assessed Clean Energy.

In § 110-4, the definition of "renewable energy installation" is amended as follows:

RENEWABLE ENERGY INSTALLATION -- A fixture, product, system, device or interacting group of devices installed behind the meter at a qualifying property, or on contiguous property under common ownership, that produces energy or heat from renewable sources, including, but not limited to, photovoltaic systems, solar thermal systems, biomass systems, including but not limited to masonry stoves and wood pellet systems, landfill gas to energy systems, geothermal systems, wind systems, ~~wood pellet~~

systems and any other systems eligible for funding under federal Qualified Energy Conservation Bonds or federal Clean Renewable Energy Bonds.

Chapter 127, Shellfish Conservation.

- A. Section 127-4 is amended to repeal the definition of "Shellfish Conservation Warden."
- B. Section 127-5D(4) is amended as follows:
The Town Clerk shall issue licenses to residents and nonresidents as allocated [Subsection D(1)] from ~~January 1~~ mid-April and until ~~March 31~~ June 30, after which licenses shall be issued without regard to residency on a first-come, first-served basis ~~or by lottery~~.
- C. Section 127-6G is amended to change "Marine Resource Committee" to "Shellfish Conservation Committee."

Chapter 140, Special Events and Mass Gatherings.

Section 140-3B(1) and (2) is amended to delete the fee amount and instead state that the fee is as set by the Board of Selectmen[LBR3].

Chapter 147, Streets and Sidewalks.

Article I, Business on Public Streets.

Section 147-3 is amended to change "The fee shall be \$50 per license" to "The municipal officers shall annually set the amount of the permit fee[LBR4]."

Article II, Street Openings.

- A. Section 147-13 is amended to repeal the definition of "Highway Director."
- B. Section 147-13 is amended to add the following definition:
NEWLY CONSTRUCTED, RECONSTRUCTED OR REPAVED STREETS -- Any street that has been newly constructed, reconstructed or repaved within the last five years.
- C. Section 147-16C is amended to delete the fee amount and instead state that the fee is as set by the Board of Selectmen[LBR5].
- D. Section 147-21 is added:
§ 147-21. Excavations in reconstructed streets.
Whenever the Town has developed plans to reconstruct a street, the Town or its representative shall give written notice thereof to all abutting property owners, to the Town departments, and to all public utilities that have or may wish to lay pipes, wires or other facilities in or under the highway. Upon receipt of such written notice, such person or utility shall have 60 days in which to install or lay any such facility. If an extension of time is needed by a person or utility for the installation of such facilities, the person or facility shall make a written application to the Town during the sixty-day notice period explaining fully the reasons for requesting such an extension of time. At the expiration of the time fixed or extended and after such street has been reconstructed, no permit shall

be granted to open such street for a period of five years from installation of hot-mixed asphalt surface course layer unless an emergency condition exists or unless the necessity for making such installation could not reasonably have been foreseen at the time such notice was given. The above-mentioned five-year moratorium for street openings also pertains to all new public or private streets, i.e., new subdivisions or developments that have been accepted in accordance with Town specifications. The Town shall publish an annual street opening moratorium list with year of notice and year of expiration for each street. This section should not be construed to supersede Maine DOT street opening regulations for roads maintained by the State of Maine.

Article III, Right-of-Way and Road Infringement.

Section 147-37A is amended to update the penalties to:

- \$100 for first offense
- \$500 for second offense
- \$1,000 for third and subsequent offenses

Chapter 160, Traffic and Vehicles.

Article I, Dock Square Shuttle and Parking.

Section 160-1 is amended to change 30 M.R.S.A. § 1917 to 30-A M.R.S.A. § 3001.

Article II, Traffic and Parking Control.

- A. The second sentence of § 160-15 is amended as follows:
There shall be immediately adjacent to and visible from the designated parking space a posted sign consisting of a profile view of a wheelchair with occupant in white on a blue background with the wording "Handicapped Parking."
- B. Section 160-15 is amended to change 29 M.R.S.A. § 252 to 29-A M.R.S.A. § 521.
- C. Sections 160-24E(2) and 160-25F(2) are amended to change the sentence "Second and subsequent offenses: shall be at the discretion of the officer up to and including a fine of \$100." to "Second and subsequent offenses: a fine of \$100."
- D. Section 160-25C(7)(c) is amended to delete the maximum fare amount and instead state that the maximum is as set by the Board of Selectmen.
- E. Section 160-26D is amended as follows:
Exemptions. Vehicles that are exempt from the most recent Maine Department of Transportation's (MDOT) "Rules and Regulations Restricting Heavy Loads on Closed Ways" ~~dated December 31, 1996 and amended on March 4, 1998, a copy of which is attached hereto and is hereby incorporated as part of this section (Attachment A),~~ are exempt from this section. In addition, the following vehicles are exempt from this section: any vehicle delivering home heating fuel and operating in accordance with a permit issued by the MDOT..."
- F. Section 160-28D(2) is amended to change the impoundment charge from \$25 to \$50[LBR6].

- G. Section 160-29A is amended to delete the following wording therefrom:
"Section 160-27 fine amount is \$50; or after 48 hours from the time of issuance and before a court summons is issued, pay a fine of \$60 to the Chief of Police or his/her representative for full satisfaction of such parking violation."

Chapter 172, Victualers.

Section 172-3, Subsection A(1), and Subsection A(1)(e) are amended to change "innkeepers, victualers and tavern keepers" to "victualers."

Chapter 179, Waste Management.

Article I, Radioactive and Hazardous Waste.

- A. Section 179-1 is amended to change "radioactive waste materials as defined by 38 M.R.S.A. § 361-D.1.B" to "radioactive waste as defined by 38 M.R.S.A. § 1451."
- B. Section 179-3 is added:
§ 179-3. Violations and penalties.
Violations of this article shall be subject to a penalty of \$100 per day.

Article II, Solid Waste.

- A. The definition of "hauler" in § 179-6 is amended as follows:
"Any entity or person licensed granted a permit by the Selectmen to collect and haul solid waste in the Town."
- B. Section 179-8A is amended to change "the operation and licensing of waste disposal vehicles" could be revised to "the operation of and issuance of permits for waste disposal vehicles."

Chapter 183, Wastewater Use.

- A. Section 183-9 is amended to change State Bureau of Health to Department of Health and Human Services.
- B. Section 183-13 is amended to change Division of Health Engineering, Maine Department of Human Services to Department of Health and Human Services.
- C. Section 183-18 and 183-32A are amended to change "Building Inspector" to "Code Enforcement Officer or designee."
- D. Section 183-19 is amended to delete the latter portion thereof (*and shall comply with Maine Revised Statutes Annotated, Title 38, Chapter 3, Subchapter 1, Subsection 361, as amended*).
- E. Section 183-21 is amended as follows:

"A sewer connection ~~application~~ permit shall be applied for and the fees shall be paid therefor[,] whenever a homeowner applies for a building permit that will increase the flows from that structure into the collection system."

- F. Section 183-32 is amended to delete the following at the beginning thereof:
Unless exempted under subparagraph (B) below...
- G. Section 183-47 is amended to change Part 128 to Part 125.
- H. Section 183-70 is amended as follows:
"When a sewer connection application is processed and a permit is issued, the owner of the property for which the ~~application~~ permit was issued will be billed for the units that were approved."
- I. Original Article XIV, Licensing of Persons Authorized to Make Connection to the Public Sewers, is repealed.

Chapter 210, Condominium Conversion.

Section 210-5B is amended to delete the condominium conversion permit fee and instead state that the fee is as set by the Board of Selectmen[LBR7].

Chapter 240, Land Use.

- A. Section 240-2.2.
 - (1) The definition of "mobile home" is amended to change "manufactured housing unit" to "manufactured housing."
 - (2) The definition of "recreational vehicle" is amended to change the reference to the State Division of Motor Vehicles to the State Bureau of Motor Vehicles.
 - (3) The definition of "wetland, inland," is amended to change 38 M.R.S.A. 406 et seq. to 38 M.R.S.A. § 480-B.
- B. The opening paragraph of Article 5 and § 240-5.7B are amended to delete references to the Stream Protection Zone.
- C. Section 240-5.11A is amended to change Maine Bureau of Public Lands to Bureau of Parks and Lands.
- D. Section 240-6.9C and 240-11.8 are amended to change "occupancy permit" to "certificate of occupancy."
- E. Section 240-6.9G is amended to change "Day-care centers" to "Child-care centers."
- F. Section 240-6.9N and O are amended to delete the reference to § 240-1.6.
- G. Section 240-6.17B and C are amended to change references to "license" [to blast] from Township to "permit."

- H. Section 240-7.1G is amended to add "In the Free Enterprise and Farm and Forest Zones only."
- I. Section 240-7.3B is amended to delete "great pond" setback reference.
- J. Section 240-10.8B is amended to change "Superintendent of the Sewer Department" to "Deputy Public Works Director."
- K. Section 240-11.3C is amended to change State Historic Preservation Officer to State Historic Preservation Commission.
- L. Section 240-11.9D is amended to change Bureau of Land and Water Quality to Bureau of Water Quality.
- M. Section 240-11.9E(2) is amended so that the first sentence thereof reads:
If the Code Enforcement Officer has been certified by the Department of Economic and Community Development, Office of Community Development, as being familiar with court procedures under 30-A M.R.S.A. § 4453, he/she may serve civil process and, when specifically authorized to do so by the Municipal Officers, represent the Town in District Court.
- N. Section 240-11.12G(3) is amended to change "nonrefundable application fee of \$250" to read "a nonrefundable application fee to be established in accordance with § 240-11.6 of this chapter."

Chapter 252, Marijuana.

Article I is amended to read:

§ 252-1. Marijuana establishments prohibited unless Town opts in.

No person may operate an adult use marijuana establishment within the Town of Kennebunkport unless or until the legislative body of the Town ~~has voted to "opt in" to allow~~ has voted to "opt in" to allow votes to amend its ordinances or to adopt an ordinance expressly authorizing some or all types of marijuana establishments within the Town in accordance with 28-B M.R.S.A. § 401(3) of the Marijuana Legalization Act. No person may operate a caregiver retail store, registered dispensary, marijuana testing facility, manufacturing facility, or other facility governed by the Maine Medical Use of Marijuana Act unless or until the legislative body of the Town votes to amend its ordinances or to adopt an ordinance expressly authorizing ~~has voted to "opt in" to allow~~ has voted to "opt in" to allow some or all types of these facilities within the Town in accordance with 22 M.R.S.A. § 2429-D(3) of the Maine Medical Use of Marijuana Act. This section does not apply to authorized conduct by a person 21 years of age or older under 28-B M.R.S.A. § 2422, in accordance with the provisions of 22 M.R.S.A. § 2423-A, as may be amended.

§ 252-2. Authorization.

As of the [date of this codification], the Town of Kennebunkport has not specifically authorized any category of marijuana business establishment within the Town under either the Maine Medical Use of Marijuana Act or the Marijuana Legalization Act.

Chapter 290, Wireless Telecommunications Facilities Siting.

- A. Section 290-6G(2) is amended to change "90 days" to "60 days."
- B. Section 290-11A is amended to change "The CEO, as appointed through either the Zoning Ordinance or by the Board of Selectmen or Town or City Council, shall enforce this ordinance." to "The Code Enforcement Officer, appointed by the Board of Selectmen as provided in § 5-12 of the Town Administrative Code, shall enforce this chapter."

CERTIFICATION OF PROPOSED ORDINANCE

TO: Tracey O'Roak, the Town Clerk of the Town of Kennebunkport. In the name of the State of Maine, we hereby certify that the Ordinance entitled:

"Emergency Management Ordinance"

attached hereto as Exhibit A is a true copy of the Ordinance proposed for enactment at the Special Town Meeting of the Town of Kennebunkport to be held on November 3, 2020.

Dated this 10th day of September 2020, at Kennebunkport, Maine.

Patrick A. Briggs

Sheila A. Matthews-Bull

Edward W. Hutchins

Allen A. Daggett

D. Michael Weston

A majority of the Board of Selectmen of the Town of Kennebunkport

Exhibit A

PROPOSED EMERGENCY MANAGEMENT ORDINANCE

Section 1: Short title; authority.

This Ordinance shall be known and may be cited and referred to as the "Emergency Management Ordinance of the Town of Kennebunkport" authorized under 37-B M.R.S.A. §§ 781 to 834.

Section 2: Intent and purpose.

It is the intent and purpose of this Ordinance to establish an Emergency Management Agency in compliance and in conformity with the provisions of 37-B M.R.S.A. §§ 781 *et seq.*, to ensure the complete and efficient utilization of all of the Town's facilities and resources to combat disaster as defined herein.

Section 3: Definitions.

The following definitions shall apply in the interpretation of this Ordinance:

Director means the Emergency Management Director . appointed and supervised as prescribed in the Town's Administrative Code, and also referred to as the "Emergency Management Agency (EMA) Director" in the Town' Emergency Operations Plan.

Disaster means the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or manmade causes including but not limited to fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, critical material shortage, infestation, explosion, riot or hostile military or paramilitary action.

Emergency Management Agency means the agency created under this Ordinance for the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize and repair injury and damage resulting from disasters or catastrophes caused by enemy or terrorist attacks, sabotage, riots or other hostile action or by fire, flood, earthquake or other natural or man-made causes. These functions include, without limitation, firefighting, police, medical and health, emergency welfare, rescue, engineering, air raid warning and communications services; radiological, chemical and other special weapons defense; evacuation of persons from stricken areas; economic stabilization; allocation of critical materials in short supply; emergency transportation; existing or properly assigned functions of plant protection; other activities related to civilian protection; and other activities necessary to the preparation for the carrying out of these functions.

Emergency Management Agency Forces means the employees, equipment and facilities of all town departments, boards, institutions and commissions; and in addition, it shall include all volunteer persons, equipment and facilities contributed by or obtained from volunteer persons or agencies.

Section 4: Organization and administration.

The Kennebunkport Emergency Management Agency is hereby established under the direction of the Town Manager. The Town Manager shall be responsible for the agency's organization, administration and operation utilizing to the fullest extent possible the existing departments within the town, and maintaining a liaison with other local, regional and/or state emergency management and public safety agencies.

The Director shall be the executive head of the Emergency Management Agency. The Director shall be appointed by the Board of Selectmen and work under the direction of the Town Manager as prescribed in the Town's Administrative Code.

Section 5: Emergency proclamation.

- A. The Chairperson of the Board of Selectmen, in consultation with the Town Manager, shall have the power and authority to issue a proclamation that an emergency exists whenever a disaster or civil emergency exists or appears imminent. The proclamation may declare that an emergency exists in any or all sections of the town. If the Board Chairperson is temporarily absent from the town or otherwise unavailable, the Vice Chairperson of the Board of Selectmen may, after consultation with the Town Manager, issue the proclamation that an emergency exists. If neither the Board Chair nor Vice Chair is available, then the following persons shall have the power and authority to issue a proclamation that an emergency exists, in the following order of succession: the Town Manager; the Police Chief; the Fire Chief; the Emergency Management Director; the Public Works Director. A copy of the proclamation shall be filed within twenty-four (24) hours in the office of the town clerk.
- B. The Town Manager and the Director shall be responsible for reporting to the Board of Selectmen all actions taken as a result of the declared emergency as soon as the Board of Selectmen can be convened.

Section 6: Termination of emergency.

- A. When the Chairperson of the Board of Selectmen, in consultation with the Town Manager, is satisfied that a disaster or civil emergency no longer exists, he/she shall terminate the emergency proclamation by another proclamation affecting the sections of the town covered by the original proclamation, or any part thereof. If the Board Chairperson is temporarily absent from the town or otherwise unavailable, the Vice

Chairperson of the Board of Selectmen may, after consultation with the Town Manager, issue the proclamation terminating the emergency proclamation. That proclamation terminating the emergency shall be filed in the office of the town clerk.

- B. No state of emergency may continue for longer than seven (7) days unless renewed or extended by the Board of Selectmen.

Section 7: Town manager's emergency powers and duties.

- A. During any period when an emergency proclamation is in effect, when an emergency or disaster exists or appears imminent, or when the Governor has proclaimed a disaster pursuant to 37-B M.R.S.A. §742, the Town Manager may promulgate such regulations as he/she deems necessary to protect life and property and to preserve critical resources. Such regulations may include, but are not limited to, the following:

- (1) Regulations prohibiting or restricting the movement of vehicles in areas within or outside of the town;
- (2) Regulations facilitating or restricting the movement of persons within the town;
- (3) Regulations pertaining to the movement of persons from areas deemed hazardous or vulnerable to disaster within the town;
- (4) Regulations governing the use of town-owned or town-managed property and facilities; or
- (5) Such other regulations necessary to preserve public peace, health and safety.

Nothing in this section shall be construed to limit the authority or responsibility of any department or town official to proceed under powers and authority granted to them by state statute, town ordinance or the town's administrative code.

- B. The Town Manager, in consultation with the Board Chairperson, or the Vice Chairperson if the Board Chairperson is unavailable, shall have the authority to:
- (1) Order the evacuation of persons from hazardous areas within the town;
 - (2) Request aid or assistance from the State or any of the State's political subdivisions, and render assistance to other political subdivisions pursuant to the provisions of 37-B M.R.S. § 781 *et seq.*;
 - (3) Obtain vital supplies, equipment, and other items found lacking and necessary for the protection of health, life, and property.

C. The provisions of this section shall terminate at the end of the declared emergency.

Section 8: Emergency operations plan.

The Director, in consultation with the Town Manager, shall prepare a comprehensive emergency operations plan for the town which shall be submitted to the Board of Selectmen for approval.

It shall be the responsibility of all municipal departments to perform the functions assigned and to maintain their portions of the plan in a current state of readiness. The emergency operations plan shall be reviewed and updated periodically by the Director in conjunction with the Town Manager for compliance with state law, 37-B M.R.S. § 781 *et seq.*

Section 9: Immunity from liability.

All members of the emergency management agency forces, while engaged in emergency management activities, shall be immune from liability, as set forth in 37-B M.R.S. § 822.

Section 10: Compensation for injuries.

All members of the emergency management agency forces shall be deemed to be employees of the state when engaged in training or on duty and shall have all of the rights of state employees under the Workmen's Compensation Act, as set forth in 37-B M.R.S. § 823.

Section 11: Violation of Regulations.

It shall be unlawful for any person to violate any of the provisions of this Ordinance or of the regulations or plans issued pursuant to the authority contained herein, or to willfully obstruct, hinder or delay any member of the emergency management agency as herein defined in the enforcement of the provisions of this Ordinance or any regulation or plan issued thereunder.

Section 12: Penalties.

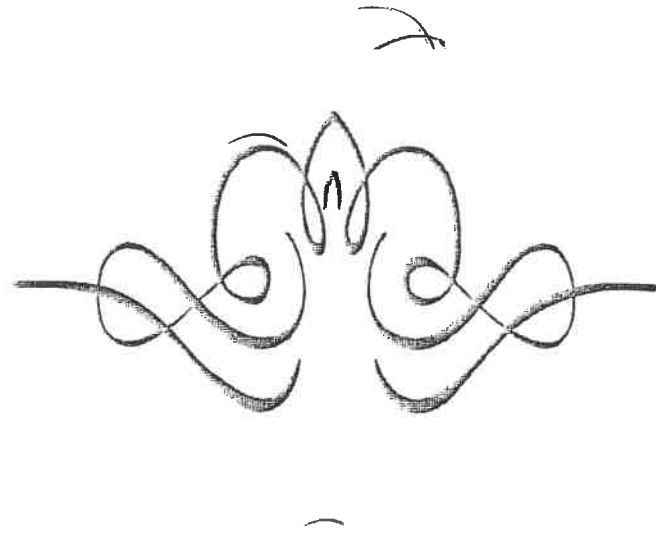
Any person, firm or corporation violating any provision of this Ordinance, or any rule or regulation promulgated thereunder, upon conviction thereof, shall be punished by a civil penalty of a minimum of \$100 to a maximum of \$1,000 per occurrence and the costs of prosecution.

Section 13: Severability.

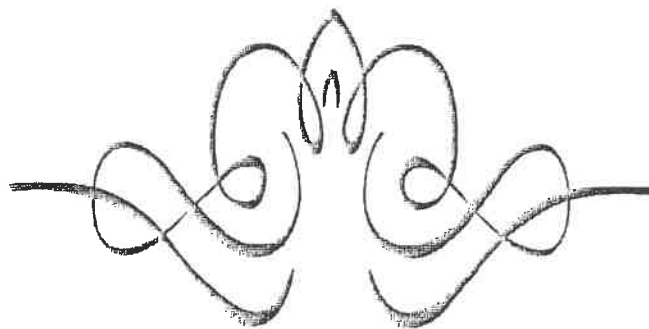
Should any provisions of this Ordinance be declared invalid for any reason, such declaration shall not affect the validity of other provisions of this Ordinance as a whole, it being the legislative intent that the provisions of this Ordinance shall be severable and remain valid notwithstanding such declaration.

Section 14: Effect on existing ordinances and regulations.

At all times when an emergency proclamation is in effect, the orders, rules and regulations made and promulgated pursuant to this Ordinance shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations insofar as the latter may be inconsistent therewith.



Agenda Item Divider



NOTICE OF PUBLIC HEARING

TOWN OF KENNEBUNKPORT NOTICE OF PUBLIC HEARING

Regarding Determination of Abandonment of a Portion of the Former Location of State Aid Highway No. 1 (also known as the Old Route 9)

Notice is hereby given that the Town of Kennebunkport will hold a public hearing at **6:00 p.m. on October 22, 2020. The hearing will be held via live remote participation using the electronic platform Zoom. The Zoom Webinar ID to participate in this public hearing is 995 1656 3640.**

The purpose of the public hearing is to receive public comments on the presumed abandonment of a portion of the former location of State Aid Highway No. 1 pursuant to the provisions of 23 M.R.S. § 3028.

Copies of relevant materials will be on file at the Town offices during normal business hours in advance of the public hearing. The materials can also be obtained by calling Arlene McMurray at 207-967-1607 during normal business hours and requesting that a copy be mailed to you. All interested persons are invited to participate in the public hearings and will be given an opportunity to be heard.

Public comments will be taken at the hearing and written comments should be submitted to Laurie Smith – lsmith@kennebunkportme.gov. Written comments will be accepted until October 21, 2020.

**TOWN OF KENNEBUNKPORT
ORDER REGARDING DISCONTINUANCE BY ABANDONMENT
PORTION OF FORMER LOCATION OF STATE AID HIGHWAY NO. 1,
KENNEBUNKPORT, ME**

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

WHEREAS, a public hearing was held on October 22, 2020 regarding the presumed discontinuance by abandonment of a portion of the former location of State Aid Highway No. 1 in Kennebunkport, Maine as more particularly described in the attached **Exhibit A** (the “Road”); and

WHEREAS, at said public hearing, evidence was heard that (i) the Town has been unable to locate any records indicating that the Road was ever established or laid out as a Town Way; and (ii) the Town has no records indicating that the Town has kept the Road maintained for motor vehicle use at public expense, and such non-maintenance is presumed to have continued for at least 30 consecutive years.

NOW THEREFORE, to the extent the Road, as described in **Exhibit A**, was ever established or laid out as a town way maintained for motor vehicle use at public expense, the Road is hereby determined to have been discontinued by abandonment as a result of non-maintenance thereof in such manner for more than 30 consecutive years, and in accordance with 23 M.R.S. § 3028, the Town Clerk shall record a Notice of Determination of Abandonment (the “Notice”) in the York County Registry of Deeds, along with a copy of this Order. A copy of the Notice shall be sent to the Maine Department of Transportation, Bureau of Maintenance and Operation.

Dated: _____, 2020

MUNICIPAL OFFICERS
TOWN OF KENNEBUNKPORT, MAINE

Allen A. Daggett, Chair

Sheila Matthews-Bull, Vice Chair

Patrick A. Briggs

Edward W. Hutchins

D. Michael Weston

EXHIBIT A

That portion of the former location of State Aid Highway No. 1, in Kennebunkport, Maine, being more particularly described as follows:

That section shown with hatching and labeled "Petition for Discontinuance 3/1/2020" on the plan entitled "Maine State Highway Commission, Plan of Proposed Relocation State Highway No. 1, Kennebunkport, York County, Across Land of Mary A. Seavey, William E. Moran, & J. F. Seavey", dated February 1933, revised through February 11, 2020, on file at the Maine Department of Transportation, a reduced copy of which is attached as Exhibit A-1, being more fully described as follows:

That section of the Town Way that lies northerly of the present location of State Aid Highway No. 1 / Route 9 / Main Street as delineated on the beforementioned plan, being that land located northerly of the following described line:

BEGINNING AT A POINT on the northerly sideline of the Assumed Old Right of Way Line, said point being 33 feet northerly from and as measured along a line normal to the State Aid Highway No. 1 Baseline at Station 20+55, more or less;

THENCE southeasterly, along a curve to the right, having a radius of 1,465.7 feet, concentric with said Baseline and 33 feet therefrom, a distance of 146 feet, more or less, to a point, said point being 33 feet northerly from and as measured along a line normal to the said Baseline at PT Station 21+97.9;

THENCE S 71°-00' E, parallel with the said Baseline, a distance of 336 feet, more or less to a point on the northerly sideline of said Assumed Old Right of Way Line, said point being 33 feet northerly from and as measured along a line at right angles to the said Baseline at Station 25+34, more or less.

Bearings, stationing and offsets are based on the hereinbefore mentioned right of way map.

The only abutting property owners to the Road Portion are as follows: _____.

**NOTICE OF DETERMINATION OF DISCONTINUANCE BY ABANDONMENT
PURSUANT TO 23 M.R.S. § 3028**

**PORTION OF THE FORMER LOCATION OF STATE AID HIGHWAY NO. 1,
KENNEBUNKPORT, ME**

I, Tracey O’Roak, being the Town Clerk of the Town of Kennebunkport, Maine, hereby certify and attest that on October _____, 2020, the Board of Selectmen, being the Municipal Officers of the Town of Kennebunkport, Maine, held a public hearing regarding the presumed discontinuance by abandonment of that portion of the former location of State Aid Highway No. 1, a Town Way, being more particularly described in the Order attached hereto as **Exhibit A** (the “**Road**”).

At such public hearing, the Municipal Officers received [oral and written comments] on this matter and subsequently approved the attached Order, determining that the Road was previously established as a Town Way, and has not been maintained by the Town of Kennebunkport at public expense for a period of more than 30 years. As a result, the Road is relegated to the same status as a discontinued way pursuant to 23 M.R.S. § 3026.

A copy of this Notice has been mailed to the Department of Transportation, Bureau of Maintenance and Operations.

Dated: October _____, 2020

Tracey O’Roak
Kennebunkport Town Clerk

STATE OF MAINE
YORK COUNTY, SS. _____, 2020

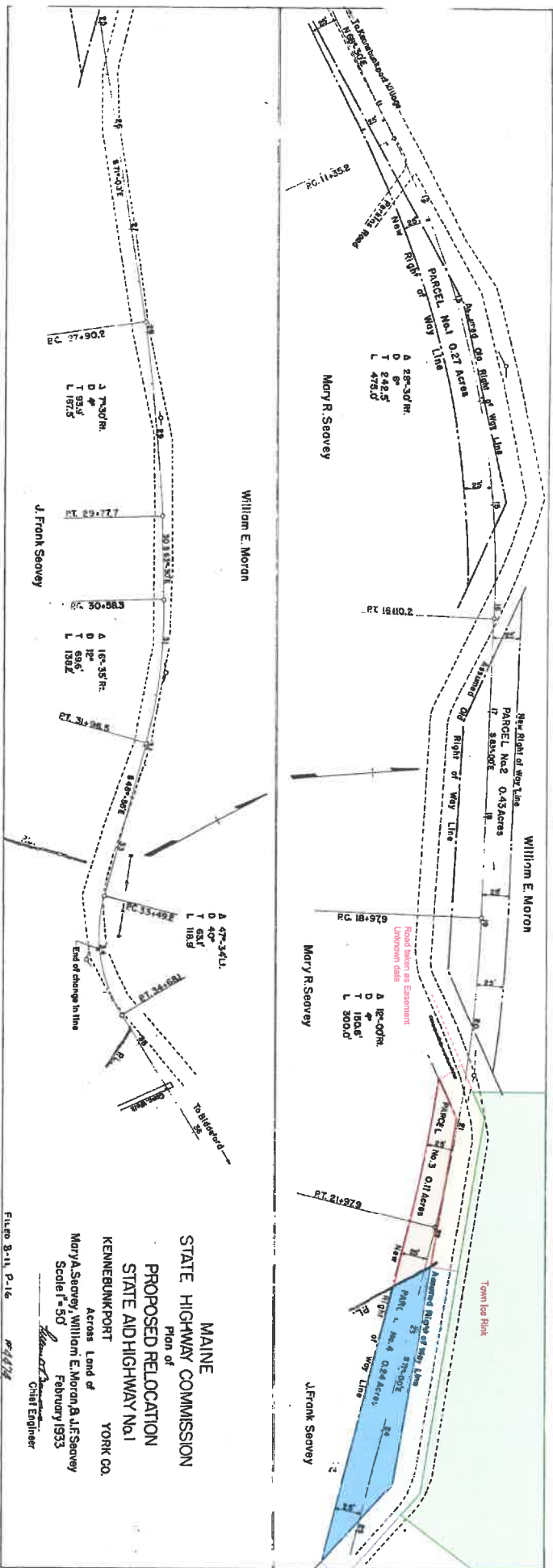
Personally appeared the above-named Tracey O’Roak, Town Clerk for the Town of Kennebunkport, Maine, and acknowledged the foregoing instrument to be his/her free act and deed in said capacity and the free act and deed of said Town of Kennebunkport.

Before me,

Notary Public/Attorney-at-Law
Printed name:
My commission expires:

EXHIBIT A

[Attach Order, including legal description of the road]



MAINE
STATE HIGHWAY COMMISSION
Plan of
PROPOSED RELOCATION
STATE AID HIGHWAY No. 1
KENNEBUNKPORT YORK CO.
Across Land of
Mary A. Seavey, William E. Moran, & J. Frank Seavey
Scale 1"=50'
February 1933
Chief Engineer

Filed 3-11-36 17472
5-16-86



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

February 10, 2020

Patrick Briggs, KHHT
PO BOX 333
Kennebunkport, Maine 04046

Mr. Briggs

It was a pleasure to meet with you via phone on Wednesday January 29, 2020 to discuss the parcel of land adjacent to Route 9. This letter will serve as a documentation of that meeting and MaineDOT's intent regarding the Right of Way at that location.

As we discussed, MaineDOT has an easement for highway purposes in that location that is greater than what is needed for maintaining the highway. MaineDOT proposes to vacate the easement beyond thirty-three(33) feet from centerline. This will provide enough easement to safely maintain the highway at this location.

It is important to note that the underlying fee is not owned by the Department. As also discussed, you will need to work with the Town for them to abandon the fee interest in the property. Currently we are updating our Right of Way maps to show this effort. I would be happy to send you a copy of the plan when our process is complete.

If you have any questions or concerns, please feel free to contact me by phone at (207)-624-3350 or by email at heath.cowan@maine.gov.

Sincerely,

Heath E. Cowan, PE
Property Office Director, MaineDOT

Cc: Laurie Smith, Town Manager, Kennebunkport

From: Kemmerle, Toni <Toni.Kemmerle@maine.gov>
Sent: Friday, October 2, 2020 1:23 PM
To: Laurie Smith <lsmith@kennebunkportme.gov>
Cc: Cowan, Heath <Heath.Cowan@maine.gov>
Subject: Old Route 9 Discontinuance

Ms. Smith,

Heath Cowan forwarded your email to me with your inquiry about the discontinuance documents we had sent you concerning the Old Rt. 9 right of way. You indicated that you and the Town attorney believe that abandonment will be a better route than discontinuance to evidence the Town's relinquishing of its interests in the old right of way. You asked if that approach would mean that DOT would still release its easement. In our view, once we remove the highway designation from a former state highway, the highway easement no longer encumbers the old road. Essentially, it moves with the highway designation to the new location of the right of way. So there is no need to take more steps to remove the state's highway easement—the removal of the designation was sufficient. I would be glad to answer any questions you or the Town attorney might have. I can be reached by email or phone at 592-3861.

Toni Kemmerle
Principal Attorney for Real Estate
MaineDOT Legal

From: Lisa R. Magnacca
Sent: Friday, October 9, 2020 1:16 PM
To: Amy K. Tchao <ATchao@dwmlaw.com>
Subject: Kennebunkport - Order on abandonment of town way

Hi Amy,

I spoke with Toni Kemmerle at MDOT this morning, and despite the fact that a prior correspondence from Heath Cowan from MDOT, dated February 10, 2020, indicated that the Town held the fee to the former road location, Toni confirmed that MDOT has no such information indicating whether this was ever a town way owned by the Town. Likewise, I understand that the Town similarly has no records indicating that this was ever laid out as a town way, or that the Town ever maintained it.

In order to clear up title to this former road location, it seems to make sense for the Town to continue with the public hearing, and for Town staff to tell the Board of Selectmen at the hearing that neither the Town nor MDOT has any definitive information indicating that this was ever a town way that was maintained for vehicle passage at the expense of the Town, however, to the extent that it ever was a town way, the road has been discontinued by abandonment because no such Town maintenance has occurred for at least 30 consecutive years. I revised the Order accordingly, and for convenience, I will also attach the Exhibit A, and the Notice to be recorded in the Registry with the Order.

This, combined with the MDOT removing its easement, should be sufficient for the abutter's needs, but if Attorney Austin has any questions, I would be happy to discuss with him.

Thanks,

Lisa

Lisa R. Magnacca
Attorney

207.253.0504 Direct
LMagnacca@dwmlaw.com

84 Marginal Way, Suite 600, Portland, ME 04101-2480
800.727.1941 | 207.772.3627 Fax | dwmlaw.com

Drummond

ATTORNEYS AT LAW

The information transmitted herein is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Unintended transmission shall not constitute waiver of any privilege, including, without limitation, the attorney-client privilege if applicable. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the e-mail and any attachments from any computer.

12-11-1933

Warranty Deed

From

Mary R. Seavey

To *Grace M. Ridley*

State of Maine

Dated *March 23*, 19*33*.

State of Maine.

York ss. Registry of Deeds.

Received *April 3*, 19*34*,

at *9* H., *40* M., *A* M., and

recorded in Book *841*, Page *551*

Attest:

Grace M. Ridley
Register.

FROM THE OFFICE OF

LORING, SHORT & HARMON, LAW STATIONERS
PORTLAND, MAINE

Know all Men by these Presents,

That I, Mary ~~F~~^E. Seavey of Kennebunkport, County of York, State of
Maine,

in consideration of -----One hundred (\$100.00) Dollars -----

paid by ~~1~~ - - - - - STATE OF MAINE - - - - -

the receipt whereof I do hereby acknowledge, do hereby *give*,
grant, bargain, sell and convey, unto the said State of Maine

~~heirs~~ and assigns forever,
Its Successors

two
a certain lot or parcel of land

S.P. 41
4474-71933

situated in the town of Kennebunkport, County of York, on
the road leading from Kennebunk Village to Biddeford and being
designated as Parcels No. 1 and No. 3 as shown on a plan dated
February 1933 and recorded in York County Registry of Deeds,
and containing respectively 0.27 acre and 0.11 acre more or less.

Reference is made to said plan for a more particular
description. It is intended to convey enough land to make a
strip three rods wide through my property for the purpose of
constructing and maintaining a state aid highway.

To Have and to Hold the aforegranted and bargained premises
with all the privileges and appurtenances thereof, to the said

- - - - -STATE OF MAINE- - - - -

Its Successors

~~heirs~~ and assigns, to its and their use and behoof forever.

And I do COVENANT with the said Grantee , Its Successors
~~heirs~~

and assigns, that lawfully seized in fee of the premises,
that they are free of all incumbrances;

that I have good right to sell and convey the same to the said
Grantee to hold as aforesaid; and that I and my heirs shall
and will WARRANT AND DEFEND the same to the said Grantee ,
Its Successors
~~heirs~~ and assigns forever, against the lawful claims and demands
of all persons.

In Witness Whereof, I, the said Mary ^{E.} Seavey

and

wife

of the said

~~joining in the deed and making and conveying~~

~~right by deed and all other right in the above described~~

~~premises~~, have hereunto set my hand and seal this 23rd.

day of March. in the year of our Lord one thousand nine
hundred and thirty-three.

Signed, Sealed and Delivered
in presence of

Sylvester L. Poor

Mary E. Seavey

State of Maine,

} ss.

March 23, 1933.

Personally appeared the above named

Mary E. Seavey

and acknowledged the above instru-

ment to be her free act and deed.

Before me,

Sylvester L. Poor
Justice of the Peace

Warranty Deed

From

J. Frank Seavey

To *Ken M. Seavey*

State of Maine

Dated *March 23*, 19*33*.

State of Maine.

York ss. Registry of Deeds.

Received *April 3* 19*34*,

at *9* H., *40* M., *A* M., and

recorded in Book *841*, Page *552*.

Attest: *Grace M. Ridley*
Register.

FROM THE OFFICE OF

V. 16

LORING, SHORT & HARMON, LAW STATIONERS
PORTLAND, MAINE

Know all Men by these Presents,

Chat I, J. Frank Seavey, of Kennebunkport, County of York, State
of Maine,

in consideration of - - - - One hundred dollars (\$100.00) - - - -

paid by - - - - - STATE OF MAINE - - - - -

the receipt whereof I do hereby acknowledge, do hereby give,
grant, bargain, sell and convey, unto the said State of Maine

~~me and~~ and assigns forever,
Its Successors

a certain lot or parcel of land

SA #1
4474-1/72

situated in the town of Kennebunkport, County of York,
on the road leading from Kennebunk^{port} Village to Biddeford and
being designated as parcel No. 4 as shown on a plan dated
February 1933 and recorded in York County Registry of Deeds
and containing 0.24 acre more or less.

Reference is made to said plan for a more particular
description. It is intended to convey enough land to make a
strip three rods wide through my property for the purpose of
constructing and maintaining a state aid highway.

To Have and to Hold the aforegranted and bargained premises
with all the privileges and appurtenances thereof, to the said

- - - - -STATE OF MAINE- - - - -

Its Successors

~~heirs~~ and assigns, to its and their use and behoof forever.

And I do COVENANT with the said Grantee , Its Successors
and assigns, that I am lawfully seized in fee of the premises,
that they are free of all incumbrances;

that I have good right to sell and convey the same to the said
Grantee to hold as aforesaid; and that I and my heirs shall
and will WARRANT AND DEFEND the same to the said Grantee ,
Its Successors
~~heirs~~ and assigns forever, against the lawful claims and demands
of all persons.

In Witness Whereof,

I, the said J. Frank Seavey

and

Alice May Seavey

wife

of the said

J. Frank Seavey

joining in this deed as Grantor , and relinquishing and conveying
our right by descent and all other rights in the above described
premises, have hereunto set our hand and seal this 23rd
day of March in the year of our Lord one thousand nine
hundred and thirty-three.

**Signed, Sealed and Delivered
in presence of**

Sydney L. Poor
to both.

J. Frank Seavey
Alice May Seavey



State of Maine,

} ss.

March 23, 1935.

Personally appeared the above named

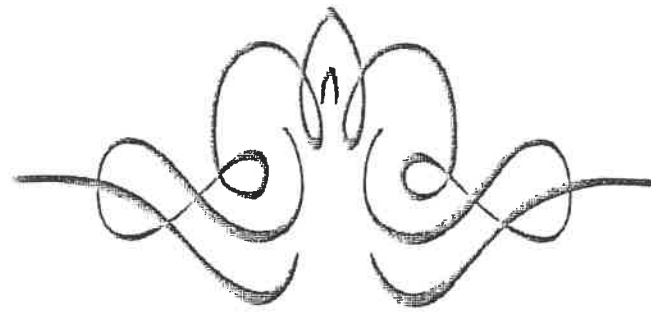
J. Frank Seavey

and *Alice May Seavey*

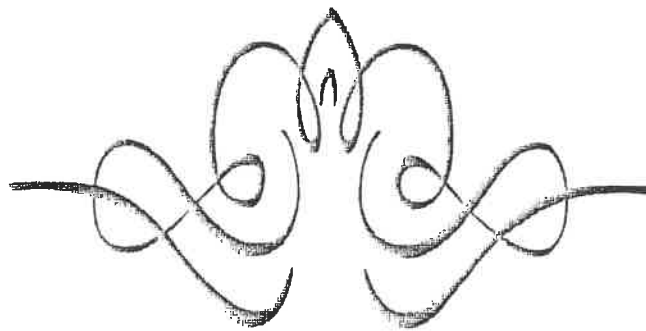
and acknowledged the above instrument to be their free act and deed.

Before me,

Sydney L. Poor
Justice of the Peace



Agenda Item Divider





KENNEBUNKPORT FIRE DEPARTMENT

October 15, 2020

To: Laurie Smith, Town Manager
Board of Selectmen
From: John Everett, Fire Chief
Re: Turn Out Gear Purchase

Each year the department purchases turnout gear in a rotating replacement schedule. Please find enclosed a quote for the purchase of seven sets of turnout gear. The quote is at a per set price. I am asking to spend money in the Fire Departments Capital Reserve Fund. We have had a surplus in this account and did not add to it in FY21. The amount in the reserve account will cover this expenditure.

An additional expense to this will be the per letter cost and the labor for the name panel that attaches to the back of the coat. I estimate this to be \$150.00 and a shipping cost estimate of \$75.00. The total cost should be \$18,409.00, depending on shipping costs.

As in years past, purchases through this vendor are territory driven. Bergeron Associates is the Globe Manufacturing dealer for our area. Thank you for your consideration.

Currently the balance in the Personal Protective Equipment Capital account #3904-5067 is \$39,364.00



1024 Suncook Valley Hwy., Unit 5-D
Epsom NH, 03234
TEL: 603.736.8500
www.BergeronProtectiveClothing.com

QUOTATION

No. : 208031

Doc. Date : 10/15/2020
Payment Terms : NET30
Valid Until: 12/31/2020
Customer PO:
Salesperson : Dale Doughty
Page : Page 1 of 2

Bill To

Kennebunkport Fire Dept.
Dick Stedman
6 Elm Street
Kennebunkport ME 04046-0404

Ship To :

Dick Stedman
32 North St
Kennebunkport ME 04046-0404

Globe G-Xtreme Jacket + GPS Pant 2020

Quantity	Style	Description	Your Cost
1	117RQ	Globe G-Xtreme 3.0 Jacket, Pioneer * Contains PFAS Color: Gold Trim Color: Red Orange GXT 3.0 Jacket, Gold Pioneer Outer Shell Glide Ice 2L Thermal Liner Stedair Gold Moisture Barrier R/O 3" Triple Trim, NYC R/O 3" Scotchlite Letters, K P F D, Row A Velcro Snaps for Hanging Patch Std Vislon Zipper in/Velcro out closure Std Expansion pockets 2x8x8 w/ fleece hand warmer Std Kevlar backed exp. Pockets Mic Strap, Top Left Collar Helmet Snap/Mic Strap/Combo, Right Chest Mic Strap, Above Radio Pocket Nomex Hand and Wrist Guards Black Suede Cuffs Std Collar loop Std Square pocket on Thermal Liner Neck Snaps on Collar and Liner Std Drag rescue Device Radio Pocket 2x3x6, Left Chest Std 3" trim over radio pocket PJ Filler Collar Tab Std stored energy band upper	1,370.49
1	POFHIPO	Hanging Letter Patch For last names	17.37
1	19721	Letter, 3" Scotchlite Add \$3/letter for last names on hanging letter patch	

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 returned check fee MC/ Visa /Discover accepted.

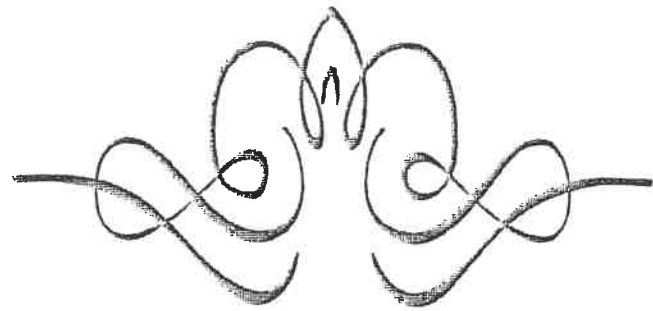
From: BERGERON PROTECTIVE CLOTHING LLC
To: Kennebunkport Fire Dept.

Document No. : 208031
Doc. Date : 10/15/2020

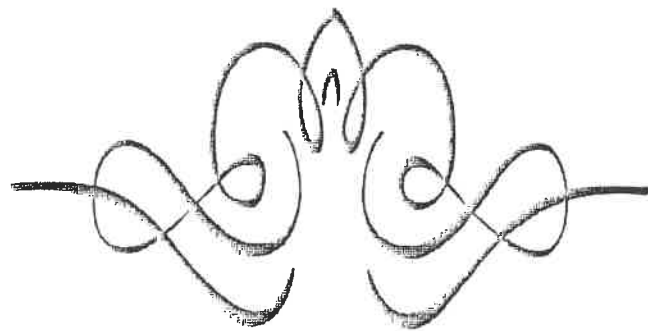
Quantity	Style	Description	Your Cost
Subtotal:			\$1,387.86
1	F17RQ	Globe GPS Pant, Pioneer * Contains PFAS Chemicals Color: Gold Trim Color: Red Orange GPS Pant, Gold Pioneer Outer Shell Glide Ice 2L Thermal Liner Stedair Gold Moisture Barrier R/O 3" Triple Trim Around Cuff Std Hook and Loop (Velcro) Fly Closure Wide Belt Loops Escape Belt Black Suede Cuffs Black Suede Knees Silizone Knees on Shell Black Padded Suspenders Lifeline Rope Pocket, Left Pocket Std Expansion pocket 2x10x10, Right Pocket Std Kevlar backed expansion pockets	1,171.25
1	LIFBARP	Lifeline Rope Pocket Left pocket	28.85
Subtotal:			\$1,200.10

Subtotal 2,587.96
Total 2,587.96

*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 returned check fee MC/ Visa /Discover accepted.



Agenda Item Divider



Memo

To: Kennebunkport Board of Selectmen, Laurie Smith, Town Manager

From: Jennifer Lord, Treasurer and Nicole Evangelista, Wastewater Administrative Assistant

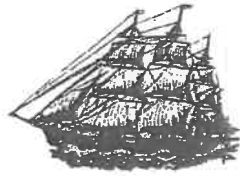
Date: 10/16/20

Re: Affidavit for Correcting a Record under Oath

While we were preparing for the 2020 Sewer Lien process, it was noticed that the date on the Certificate of Commitment of Sewer User Rates was incorrect. It stated May 28, 2019 in error and should have been May 28, 2020. MMA Legal has advised using the attached Affidavit for correcting a record under oath.

At this time, we are requesting that you sign the affidavit and we will file with the official records.

Thank you!



TOWN OF KENNEBUNKPORT, MAINE



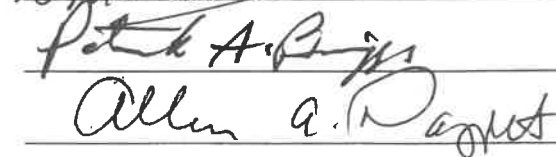
— INCORPORATED 1653 —

Certificate of Commitment of Sewer User Rates

To: Jennifer Lord, the treasurer of the municipality of Kennebunkport, Maine.

We, the undersigned municipal officers of the municipality of Kennebunkport, hereby certified and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A. § 3406 for those properties, units, and structures required by local and State law to pay a sewer rate to the municipality, for the period beginning January 1, 2020 and ending December 31, 2020. This list is comprised of the pages numbered 1 to 69 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) July 6, 2020. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum of those lists being \$1,161,497.94. You are hereby required to charge interest at a rate of 5.00% per annum on any unpaid account balance beginning July 7, 2020. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law. On or before December 31, 2020 you shall complete and make an account of your collections of the whole sum herein committed to you.

Given under our hands this 28th day of May 2019.

Municipal Officers, Town of Kennebunkport

AFFIDAVIT FOR CORRECTING A RECORD UNDER OATH

(5 M.R.S. § 95-B)

NOW COMES Allen A Daggett, D. Michael Weston, Patrick A Briggs, and Edward W. Hutchins III who, being sworn, deposes and says as follows:

1. We are the Assessors of the Town of Kennebunkport
2. We are responsible for the preparation of the Certificate of Commitment of Sewer User Rates, which is a local government record within the scope of 5 M.R.S. § 95 et seq.
3. On May 28, 2020 we prepared a Certificate of Commitment of Sewer User Rates, and it has come to my attention that said record contains an error, specifically,
Given under our hands this 28th day of May 2019
4. The record should properly state Given under our hands this 28th day of May 2020.
5. We make this affidavit in order to correct the error identified above.

Date:

Allen A Daggett

D. Michael Weston

Patrick A Briggs

Edward W. Hutchins III

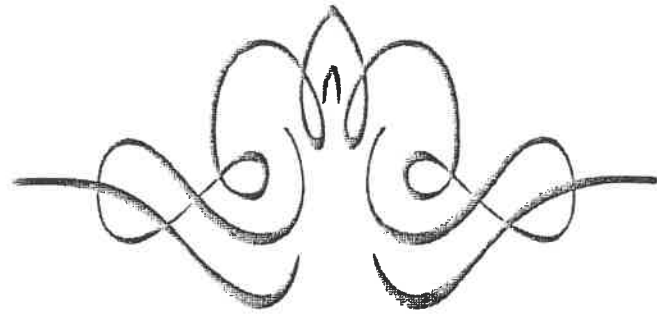
STATE OF MAINE, YORK COUNTY, ss

Personally appeared before me the above named Allen A Daggett, D. Michael Weston, Patrick A Briggs, and Edward W. Hutchins III, who swore that the facts recited in the foregoing affidavit are true of his own knowledge or were stated to be on information and belief that he has such information and believes it to be true and reliable; and who executed the same in my presence.

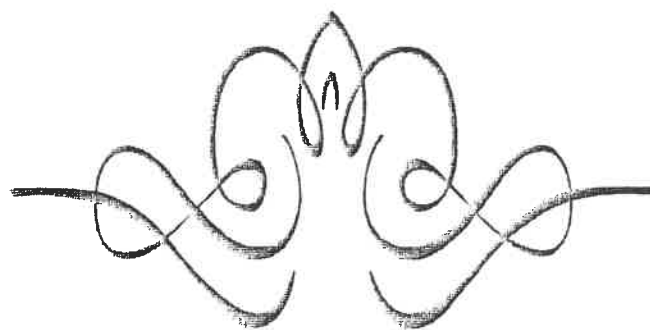
Date:

(Seal)

Notary Public



Agenda Item Divider



**KENNEBUNKPORT WASTEWATER DEPARTMENT****MEMO**

Date: October 15, 2020

To: Laurie Smith

From: Chris Simeoni, Deputy Director Public Works

Re: Selectmen's agenda 10/22/2020- Authorize sale of the Highway Department 2006 Ford Ranger

On September 23rd, 2020, we put the Highway Department's 2006 Ford Ranger out to bid. The truck was not inspectable due to significant rust damage. We received three bids as follows:

Name	Bid Amount
Al Morse	\$210.00
David Roberge	\$250.00
Terry Merrill	\$507.25

Based on the condition and relatively low value of the vehicle, we recommend the sale of the vehicle to the highest bidder, Terry Merrill, for the amount of \$507.25.

Al Morse

10-13-2020

2 Primrose Lane

Po Box 2672

Kennebunkport, ME 04046

Bid on 2006 Ford Ranger

My Bid for the 2006 Ford Range
Is: \$210 (Two Hundred Ten Dollars)

Al Morse

967-83915

morseal6@aol.com

2:47

Town Of Kennebunkport,

10/7/20

I David R Roberge do hereby submit a
bid of \$250⁰⁰ Two Hundred Fifty dollars. For
the Red Ford Ranger owned by the highway dept.

Thank you

David R Roberge

10-14-80

I would like to
Submit A Bid for the
Ford Ranger Pick-up AT
Public Wds.

My Bid is - \$507.25

Thank You
Very much
Phone - 207-468-1731



Agenda Item Divider





Kennebunkport Wastewater Capital Improvement Forecast

- Project Phase Summary
 - \$5,000,000
 - \$300,000 in reserve funds
 - \$4.7 million in bond funds

With the current construction environment, many considerations have to be made.....

While we try to account for as many variables as possible, it's difficult to entirely and accurately predict all impacts these variables will have on construction timelines and costs.



General Considerations:

- Numbers are likely on the low side because the fiscal sustainability plan (FSP) only considered in-kind equipment replacement costs at the time of estimation.
- They do not take into account inflation since their estimation and future inflation at time of expected construction in 2021-2022 (or beyond).
- They do not consider the increased cost of equipment and construction work because of the pandemic.
- Once we have a better understanding on some of the design decisions and considerations Wright-Pierce can provide updated cost numbers.

General Considerations Continued:

- Recommend WWTF work be completed under a single contract to save on bidding and design costs and we could look into adding the pump station work to that contract as well to reduce mobilization costs. However, separating WWTF work from pump station work might result in a wider array of contractors bidding on the work.
- Secondary clarifier mechanisms design is 95% complete. We can pause on finalizing bid documents until dewatering design is further developed. Contract amendment will be needed to include design for dewatering units and pump stations.
- When would the Town would have voter authorization to issue a bond for the project capital costs? Will the Town wait to receive bond authorization (presumably in June 2021) before proceeding with design and equipment procurement phases of the dewatering upgrades and design phase of the pump station upgrades? This will have significant impacts on schedule.

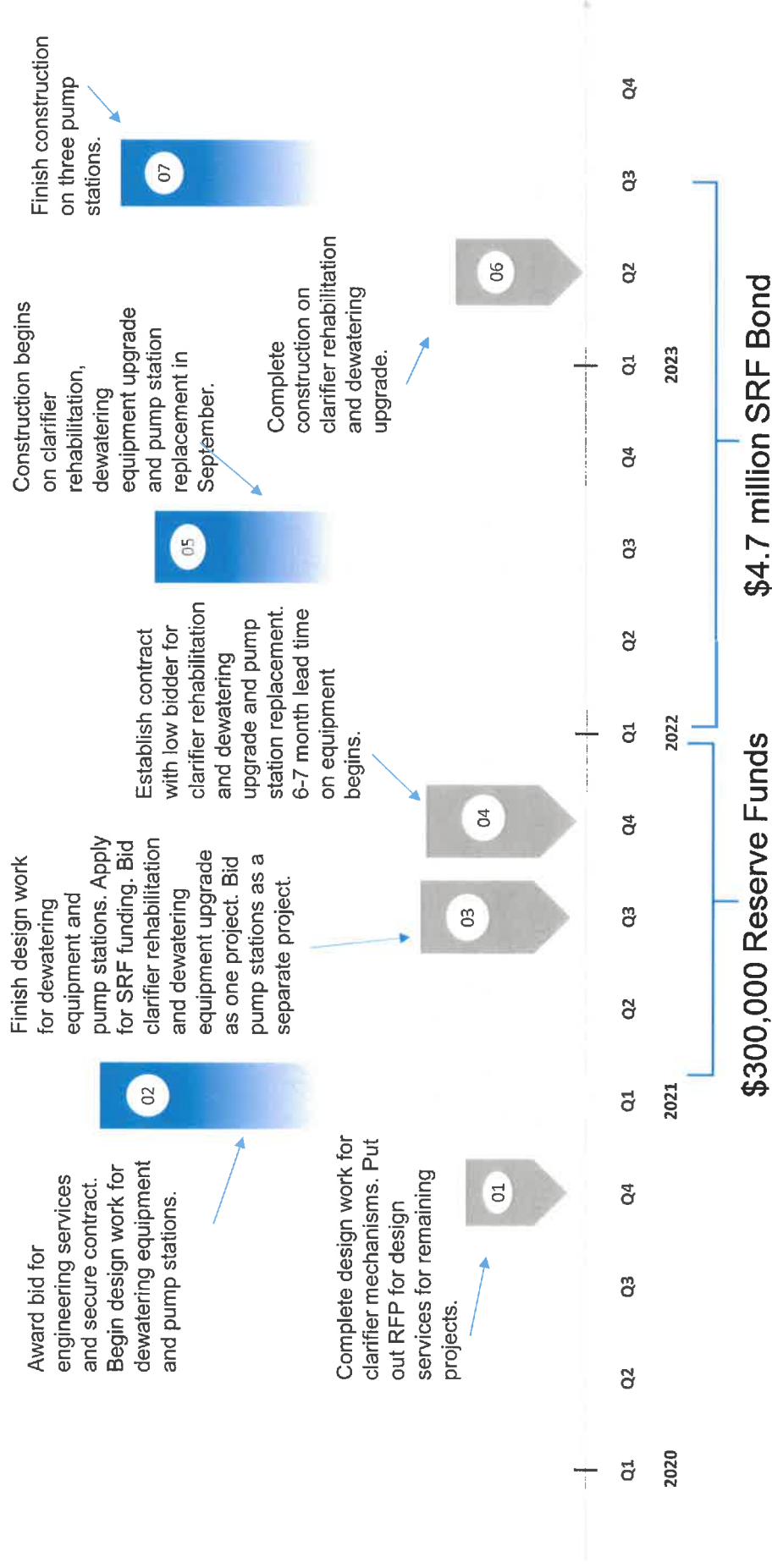
Further Funding Considerations:

- Should the Town opt to use reserve funds to pay for engineering design costs? The design work could begin the first quarter of 2021
- Another benefit to utilizing reserve funds to pay for engineering design is that all projects would be designed and “shovel-ready” in the event that Federal stimulus money becomes available in the near future.
- If the Town opts to use State Revolving Loan Funds (SRF) to pay for engineering design costs, we cannot move ahead with engineering until after Town meeting/authorization to bond.
- If this becomes the case, the entire project phase timeline is pushed back one full year due to seasonal and operational requirements.

Project Phase Duration Summary

Project Location	Design	Equipment Lead Times	Construction	Schedule Constraints
WWTF - Secondary Clarifier Mechanisms	In Progress	6 months from approved shop drawings	6 months (3 months per clarifier)	Complete between October to March
WWTF - Dewatering Equipment	Design only - 6-9 months Testing – 3-5 months (dependent on pilot vs. bench-scale testing)	6-7 months from approved shop drawing	6-9 months	Complete between October to March, but may be able to stretch completion into late spring.
Pump Stations: <ul style="list-style-type: none"> Paddy Creek Wildes District Road Cape Porpoise 	6 months (all three pump stations)	Stand-by generator lead time: 4-6 months Pump lead time: 3-4 months	6-8 months (all three pump stations)	Late October to April preferred? Town may have black-out times for construction work during spring/summer.

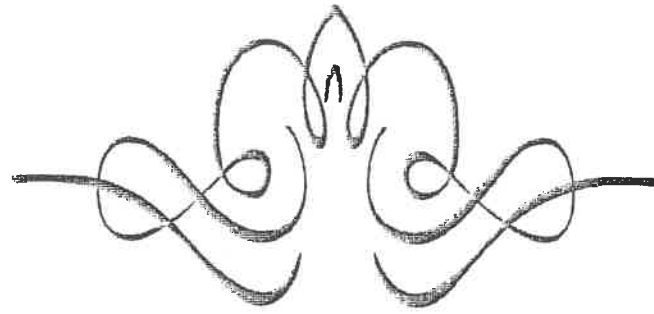
Timeline: \$300K Reserve Funds & \$4.7M Bond



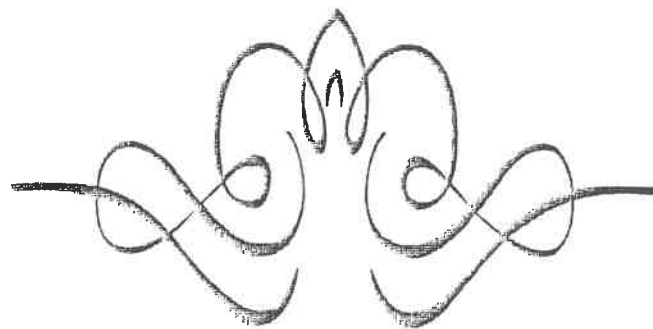
Funding Impacts

The Town's current sewer ordinance divides sewer bond payments between the Town general fund and the Wastewater enterprise fund. The Town tax base is responsible for 60% of the bond payment while the wastewater fees pick up 40%. To give the BOS some financial reference:

- \$1.0 million in bond funds over 20 years impact
 - Sewer rate by \$11.38 or 2.43% (annual payment \$43,000)
 - Municipal tax rate by \$0.02 or 0.6% (annual payment \$28,000)
- \$5.0 million in bond funds over 20 years impact
 - Sewer rate by \$47.98 or 10.26% (annual payment of \$119,146)
 - Municipal tax rate by \$0.09 or 1% (annual payment of \$178,719)



Agenda Item Divider



Memorandum

To: Laurie Smith, Town Manager
Fr: Carol Cook, Parks and Recreation Director
Re: Proposed changes at Parsons' Field
Dt: October 16, 2020

To aid in future development of Parsons Field we would like to change the location of the rink for this and future seasons, while also positioning it to possibly become a multipurpose space in the future.

We propose that the new location for the rink be between the existing baseball diamond and playground. This would give us ample water supply with it being close to the rec building, as well as give families the option of skating on the ice while younger members play on the playground. In later years we could make a hard surface to accommodate roller hockey and place pickleball courts within the rink boards, making it a year-round multipurpose facility. It is also our intention to move our baseball/softball diamond from one corner of the field to another in the spring due to batters becoming blinded by the setting sun during afternoon/evening games at its current orientation.

The first steps in moving the rink would be to level and lay stone dust, or similar material for the rink to sit upon. Then we would have to install the rink (white rectangle) and safety net (orange line) to protect the playground and the rec building from stray pucks.

The ice rink project will be done with in-house labor and equipment. The capital budget has funding for the necessary stone dust.

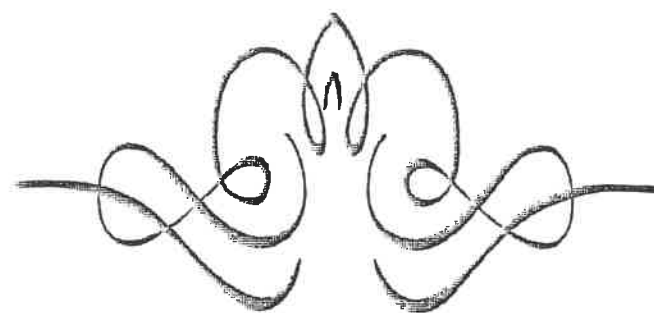
The baseball field project is being funded by private donations.

Specs:

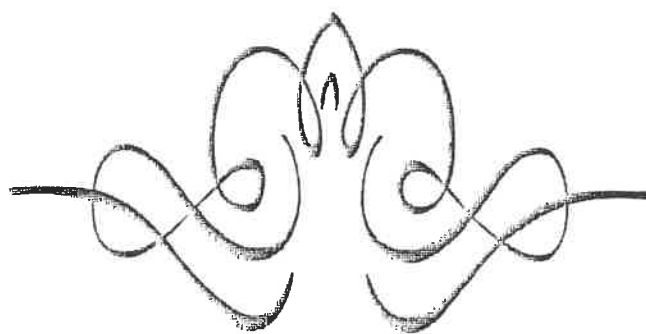
- rink is 100'x50'
- safety net is 10'x36'

Rink and net are to scale





Agenda Item Divider



Town of Kennebunkport Climate Change Goals

Climate and Resilience	
1. Establish a GHG emissions inventory, target, and plan	
• Measure & Monitor GHG Emissions from Municipal Operations	Conservation Commission / Town Staff
• Measure and Monitor GHG Emissions Community Wide	Conservation Commission
• Develop a local climate action plan	Board of Selectmen
2. Ensure community resilience to climate change impacts	
• Complete the Maine Flood resilience Checklist to assess coastal vulnerabilities	Planning and Codes / Sustainability Coordinator
• Assess all other non-coastal vulnerabilities to create a comprehensive picture of current and future climate change impacts	Growth Planning Committee as part of Comprehensive Plan / Town Staff
• Enact and enforce land use policies that protect valuable natural assets and support resiliency	Growth Planning Committee / Planning and Codes
• Partner with other local governments to plan and achieve sustainability	Board of Selectmen / Town Manager

Education and Outreach	
1. Actively engage community members in local climate, sustainability, and resilience issues	
• Educate community about steps they can do to reduce emissions and become more resilient	Kennebunkport Climate Initiative and Conservation Commission
• Educate the community about clean energy options	Kennebunkport Climate Initiative and Conservation Commission
• Promote native and sustainable landscaping initiatives community wide by connecting residents to plants and information	Kennebunkport Climate Initiative and Conservation Commission
• Educate the community about the value of trees, native and sustainable landscaping	Conservation Commission / Shade Tree Committee
• Educate city staff about forest, wetlands, and ecosystem best management practices	Department Directors / Town Manager
• Educate community about steps they can do to reduce emissions and become more resilient	Kennebunkport Climate Initiative and Conservation Commission
• Educate the community about clean energy options	Kennebunkport Climate Initiative and Conservation Commission

Town of Kennebunkport Climate Change Goals

Green Economy

1. Create and promote a community brand featuring natural resources or cultural characteristics of community

- | | |
|---|---|
| <ul style="list-style-type: none"> Create and promote a community brand featuring natural resources or cultural characteristics of community | Kennebunkport Business Association, Chamber of Commerce, Town |
|---|---|

Energy

1. Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures

- | | |
|---|---|
| <ul style="list-style-type: none"> Collaborate with utilities and other agencies to upgrade streetlight equipment | Lighting Committee and Public Works |
| <ul style="list-style-type: none"> Utilize energy saving performance contracts (ESPC) to finance large energy efficiency projects | Town Departments |
| <ul style="list-style-type: none"> Budget and plan for long-term energy efficiency equipment upgrades | Town Departments/ BOS/ Budget Committee |
| <ul style="list-style-type: none"> Install and operate renewable energy systems at municipal facilities or serving municipal facilities | Town Departments/ BOS/ Budget Committee |
| <ul style="list-style-type: none"> Procure locally produced, renewable energy for public facilities using bundled or unbundled RECs | Town Manager / Board of Selectmen |
| <ul style="list-style-type: none"> Collaborate with other municipalities to install and operate renewable energy systems for municipal energy / community energy use | Town Manager/ Board of Selectmen |
| <ul style="list-style-type: none"> Track and benchmark building energy consumption and seek ways to improve energy efficiency in all facilities | Town Manager/ Department Directors |

2. Support development of and access to renewable energy

- | | |
|---|--------------------|
| <ul style="list-style-type: none"> Adopt codes and permitting practices that support renewable energy systems in the community | Planning and Codes |
| <ul style="list-style-type: none"> Facilitate the adoption of renewable energy technologies (i.e. solar, geothermal) by adapting building and zoning codes | Planning and Codes |

Town of Kennebunkport Climate Change Goals

Land Ecosystems

1. Promote and practice environmentally-friendly and sustainable landscape approaches

• Increase the quality and amount of sustainable landscaping in the community	Conservation Commission / Town Manager / Department Directors
• Increase the amount of sustainable landscaping in the community through subdivision and development codes	Planning and Codes / Growth Planning Committee
• Increase native and sustainable landscaping on municipal properties	Town Manager / Department Directors / Conservation Commission

Community forest management

2. Practice sustainable community forest management to increase resilience

• Plant trees in locations where they make a direct, positive impact on the community or act as a buffer to filter air and water, limit storm runoff, and stabilize soil	Town Staff / Shade Tree Committee
• Diversify the community forest for long term resilience	Town Staff / Town Forrester
• Optimize tree planting and protect existing trees for maximum carbon storage/sequestration and energy savings	Shade Tree Committee

Town of Kennebunkport Climate Change Goals

Municipal Operations

1. Lead by demonstrating sustainable values and practices

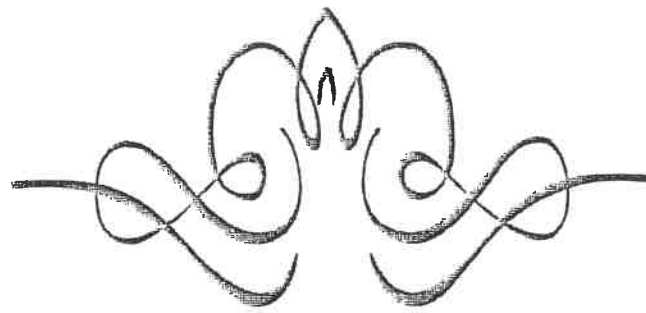
- | | |
|---|--|
| • Achieve LEED certification for public building projects | Town Manager / Board of Selectmen |
| • Manage special events sustainably | Department Directors / Town Manager |
| • Integrate sustainability into capital planning | Department Directors / Town Manager / Board of Selectmen |
| • Enact policies to preserve dark skies | Lighting Committee / Board of Selectmen |

2. Operate a safe, clean, and efficient fleet

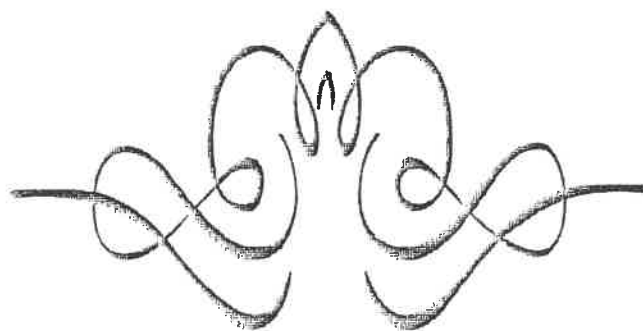
- | | |
|--|--|
| • Update fleet purchasing to prioritize electric vehicles | Department Directors / Town Manager / Board of Selectmen |
| • Enact and enforce anti-idling policies for public fleet vehicles | Department Directors / Town Manager / Board of Selectmen |

3. Engage the community in waste reduction and recycling

- | | |
|---|-----------------------|
| • Educate the community on recycling and composting practices | Solid Waste Committee |
| • Educate the community to reduce waste by consuming less and reusing | Solid Waste Committee |
| • Establish and strive for a residential recycling goal | Solid Waste Committee |



Agenda Item Divider



Kennebunkport Public Health

October 5, 2020

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

Please accept this generous donation of \$500.00 from Girl Scout Troop 1804. 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

Girl Scouts:

Emily Vitali

Claudia Kenneway

Tia Stockwell

Charlotte Johnson

Olivia Cox

Parker Fairfield

Miranda Durcan

September 29, 2020

To The Kennebunkport Public Health Department,

We, the members of Girl Scout Troop 1804, have graduated from high school, and we have completed our time as girl Scouts. As we close our Troop account, we would like to donate some of our funds to you to be used to help relieve food insecurity in our home town. Enclosed please find a check to put toward the food account.

Thank you for helping our neighbors.

Sincerely,

Girl Scout Troop 1804 - Kennebunkport

Emily Vitali

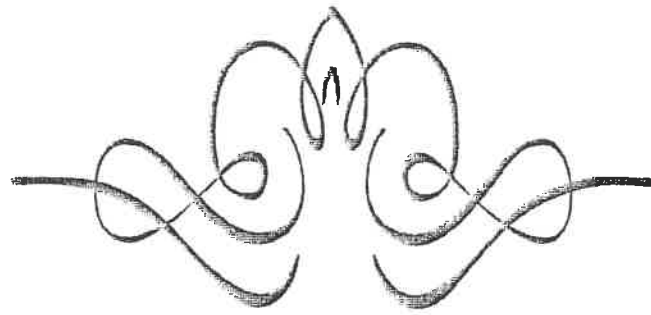
Claudia Kennevey

Charlotte Johnson

Olivia Cox

Tia Stockwell

Parker Fairfield



Agenda Item Divider

