



TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda
September 22, 2022 @ 6:30 PM or immediately
following the special town meeting
VILLAGE FIRE STATION
32 North Street**

This is an in-person meeting, but the public may join in the Zoom webinar format

Join by **computer or mobile device** and click on:
or go to [ZOOM](https://us06web.zoom.us/j/87001753519) and enter the **webinar ID: 87001753519**
<https://us06web.zoom.us/j/87001753519>

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

1. Call to Order.
2. Approve the September 8, 2022, selectmen meeting minutes.
3. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)
4. Set a public hearing for October 13, 2022, for the November election.
5. Public hearing to adopt the MMA Model Ordinance GA Appendices A–G for the period October 1, 2022–September 30, 2023.
6. Consider a resolution entitled, “Resolution to Authorize Lease Purchase Financing of a New Fire Truck in the Principal Amount of \$487,000”
7. Update from Eric Labelle on the Pier Road Causeway Project.
8. Award of design and engineering proposal for Town Hall project.
9. Award of Parks Master Planning agreement.
10. Appoint Nicole Evangelista as Finance Director/Treasurer.
11. Other Business.
12. Approve the September 22, 2022, Treasurer’s Warrant.
13. Adjournment.

AGENDA ITEM DIVIDER

Town of Kennebunkport
Board of Selectmen Meeting
September 8, 2022
6:00 PM

MINUTES

Selectmen attending: Jon Dykstra, Edward Hutchins, Sheila Matthews-Bull, Michael Weston.

Others attending: Laurie Smith, Yanina Nickless, Werner Gilliam, John Everett, Tracey O'Roak, Larissa Crockett, Patrick Briggs, and Robin Philips.

1. Call to Order.

Selectman Hutchins called the meeting to order at 6:03 PM.

2. Approve the August 25, 2022, meeting minutes.

Motion by Selectman Dykstra, seconded by Selectman Matthews-Bull to approve the August 25, 2022, selectmen meeting minutes. **Voted:** 4-0. **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.)

Robin Philips, the Kennebunkport resident, addressed the Board with an issue that a resident of 51 Langsford Rd hired a landscaper to clear public grasses (all the phragmites and townland). Laurie Smith, Town Manager, explained that she became aware of the issue yesterday (September 7). She went out to the affected area to look at it. She talked to a homeowner and explained that they couldn't do it. The homeowner expressed that the previous owner took care of the grass, so they thought it was a part of it. Laurie said that Tim Harrington, the previous owner, requested permission from the Board. At the time, the Town would not have jurisdiction to fine a homeowner, but she received a notice.

4. Public hearing for Liquor License submitted by HAMASA LLC, d/b/a 1802 House Bed and Breakfast.

Selectmen Hutchins opened a public hearing and asked for any comments. Selectmen Matthews-Bull specified that they had a Liquor License before, and Tracey O'Roak, Town Clerk, confirmed but said this is a request from the new owners.

Motion by Selectman Matthews-Bull, seconded by Selectman Matthews-Bull, to approve a Liquor License submitted by HAMASA LLC, d/b/a House Bed and Breakfast. **Voted: 4-0. Motion passed.**

- 5. Consider approving a renewal Liquor and Special Amusement Application submitted by Breakwater Inn & Spa.**

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to approve the Liquor and Special Amusement applications for Breakwater Inn and Spa. **Voted: 4-0. Motion passed.**

- 6. Authorize the warrant for the November ballot.**

Tracey O’Roak, Town Clerk, reminded the Board that this warrant was discussing for the past few months and has 5 referendum questions for the ballot.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to authorize the warrant for the November ballot. **Voted: 4-0. Motion passed.**

- 7. Certification of the referendum questions for the November town meeting warrant.**

Certifying the referendum questions and allowing Tracey O’Roak to post them for the public view.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to certify the referendum questions for the November town meeting warrant. **Voted: 4-0. Motion passed.**

- 8. Authorize the warrant for a special town meeting on September 22, 2022:**

Selectmen Hutchins explained that this special town meeting would take place before the Board of Selectmen meeting on September 22, 2022. It will be about the restoration Cape Porpoise Pier project. The Town has received \$2.1 million from the federal government, \$500,000 from the state, and \$40,000 from the Town itself to reconstruct the Pier. In order to make the project happen, the last step is for the Town to issue a mortgage back to the federal government. It is not a ‘mortgage’ in its broad definition, but rather a lien for 20 years on the property. It is done so the Board cannot sell or dispose of it. The Board of Selectmen encouraged citizens to approve this.

Robin Phillips inquired where one could find a Cape Porpoise Pier project plan. Werner Gilliam said that any person could stop by the Planning and Development Department’s office and request it. It is available for anyone who is interested.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to authorize the warrant for a special town meeting on September 20, 2022. **Voted:** 4-0. **Motion passed.**

9. Street Opening permit by Labbe Excavating Inc. for South Main Street.

Laurie Smith, Town Manager, explained that this is for a water service tie-in for the new Ivy Lane Subdivision, and the Town will be paving the road in the fall.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to approve the street opening permit by Labbe Excavating Inc for South Main Street. **Voted:** 4-0. **Motion passed.**

10. Discussion of correspondence with Kennebunkport Heritage Housing Trust regarding affordable housing goals and potential zoning amendments.

Patrick Briggs, the President of the Kennebunkport Heritage Housing Trust [KHHT], thanked the Board for all the support in getting KHHT running. He said that KHHT still needs more help, so he and Larissa Crockett, the Executive Director, wanted to introduce an idea for an amendment to the zoning ordinance.

Larissa wanted to lay the groundwork for creating a new ordinance language and discussing it with the Board. It would require the developers that work on a subdivision of 4 units or more to have either 10% or 1 home in that subdivision to be affordable. Or, if they would not want to do so, there would be an in-lieu payment that would be held in the Town's reserved account for the affordable housing developers (like Habitat for Humanity, for example).

The Board asked for further research and communication.

No motion was necessary. No motion was taken.

11. Presentation by Werner Gilliam regarding form-based code zoning.

Werner Gilliam, Director of Planning and Development, presented an idea of form-based code (form-based design) zoning for the Village Parcel lot. Form-based code is "one of the most effective land use tools for shaping pedestrian-scaled, mixed-use and active urban environments"; it "places a greater emphasis on the arrangement and form of buildings." We currently use single-use zoning (or Euclidean Zoning) that was created "to ensure that the suburban development wasn't affected by fumes from factories."

Werner brought it up to the Board to see if there would be any interest in exploring this concept further for the Village Parcel. This was, the Town could regulate the form, as well as preserve 'the unique character of the community.' There are five different

elements to the form-based code: map, public standards, building standards, administration, and definitions. There are over 700 communities that use form-based code.

The Board asked for further research and communication.

No motion was necessary. No motion was taken.

12. Consider lease purchase of ladder truck.

John Everett, Fire Chief, reminded the Board that he talked about the price escalation and its influence on the targeted purchasing of a new ladder truck for the Fire Department in FY24. He explained that there was an option to buy a truck and save some money from escalating costs by entering a lease.

Motion by Selectman Weston, seconded by Selectman Matthews-Bull, to approve the purchase of a Sutphen ladder truck and to authorize the Town Manager to sign the appropriate documentation. **Voted:** 4-0. **Motion passed.**

Motion by Selectman Weston, seconded by Selectman Matthews-Bull, to award the lease purchase to Gorham Savings for a 5-year annum. **Voted:** 4-0. **Motion passed**

13. Award bid for the replacement of the heating system at Village Fire Station.

John Everett explained that the old boiler broke down, and there is hot water currently at the station. It was not budgeted for.

Motion by Selectman Weston, seconded by Selectman Matthews-Bull, to award the boiler bid to Branch Brook for \$24,555.02. **Voted:** 4-0. **Motion passed.**

14. Appoint Jamie Mitchell to the Recreation Committee.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to appoint Jamie Mitchell to the Recreation Committee with a term expiring in July of 2023. **Voted:** 4-0. **Motion passed.**

15. Consider writing off bad debt for fuel sales owed by Chris Perkins.

Chris Perkins was a tuna fisherman at the Cape Porpoise, and now he is diseased.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to write off \$354.20 from Chris Perkins for bad debt for fuel sales. **Voted:** 4-0. **Motion passed.**

16. Accept donations dedicated to the nurse's general account:

- a. **\$50.00 from an Anonymous donor**
- b. **\$50.00 from Audrey Lakin**

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept the donations to the nurse's general account. **Voted: 4-0. Motion passed.**

17. Other Business.

- a. **Discussion of Town Meeting date.**
- b. **Presentation by Recycling Committee regarding a proposed agreement with Apparel Impact.**
- c. **Cast ballot for Maine Municipal Association runoff election.**

Selectmen Hutchins reminded the Board that the Town Meeting could not be moved effectively in 2023; but it would take effect in 2024 because it would have to go through the warrant and ballot process. It was brought to the Board's attention that it is inconvenient for people to have a meeting on Saturday in June; thus, the request was made to move it to March or April.

Keep June as the Town Meeting month but move it to Wednesday immediately following Tuesday's election and hold it in the evening. It is convenient to have it in June because of the budget cycle of the county and school, and it allows to complete all the Town business with one ballot (instead of spending money on multiple ballots). Wednesday evening would be a compromise.

Michael Weston reminded us that the reason for the low number of people during the Town Meeting is because the Town and the Budget Board do a very good job presenting the budget before the meeting. There are over seven meetings in the span of multiple months, so the residents always have the full information.

Robin Phillips reinforced the idea of the Town Meeting's importance, so she would like to see it moved. She asked how that could happen, and Selectmen Hutchins explained that it would be a warrant article where people will have to vote on it.

No motion was necessary. No motion was taken.

The Recycling Committee introduced the idea of partnering with Apparel Impact by putting two recycling bins for clothes in Kennebunkport. This group will take any type of item, even not wearable ones, reuse them, and then recycle them. They sort through

things and ship them to the communities. Some clothes are donated, some are sold, and some are recycled.

Michael Weston, the Selectmen, requested to see the financial statements of the company.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to authorize the purchase of three police cruisers. **Voted:** 3-0-1. Selectmen Weston abstained. **Motion passed.**

Laurie Smith, Town Manager, explained that it is for the legislative policy committee. There was an election recently, and there was a tie for one position, between William Ward and Dwayne Morin. The Board has to vote for one of the representatives.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to vote for Bill Ward. **Voted:** 3-0-1. Selectmen Weston abstained. **Motion passed.**

Laurie talked about the Chalk the Port event that will be happening on September 23-24, 2022. It is a community event to raise funds for the Recreation Scholarship funds.

18. Approve the September 8, 2022, Treasurer's Warrant.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra to approve the September 8, 2022, Treasurer's Warrant. **Voted:** 4-0. **Motion passed.**

19. Executive Session per (MRSA 1, §405-6C) for discussion of consideration of real estate.

No action was taken in the session.

20. Adjournment.

Motion by Selectman Matthews-Bull seconded by Selectman Daggett to adjourn. **Voted:** 4-0. **Motion passed.** Meeting adjourned at 8:23 PM.

Submitted by,
Yanina Nickless,
Assistant to the Town Manager

AGENDA ITEM DIVIDER

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6603
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: September 7, 2022
Subject: New GA Maximums for October 1, 2022

Enclosed please find the following items:

- MMA's new (October 1, 2022–September 30, 2023) **“General Assistance Ordinance Appendices”** (A – G).
- Recovery Residence Housing Maximums (October 1, 2022-September 30, 2023)
- **“GA Ordinance Adoption Form”** which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).
- **“GA Maximums Adoption Form”** which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Updates

Please note that updates have been made to the General Assistance Ordinance, Appendix A (overall maximums), Appendix B (food maximums), Appendix C (housing maximums), Appendix D (electricity maximums) and Appendix G (mileage rate). There is also a new Recovery Residence Housing Maximums guide. We anticipate an updated the Maine Municipal Association (MMA) GA Ordinance will be released soon. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

Appendix A – G

The enclosed Appendices A – G have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – G. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance.

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through G of the existing ordinance with the attached appendices A through G, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20____, by the municipal officers:

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

2022-2023 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2022 to September 30, 2023.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<u>YORK</u>	\$1072.00	\$1082.00	\$1355.00	\$1717.00	\$1984.00	\$2059.00

NOTE: For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00

NOTE: For each additional person add \$211 per month.

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	\$218.00	\$937.00	\$246.00	\$1057.00
1	\$218.00	\$937.00	\$248.00	\$1065.00
2	\$262.00	\$1128.00	\$310.00	\$1334.00
3	\$335.00	\$1440.00	\$394.00	\$1693.00
4	\$382.00	\$1642.00	\$455.00	\$1955.00

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households *Without Electric Hot Water:* The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) Electricity Maximums for Households *With Electrically Heated Hot Water:* The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

2022-2023 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	826	955	1,219	1,515	2,071
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,016	1,075	1,409	1,865	1,991
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	795	859	1,099	1,427	1,728
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	789	792	1,043	1,302	1,420
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,263	1,463	1,893	2,415	2,958
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	874	1,031	1,253	1,650	1,880

Appendix A

Effective: 10/01/22-09/30/23

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,072	1,082	1,355	1,717	1,984
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,237	1,293	1,699	2,194	2,934

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	692	754	881	1,185	1,353
Franklin County	728	774	909	1,229	1,566
Hancock County	890	925	1,110	1,397	1,529
Kennebec County	819	835	1,038	1,360	1,451
Knox County	844	848	1,038	1,378	1,471
Lincoln County	925	941	1,178	1,463	1,912
Oxford County	814	815	993	1,400	1,627
Piscataquis County	701	752	926	1,227	1,477
Somerset County	755	790	1,017	1,323	1,416
Waldo County	970	972	1,155	1,441	1,970
Washington County	756	758	982	1,228	1,343

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/22 to 09/30/23

2022-2023 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2022, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00

Note: For each additional person add \$211 per month.

2022-2023 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

Non-Metropolitan FMR Areas

Aroostook County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	528	157	676
1	126	541	171	735
2	140	604	200	859
3	197	846	270	1,159
4	218	935	308	1,323
Franklin County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	564	165	712
1	131	564	176	755
2	147	632	206	887
3	207	890	280	1,203
4	267	1,148	357	1,536
Hancock County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	176	755	204	875
1	176	755	211	908
2	205	883	253	1,089
3	260	1,120	319	1,373
4	276	1,187	349	1,500
Kennebec County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	684	187	804
1	159	684	190	818
2	189	811	237	1,017
3	252	1,083	311	1,336
4	258	1,109	331	1,422

Non-Metropolitan FMR Areas

<u>Knox County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	165	709	193	831	
1	157	673	193	831	
2	189	811	237	1,017	
3	256	1,101	315	1,354	
4	263	1,129	335	1,442	
<u>Lincoln County</u>					
<u>Lincoln County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	184	790	212	910	
1	184	790	215	924	
2	221	951	269	1,157	
3	276	1,186	335	1,439	
4	365	1,570	438	1,883	
<u>Oxford County</u>					
<u>Oxford County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	158	679	186	799	
1	158	679	186	799	
2	178	766	226	972	
3	261	1,123	320	1,376	
4	299	1,285	372	1,598	
<u>Piscataquis County</u>					
<u>Piscataquis County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	125	537	159	685	
1	125	539	171	733	
2	151	649	210	904	
3	206	888	279	1,201	
4	246	1,059	336	1,447	
<u>Somerset County</u>					
<u>Somerset County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	144	620	172	740	
1	144	620	180	773	
2	184	790	232	996	
3	243	1,046	302	1,299	
4	250	1,074	322	1,387	

Non-Metropolitan FMR Areas

Waldo County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	194	835	222	955	
1	194	835	222	955	
2	216	928	264	1,134	
3	271	1,164	329	1,417	
4	379	1,628	451	1,941	

Washington County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	144	621	172	741	
1	144	621	172	741	
2	176	755	224	961	
3	221	951	280	1,204	
4	233	1,001	306	1,314	

Metropolitan FMR Areas

Bangor HMFA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	161	691	189	811	
1	181	780	218	938	
2	231	992	279	1,198	
3	288	1,238	347	1,491	
4	402	1,729	475	2,042	

Cumberland Cty. HMFA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	205	881	233	1,001	
1	209	900	246	1,058	
2	275	1,182	323	1,388	
3	369	1,588	428	1,841	
4	383	1,649	456	1,962	

Lewiston/Auburn MSA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	153	660	181	780	
1	159	684	196	842	
2	203	872	251	1,078	
3	267	1,150	326	1,403	
4	322	1,386	395	1,699	

Metropolitan FMR Areas

Penobscot Cty. HMFA		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		152	654	180	775
1		152	654	180	775
2		190	816	238	1,022
3		238	1,025	297	1,278
4		251	1,078	323	1,391
Portland HMFA					
Portland HMFA		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		262	1,128	290	1,248
1		300	1,288	336	1,446
2		387	1,666	435	1,872
3		497	2,138	556	2,391
4		608	2,616	681	2,929
Sagadahoc Cty. HMFA					
Sagadahoc Cty. HMFA		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		172	739	200	859
1		199	856	236	1,014
2		239	1,026	287	1,232
3		319	1,373	378	1,626
4		358	1,538	430	1,851
York Cty. HMFA					
York Cty. HMFA		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		218	937	246	1,057
1		218	937	248	1,065
2		262	1,128	310	1,334
3		335	1,440	394	1,693
4		382	1,642	455	1,955
York/Kittery/S. Berwick HMFA					
York/Kittery/S. Berwick HMFA		Unheated		Heated	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		256	1,102	284	1,222
1		260	1,118	297	1,276
2		342	1,472	390	1,678
3		446	1,917	505	2,170
4		603	2,592	676	2,905

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

2022-2023 GA Housing Maximums

Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2022- 9/30/2023

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	128.63	551.25

<u>Franklin County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	132.13	566.25

<u>Hancock County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	158.90	681.00

<u>Kennebec County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	143.15	613.50

<u>Knox County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	145.43	623.25

<u>Lincoln County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	161.70	693.00

<u>Oxford County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	139.83	599.25

<u>Piscataquis County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	128.28	549.75

<u>Somerset County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	135.28	579.75

<u>Waldo County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	167.13	716.25

<u>Washington County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	129.68	555.75

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	164.15	703.50

<u>Cumberland Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	185.15	793.50

<u>Lewiston/Auburn MSA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	147.35	631.50

<u>Penobscot Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	135.63	581.25

<u>Portland HMEFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	253.05	1084.50

<u>Sagadahoc Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	177.45	760.50

<u>York Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	186.38	798.75

<u>York/Kittery/S Berwick HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	223.30	957.00

2022-2023 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>

AGENDA ITEM DIVIDER

September 22, 2022

Motion: I move that the Resolution entitled, “Resolution to Authorize Lease Purchase Financing of a New Fire Truck in the Principal Amount of \$487,000,” be adopted in form presented to this meeting.

RESOLUTION TO AUTHORIZE LEASE PURCHASE FINANCING OF A NEW FIRE TRUCK IN THE PRINCIPAL AMOUNT OF \$487,000

Whereas, the Town of Kennebunkport (the “Town”) is acquiring a new Sutphen ladder fire truck with related accessories and equipment at a purchase price of \$1,399,675.80 (the “Equipment”); and

Whereas, the Town desires to finance a portion of the purchase price of the Equipment;

Now therefore, the Board of Selectmen of Town of Kennebunkport hereby resolves as follows:

That the Town Manager and Finance Director, acting singly, are authorized to accept the proposal of Gorham Savings Leasing Group, LLC (“Lessor”), to provide tax-exempt lease purchase financing for the Equipment in the principal amount of \$487,000 payable in five (5) annual installments of principal and interest, and any prior such action is hereby ratified and confirmed;

That under and pursuant to the provisions of Title 30-A M.R.S. sections 5721, 5722, and 5728, all other applicable law, the Town Manager is authorized to execute and deliver a municipal lease purchase agreement with Lessor or its nominee or assignee, in the name and on behalf of Town of Kennebunkport to finance \$487,000 of the purchase price of the Equipment, in such form and on such terms not inconsistent herewith as the Town Manager may approve, including that payments on the Lease shall constitute current expenses of the Town subject to annual appropriation (the “Lease”);

That (i) no part of the proceeds of the Lease shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Lease to be an “arbitrage bond” within the meaning of Section 148 of the Code, and (ii) the proceeds of the Lease and the Equipment financed by the Lease shall not be used in a manner that would cause the Lease to be a “private activity bond” within the meaning of Section 141 of the Code;

That the Lease issued pursuant hereto is designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of said Code;

That the Town Manager and Finance Director, acting singly, are authorized to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Lease, and to take all other lawful actions necessary to ensure the interest portion of the lease payments under and pursuant to the Lease will be excludable from the gross income of the owners thereof for purposes of

federal income taxation and to refrain from taking any action which would cause such interest portion of the lease payments to become includable in the gross income of the owners thereof;

That the appropriate officials of the Town are authorized to execute and deliver such other documents and certificates as may be required in connection with the Lease and the acquisition of the Equipment; and

That an attested copy of this Resolution be filed with the minutes of this meeting.

A true copy as adopted by a majority of the Kennebunkport Board of Selectmen, attest:

Tracey O’Roak, Town Clerk

AGENDA ITEM DIVIDER

Memorandum

To: Board of Selectmen

Fr: Laurie Smith, Town Manager

Re: Selection of Design and Engineering Team for New Town Hall

Dt: September 13, 2022

The Town advertised a request for proposals from architectural and engineering firms for the new Town Hall project in early August. We received three proposals from the following firms:

- Port City Architects / Acorn Engineering / Allied Engineering
- Sebago Technics / Grant Hays Assoc. / Allied Eng. / S.W. Cole
- Oak Point Associates

The review team consisted of Laurie Smith, Werner Gilliam, Eric Labelle, Yanina Nickless, Ed Hutchins, and Mike Weston. The team agreed that we should interview two out of the three proposal teams and meet in person with the Port City Architects and Sebago Technics proposal teams.

The review team was interested in thoughts on the project, the plan for the public process, the approach to design elements, the experience working in the public sector, the permitting process, and the costs.

Sebago costs, including all elements of the phases including geotechnical, engineering, architectural, and permitting, were not to exceed the cost of \$290,000.

Port City costs, including architectural, and engineering, were estimated at \$306,660, not including permitting or geotechnical.

Based on the interviews and proposal documents, the review team is recommending that the Board of Selectmen awarded the contract to Sebago Technics and Grant Hays Associates.

AGENDA ITEM DIVIDER

Memorandum

To: Board of Selectmen
Fr: Stephanie Simpson, Director of Parks & Recreation
Re: Parks and Recreation Master Plan
Dt: September 19, 2022, 2022

The Town approved funding for a master plan process for Firefighter’s Park and Parsons Field. A Request for Proposal went out on August 4 with a deadline of August 26 at 2:00 PM. We received four proposals from the companies listed below.

Placework	Portsmouth, New Hampshire	\$81,000
Poplar, LLC	Kennebunk, Maine	\$36,000
Richardson & Associates	Saco, Maine	\$43,830
TJD & A	Yarmouth, Maine	\$44,955

The proposals were reviewed by the Recreation Committee, Recreation staff, Town Planner, Werner Gilliam, and Select Board member Jon Dykstra.

Interviews were conducted with two firms. Interview panelists included Stephanie Simpson, Director of Recreation, Breese Reagle, Assistant Director of Recreation, Werner Gilliam, Town Planner; and Susan Streiff, Recreation Committee member. Based on the reviews of the different groups and people and after the interviews, a recommendation was made.

It is recommended that we select TJD & A for work on the Parks and Recreation Master Plan. TJD & A has a local connection, has done similar work in the area, understands the community and how to get input from the community, has a team of staff that will work on our project, and is dedicated to delivering exactly what we are looking for found in our RFP. Their fee of \$44,955 comes in under our budget of \$45,000.

It is recommended that The Board of Selectman approve the selection of TJD & A for the Parks and Recreation Master Plan work.