

TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda
October 13, 2022 @ 6:00 PM
VILLAGE FIRE STATION
32 North Street**

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

Join by **computer or mobile device** and click on:

<https://us06web.zoom.us/j/85803819433>

or go to **ZOOM** and enter the **webinar ID: 858 0381 9433**

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

1. Call to Order.
2. Approve the September 22, 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. Public hearing for the November ballot on the proposed Comprehensive Plan.
5. Public hearing on ordinances for the November ballot:
 - a. Amendment to the Kennebunk River Ordinance
 - b. Amendment to the Administrative Code
 - c. Amendment to the Shellfish Conservation Ordinance
 - d. Amendment to the Land Use Ordinance Regarding residential rental accommodations (roomers)
6. Appointments:
 - a. Appoint Loretta McDonell to the Board of Assessment Review with term expiration on July 1, 2023.
 - b. Appoint Daniel Beard for the Cape Porpoise Pier Committee with term expiration on July 1, 2023.
 - c. Appoint Julian Zuke for the Cape Porpoise Pier Committee with term expiration on July 1, 2023.

7. Presentation by Megan McDevitt of Woodard & Curran on the Pier Road Causeway Project.
8. Award construction administration contract for wastewater pump station project to Woodard & Curran.
9. Discussion on the building committee and time schedule for the Town Hall project.
10. Award HVAC bid for the Police Department.
11. Introduction of Michelle Radley as Town Planner.
12. Update on the short-term rental licensing process.
13. Authorize Quit claim deed for Lisa Tito, map and lot 024-002-007A.
14. Discussion of ad-hoc committee to research possible public boat launch.
15. Accept donations:
 - a. \$50.00 from an anonymous donor dedicated to the general nurses' account.
 - b. \$500.00 from William Gordon Family Foundation towards the emergency fuel fund.
16. Other Business.
17. Approve the October 13, 2022, Treasurer's Warrant.
18. Adjournment.

AGENDA ITEM DIVIDER

Town of Kennebunkport
Board of Selectmen Meeting
September 22, 2022
6:30 PM

MINUTES

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

Others attending: Laurie Smith, Yanina Nickless.

1. Call to Order.

Selectman Hutchins called the meeting to order at 6:51 PM.

2. Approve the September 8, 2022, meeting minutes.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett to approve the Selectman 8, 2022, selectmen meeting minutes. **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 public comments.

4. Set a public hearing for October 13, 2022, for the November election.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to set a public hearing for October 13, 2022, for the November election. **Voted:** 5-0. **Motion passed.**

5. Public hearing to adopt the MMA Model Ordinance GA Appendices A-G for the period October 1, 2022-September 30, 2023.

Alison Kenneway, Director of Public Health, informed the Board that the State analyzes each Town and County to determine the maximum amount of assistance a person can qualify for. As it is mandated by the State, Kennebunkport has to vote yearly to accept maximums set by the State. In 2021, there were seven requests for general assistance in Kennebunkport, and none met State requirements. The Public Health Department still helps those families through other programs and through the donations that they receive from citizens.

Selectmen Mathews-Bull expressed that the Board appreciates every donation very much.

There were no questions from the public.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to adopt the MMA Model Ordinance GA Appendices A-G for the period October 1, 2022 – September 30, 2023. **Voted: 5-0. Motion passed.**

6. Consider a resolution entitled, “Resolution to Authorize Lease Purchase Financing of a New Fire Truck in the Principal Amount of \$487,000.”

Laurie Smith, Town Manager, reminded us that, at the last meeting, the Board voted to not only purchase a new ladder truck but to make a lease purchase with Gorham Leasing, putting the reserve money down and making a lease purchase for the \$487,000. As part of the lease purchase, we needed a legal opinion. The presented resolution was reviewed by the legal team, and now the Board needs to authorize it.

Motion by Selectman Daggett, seconded by Selectman Weston, to approve a resolution entitled, “Resolution to Authorize Lease Purchase Financing of a New Fire Truck in the Principal Amount of \$487,000.” **Voted: 5-0. Motion passed.**

7. Update from Eric Labelle on the Pier Road Causeway Project.

Eric Labelle, Principal Engineer, gave a quick update on the Pier Road Causeway Project. He informed the Board that the surveys have been completed. The engineers have met with most of the residents and local contractors individually. The next step is to go out there, take photos, and develop renderings of what the project would look like in the various scenarios (if it would be raised 2 ft, 4 ft, etc.). The next update will be on the BOS meeting on October 13; and two weeks after that, there will be a public meeting.

Selectmen Dykstra asked if the engineers considered the idea of the bridge instead of a causeway. Eric explained that it was a possibility, but it was hard to implement. Eric also expressed that he would be happy to meet and discuss it further.

8. Award of design and engineering proposal for Town Hall project:

Laurie Smith, Town Manager, explained that we received 3 RFPs. A team reviewed proposals and decided to interview two companies: Sebago Technics and Port City. Based on the references and the interview outcome, the Committee recommended awarding the contract to Sebago Technics and Grant Hayez Associates. Their estimate was not to exceed the cost of \$290,000. The goal is to have a public process.

Motion by Selectman Weston, seconded by Selectman Dykstra, to award the design and engineering contract for Town Hall to Sebago Technics in the amount of \$290,000. **Voted: 4-0. Motion passed.**

9. Award of Parks Master Planning agreement.

Stephanie Simpson, Director of Parks and Recreation, reminded the Board that the Town approved funding for a master plan for the Firefighter's Park and Parsons Field. They received four proposals back, and the search committee (Recreation Committee, Recreation staff, Town Planner, and BOS member) narrowed it down to two. After interviewing both companies, the committee decided to recommend TJD & A.

Motion by Selectman Weston, seconded by Selectman Daggett, to award the master plan process to TJD & A. **Voted: 5-0. Motion passed.**

10. Appoint Nicole Evangelista as Finance Director/Treasurer.

Laurie Smith, the Town Manager, announced that after many interview rounds, the committee selected Nicole Evangelista as the next Town's Finance Director. Nicole has been working for the Town for the past 15 years, 3 of which she served in the Finance Department as the Deputy Treasurer.

Nicole thanked the Board for the opportunity.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to appoint Nicole Evangelista as the Finance Director. **Voted: 5-0. Motion passed.**

11. Other business.

Selectmen Hutchins

No motion was necessary. No motion was taken.

12. Approve the September 22, 2022, Treasurer's Warrant.

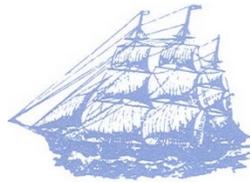
Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the September 22, 2022, Treasurer's Warrant. **Voted: 5-0. Motion passed.**

13. Adjournment.

Motion by Selectman Matthews-Bull seconded by Selectman Daggett to adjourn. **Voted: 5-0. Motion passed.** Meeting adjourned at 8:23 PM.

Submitted by,
Yanina Nickless,
Assistant to the Town Manager

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNPORT, MAINE
-INCORPORATED 1653-

To: Board of Selectmen, Town of Kennebunkport
Fr: Michelle Radley, Planner
Dt: October 3rd, 2022
Re: Update on 2030 Comprehensive Plan

Background

The process of updating the comprehensive plan began in September 2019. Kennebunkport's 2030 comprehensive plan is made up of two versions; the full plan and the tabletop, both of which live on their own website. Volume 1 is a 25-page summary of the plan, while Volume 2 is the 400+ page complete plan inclusive of all statutorily required elements of a Comprehensive Plan. The comprehensive plan can be viewed as a hard copy at the town hall or online at the following address:

<https://kennebunkportcp.info/>

The plan was submitted to the Maine Municipal Planning Assistance Program on 6/14/22.

Looking Ahead

The comprehensive plan has been placed on the warrant for November. The plan is currently being reviewed for completeness by Tom Miragliuolo of the Municipal Planning Assistance Program Department of Agriculture, Conservation, and Forestry.



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

NOTICE OF PUBLIC HEARING

Town of Kennebunkport Growth Planning Committee

October 13, 2022 @ 6:00 PM

HYBRID MEETING

The Town of Kennebunkport, at its Board of Selectmen meeting scheduled for Thursday, October 13, 2022 at 6:00 p.m. will be holding a public hearing in reference to the proposed Comprehensive Plan. The Agenda along with the Zoom link can be found on the Board of Selectmen website at: <https://www.kennebunkportme.gov/node/2271/agenda>.

The proposed Kennebunkport Comprehensive Plan can be viewed on the Town's website at <https://kennebunkportcp.info/> and a hardcopy of the same is available at the Town Hall during business hours, Monday-Friday, 8:00 a.m. – 4:30 p.m.

Dated at Kennebunkport – September 13, 2022
April Fortier, Deputy Town Clerk

AGENDA ITEM DIVIDER

**TOWN OF KENNEBUNKPORT
NOTICE OF PUBLIC HEARING**

A public hearing will be held at the
Kennebunkport Village Fire Station at 32 North Street
on Thursday, October 13, 2022, at 6:00 p.m.
by the Kennebunkport Board of Selectmen
to take public comment on the following topics
to be voted on by Referendum Ballot at the
November 8, 2022, Special Town Meeting.

1. Amendment to the Kennebunk River Ordinance
2. Amendment to the Administrative Code
3. Amendment to the Shellfish Conservation Ordinance
4. Amendment to the Land Use Ordinance regarding residential rental accommodations (roomers)
5. 2022 Update to the Comprehensive Plan for the Town of Kennebunkport, Maine.

Copies of the proposed amendments are available
for inspection at the office of the Town Clerk
and on the Town's website at

<https://www.kennebunkportme.gov/town-clerk/pages/elections-and-voting>

Tracey O'Roak, Town Clerk

Revisions to Part I. General Ordinances

Chapter 80. Kennebunk River

Section 80-10: Definitions

Vessel

The word “vessel” as used herein shall include boats of all sizes powered by sail, machinery or hand, scows, dredges, lobster, crab and shellfish cars, and craft of any kind.

Commercial Vessel

~~A vessel from which the owner obtains in excess of 67% of his earned income. The definition of Commercial Vessel includes Commercial Fishing Vessel, unless otherwise indicated. A vessel that is primarily used for commercial fishing.~~

Commercial Fishing Vessel

~~A vessel from which the owner obtains in excess of 67% of his earned income from commercial fishing. Commercial fishing is defined as fishing in which the fish harvested, either in whole or in part, are intended to enter commerce or enter commerce through sale, barter, or trade.~~

Commercial Fishing

~~Commercial fishing is defined as fishing in which the fish harvested, either in whole or in part, are intended to enter commerce or enter commerce through sale, barter, or trade.~~

Revisions to Part I. General Ordinances

Chapter 5. Administrative Code

Article I. Elected Officers

§ 5-1 Town Meeting Moderator.

A. Election. Each Town Meeting shall elect a Moderator as prescribed by statute.

~~B. Qualification. The Town Meeting Moderator shall be a registered voter of the Town.~~

B. Duties. In addition to the duties prescribed by statute, the Town Meeting Moderator shall appoint a sufficient number of members to the Budget Board to constitute a Board consisting of 12 members, the terms of four members expiring every three years.

§ 5-3 Removal.

Any elected official of the Town of Kennebunkport, including RSU #21 Directors, may be removed from elective office by the voters of the Town of Kennebunkport in the following manner:

- A. A number of voters equal to at least 10% of votes cast in the Town at the last gubernatorial election, but in no case less than 10, may present a written petition, which petition shall fully set forth the reasons therefor, to those members of the Board of Selectmen having no conflict of interest in the subject matter of said petition;
- B. In or within 15 days after the receipt of such petition, said Selectmen shall hold a public hearing on said petition, which hearing shall be restricted and limited to presentation and discussion of those matters set forth in the petition. Said public hearing shall be conducted by said Selectmen having no interest in the subject matter of the petition in accordance with rules of conduct and guidelines established by and set forth by them at the outset of the hearing;
- C. Notice for the aforesaid public hearing shall be given in the same manner as is provided for and established with regard to notice for a Town Meeting;
- D. In or within 15 days after the aforesaid public hearing, a Town Meeting shall be called by the said Selectmen and a vote by secret ballot shall be taken; and
- E. In the event of an affirmative vote for such removal, such vote shall take effect and such removal shall be effective as of recording thereof in the record of the meeting, subject to such recount of the vote as may be requested and provided by statute.

Revisions to Part I. General Ordinances
Chapter 127. Shellfish Conservation

§ 127-5 Municipal shellfish digging license required.

It is unlawful for any person to dig or take shellfish from the shores and flats of this municipality without having a current license issued by this municipality as provided by this chapter.

A. Designation, scope and qualifications.

- (1) Resident recreational shellfish license. The license is available to residents and real estate taxpayers of this municipality and entitles the holder to dig and take no more than one peck of shellfish in any one day for the use of himself and his family.
- (2) Nonresident recreational shellfish license. The license is available to any person not a resident of this municipality and entitles the holder to dig and take not more than one peck of shellfish in any one day for the use of himself and his family.
- (3) Resident commercial shellfish license. The license is available to residents of this municipality and entitles the holder to dig and take no more than the amount of shellfish as recommended by the Shellfish Conservation Committee and approved by the Board of Selectmen in any one day, unassisted only. Commercial license holders must keep a daily log of clams harvested. This license shall be revoked if the license holder ceases to reside in the municipality.
- (4) Nonresident commercial shellfish license. The license is available to nonresidents of this municipality and entitles the holder to dig and take no more than the amount of shellfish as recommended by the Shellfish Conservation Committee and approved by the Board of Selectmen in any one day, unassisted only. Commercial license holders must keep a daily log of clams harvested.
- (5) Daily recreational shellfish license. The license is available to residents and nonresidents of this municipality and entitles the holder to dig and take no more than one peck of shellfish in any one day for the use of himself and his family. The license is good only for the date stated on the license.
- (6) License must be signed. The licensee must sign the license to make it valid.

B. Application procedure. Any person who would like to obtain a license ~~may~~ must apply in person ~~to~~ with the Town Clerk for the licenses required by this chapter on forms provided by the municipality.

- (1) Contents of application. The application must be in the form of an affidavit and must

contain the applicant's name, current address, birth date, height, weight, signature and whatever information the municipality may require.

- (2) Misrepresentation. Any person who gives false information on a license application will cause said license to become invalid and void.
- C. Fees. The fees for the licenses shall be set by the municipal officers upon the approval of the Commissioner of the Department of Marine Resources and must accompany in full the application for the respective license. The Town Clerk shall pay all fees received to the Town Treasurer. Fees received for shellfish licensing shall be used by the Town for shellfish management, conservation and enforcement.
- D. Limitation of diggers. Clam resources vary in density and size distribution from year to year and over the limited soft-clam-producing area of the Town. It is essential that the Town carefully husband its shellfish resources. Following the annual review of the Town's clam resources, its size distribution, abundance, and the Warden's reports, as required by § 127-3, the Shellfish Conservation Committee in consultation with the Department of Marine Resources Area Biologist will determine whether limiting commercial or recreational shellfish licenses is an appropriate shellfish management option for the following year.
 - (1) Prior to January 1, the Committee shall report its findings and document recommendations for the allocation of commercial and recreational licenses to be made available for the following license year to the Commissioner of Marine Resources for concurrence.
 - (2) After receiving approval of proposed license allocations from the Commissioner of Marine Resources and prior to January 1, the Shellfish Conservation Committee shall notify the Town Clerk, in writing, of the number and allocation of shellfish licenses to be issued.
 - (3) Notice of the number of licenses to be issued and the procedure for application shall be published in a trade or industry publication, or in a newspaper or combination of newspapers with general circulation that the municipal officers consider effective in reaching persons affected, not less than 10 days prior to the period of issuance. This information shall also be posted in the municipal offices until the period concludes.
 - (4) The Town Clerk shall issue licenses to residents and nonresidents as allocated [Subsection **D(1)**] from mid-April and until June 30, after which licenses shall be issued without regard to residency on a first-come, first-served basis. [**Amended 11-3-2020**]
- E. License expiration date. Each license issued under authority of this chapter expires at midnight on December 31 next following date of issuance. Each daily license issued under the authority of this chapter shall be valid only for the date stated on the license.
- F. Reciprocal harvesting privileges. Licensees from any other municipality cooperating with

this municipality on a joint shellfish management program may harvest shellfish according to the terms of this license.

- G. License fee waiver. Recreational shellfish license fees will be waived for residents 65 years or older ~~and 12 years or younger.~~

H. Children 12 years and younger do not require a license but must be accompanied by a parent or guardian who holds a current Kennebunkport recreational shellfish license. The total combined daily limit for adults and children is one peck per license.

H.I. A shellfish license is not available to anyone whose municipal or state shellfish license is under suspension or who has been convicted of violating Maine marine statutes or state wildlife statutes within a prior twenty-four-month period or who has a valid commercial license in another Maine municipality.

H.J. Suspension/revocation. A shellfish license issued under this chapter is subject to suspension as follows:

- (1) In cases where a court enforcement proceeding is brought under this chapter or state law.
 - (a) In the case of a first court judgment finding any violation, an automatic suspension of 60 days;
 - (b) In the case of a second court judgment finding any violation against the same licensee, an automatic revocation of the existing license, and the person found in violation is prohibited from reapplying for a license under this chapter for one year.
- (2) In cases where the Shellfish Warden believes that a licensee has violated this chapter, he may give notice to the licensee of such belief. If, after providing the licensee with an opportunity to rebut any evidence he has, the Shellfish Warden concludes that a violation has occurred, he may issue a notice of suspension not to exceed 30 days.
 - (a) A licensee who has received a notice of suspension may appeal to the Board of Selectmen by filing a written request with the Town Clerk within seven days of the day the Shellfish Warden's decision is rendered. Upon filing the request, the suspension is stayed pending the Board's decision.
 - (b) The Board of Selectmen shall hear the appeal as soon as practicable and shall provide the appellant with at least seven days' written notice of hearing. It shall hear all the evidence and decide whether to uphold or reverse the decision of the Shellfish Warden. The rules of evidence do not apply.

Code of Kennebunkport
 Part II – Zoning Ordinances
 Chapter 240 - Land Use

§ 240-4.3 Village Residential Zone.

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Animal husbandry
Agriculture	Cemetery	Home occupation
Essential services	Church	Residential rental accommodation
Farm stand	Community building	
Single-family dwelling	Community use	
Storage and repair of fishing equipment	Elder-care facility	
<p>Parking of motor vehicles limited to any publicly owned lot in excess of 2 acres in size, with frontage on and access from a state-controlled highway. The maximum number of parking spaces for this use may not exceed 150, and there shall be no bus or large recreational vehicle parking on the lot. Further, with the exception of road frontage, dense vegetative buffering, a minimum of 6 feet in height, is required beginning at the property line and extending inward for a distance of 10 feet.</p>	<p>Golf courses in existence since January 1, 2008</p>	
Parking, temporary overflow public	Library	
Timber harvesting	Multiplex	
Timber management	Museum	
Two-family dwelling	Park	
<u>Residential rental accommodation</u>	School	*See § 240-7.1J

§ 240-4.4 Village Residential East Zone.

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Animal husbandry
Agriculture	Cemetery	Home occupation
Essential services	Church	Residential rental accommodation
Farm stand	Community building	
Single-family dwelling	Community use	
Storage and repair of fishing equipment	Elder-care facility	
Timber harvesting	Hotel and motel expansion	
Timber management	Library	
Two-family dwelling	Multiplex	
<u>Residential rental accommodation</u>	Museum	
	Park	
	School	*See § 240-7.1J

§ 240-4.5 Dock Square Zone.
[Amended 6-8-2021]

Permitted Uses	Conditional Uses Subject to Site Plan Review*	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment**	Child-care center
Essential services	Bed-and-breakfast	Handcrafts
Single-family dwelling	Boatyard	Home occupation
Storage and repair of fishing equipment	Club	Residential rental accommodation
Two-family dwelling	Commercial center	
	Financial institution	
	Hotel	
	Inn	
	Marina	
	Motel	
	Multiplex	
	Park	
	Parking, commercial	
	Professional and business offices	
	Public hospitality facility	
	Residential mixed use	
	Restaurant	
	Retail business	
	Ship chandlery	
	Theater	

NOTES:

* Exceptions to the requirement for Planning Board Site Plan Review Approval are set forth in § 490-10.2B(3).

Permitted Uses	Conditional Uses Subject to Site Plan Review*	Conditional Uses Subject to Zoning Board of Appeals Review
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** See § 490-7.1J.

§ 240-4.6 Riverfront Zone.

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Child-care center
Agriculture	Bed-and-breakfast	Handcrafts
Essential services	Boatyard	Home occupation
Farm stand	Club	Residential rental accommodation
Single-family dwelling	Commercial center	
Storage and repair of fishing equipment	Community building	
Two-family dwelling	Community use	
<u>Residential rental accommodation</u>		
	Financial institution	
	Fish processing	
	Hotel	
	Inn	
	Library	
	Marina	
	Marine transport services	
	Motel	
	Multiplex	
	Museum	
	Park	
	Professional and business offices	

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
	Residential mixed use	
	Restaurant	
	Retail business	
	School	
	Ship chandlery	
	Theater	*See § 240-7.1J

§ 240-4.7 Cape Arundel Zone.

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Home occupation
Agriculture	Cemetery	Residential rental accommodations
Essential services	Church	
Farm stand	Museum	
Library	Commercial center	
Park	Community building	
Single-family dwelling		
Storage and repair of fishing equipment		
Timber harvesting		
Timber management		
Two-family dwelling		*See § 240-7.1J

[Residential rental accommodations](#)

§ 240-4.8 **Goose Rocks Zone.**

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Child-care center
Agriculture	Cemetery	Home occupation
Essential services	Club	Residential rental accommodations
Farm stand	Community building	
Public hospitality facility, temporary	Community use	
Single-family dwelling	Library	
Storage and repair of fishing equipment	Museum	
Timber harvesting	Park	
Timber management		
Two-family dwelling		*See § 240-7.1J

[Residential rental accommodations](#)

§ 240-4.9 Cape Porpoise East and Cape Porpoise West Zones.

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Home occupation
Agriculture	Boatyard	Residential rental accommodations
Essential services	Commercial marina	
Farm stand	Community use	
Single-family dwelling	Elder-care facility	
Storage and repair of fishing equipment	Fish processing	
Timber harvesting	Library	
Timber management	Museum	
Two-family dwelling	Park	
<u>Residential rental accommodations</u>		
	Residential mixed use	
	Ship chandlery	*See § 240-7.1J

§ 240-4.10 Cape Porpoise Square Zone.

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Child-care center
Agriculture	Automobile repair shop	Handcrafts
Essential services	Automobile service station	Home occupation
Farm stand	Bed-and-breakfast	Residential rental accommodation
Single-family dwelling	Boatyard	
Storage and repair of fishing equipment	Church	
Two-family dwelling	Club	
<u>Residential rental accommodation</u>		
	Commercial center	
	Commercial marina	
	Community building	
	Community use	
	Financial institution	
	Fish processing	
	Inn	
	Library	
	Multiplex	
	Museum	
	Park	
	Professional and business offices	
	Residential mixed use	
	Restaurant	
	Retail business	
	School	

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
	Ship chandlery	
	Theater	*See § 240-7.1J

§ 240-4.11 Free Enterprise Zone.

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Child-care center
Agriculture	Automobile-oriented business	Handcrafts
Animal husbandry	Automobile repair shop	Home occupation
Essential services	Automobile service station	Residential rental accommodation
Farm stand	Bed-and-breakfast	
Manufactured housing	Boatyard	
Single-family dwelling	Campground	
Storage and repair of fishing equipment	Cemetery	
Timber harvesting	Club	
Timber management	Commercial center	
Two-family dwelling	Commercial complex	
Parking, temporary overflow public	Commercial recreation, indoor	
<u>Residential rental accommodation</u>	Commercial recreation, outdoor	
	Community building	
	Community use	
	Elder-care facility	
	Extractive Industry	
	Financial institution	

Permitted Uses**Conditional Uses Subject to Site Plan Review****Conditional Uses Subject to Zoning Board of Appeals Review**

Fish processing

Funeral home

Golf course

Health institution

Hotel

Inn

Kennel

Library

Manufacturing

Marina

Mobile home park

Motel

Museum

Nursing home

Park

Parking, commercial

Professional and business offices

Public utilities

Residential mixed use

Restaurant

Retail business

School

Ship chandlery

Theater

Veterinary clinic

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
	Warehouse	
	Wireless telecommunications facilities	
	Wholesaling	*See § 240-7.1J

§ 240-4.12 Farm and Forest Zone.

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
Accessory apartment	Accessory apartment*	Child-care center
Agriculture	Bed-and-breakfast	Handcrafts
Animal husbandry	Boatyard	Home occupation
Essential services	Campground	Residential rental accommodation
Farm stand	Cemetery	
Manufactured housing	Club	
Single-family dwelling	Commercial Recreation, outdoor	
Storage and repair of fishing equipment	Community building	
Timber harvesting	Community use	
Timber management	Extractive industry	
Two-family dwelling	Fish processing	
<u>Residential rental accommodation</u>		
	Funeral home	
	Golf course	
	Health institution	
	Hotel	
	Inn	
	Kennel	

Permitted Uses	Conditional Uses Subject to Site Plan Review	Conditional Uses Subject to Zoning Board of Appeals Review
	Library	
	Manufacturing	
	Mobile home park	
	Motel	
	Museum	
	Nursing Home	
	Park	
	Professional and business offices	
	Public utilities	
	Restaurant	
	Retail business	
	Theater	
	Veterinary clinic	
	Warehouse	
	Wholesaling	*See § 240-7.1J

§ 240-7.14 Residential rental accommodations.

C. Approval; permit; appeal.

- (1) Approval to operate a residential rental accommodation shall be granted by the Code Enforcement Officer upon a successful property inspection and complete permit application. ~~Zoning Board of Appeals contingent upon a successful property inspection by the Code Enforcement Officer subject to Subsection B above. Following such approval, the Code Enforcement Officer shall issue a permit.~~ Such permit shall be issued to the property owner only and is subject to sufficient evidence that the property is owner occupied.
- (2) A permit to operate a residential rental accommodation shall expire upon a change in ownership or a change in owner residency status.
- (3) A single-family dwelling approved to accommodate roomers prior to November 8, 2016, may continue to operate under the conditions of approval as specified by the Zoning Board of Appeals, including the Land Use Ordinance requirements and restrictions in effect at the time of such approval.
- (4) Permit shall be revoked upon confirmation of a second confirmed noise or barking dog citation related to use of a dwelling unit by a roomer. Permit shall also be revoked upon any confirmed violation of the requirements contained within the definition of residential rental accommodation located in Article 2. Any such permit having been revoked shall not be reissued to the same property owner within one year (365 days) from the date of revocation, which shall require Code Enforcement Officer reapproval ~~Zoning Board of Appeals reapproval.~~
- (5) An appeal from any decision of the Code Enforcement Officer related to the issuance, non-issuance, suspension or revocation of a residential rental accommodation permit shall be taken by an aggrieved party to the Zoning Board of Appeals within 30 days of the decision.

AGENDA ITEM DIVIDER



Kennebunkport

M A I N E

Published on *Town of Kennebunkport, ME* (<https://www.kennebunkportme.gov>)

[Home](#) > [Boards & Committees](#) > [Board of Selectmen](#) > [Online Application for Boards/Committees](#) > [Webform results](#) > [Online Application for Boards/Committees](#)

Submission information

Form: [Online Application for Boards/Committees](#) [1]
 Submitted by Anonymous (not verified)
 August 14, 2022 - 9:25pm
 2603:7080:f00:44:bc59:bc1a:37e5:7388

Choose from the following:

Board of Assessment Review

Please provide the following information:

Full Name

M. Loreta McDonnell

Email

sebecmaine@gmail.com

Residential Address

7 Capestone Drive

Residential Phone

207 641 3072

Business Address

N/A

Business Phone

N/A

Mailing Address (if different)

PO Box 2713 Kpt 04046

Are you registered to vote in Kennebunkport?

Yes

Please list Membership in community organizations, dates involved, and activities performed:

A member of the Board of Directors of the Atlantic Hall and Cape Porpoise Library since 2017
 A member of the Board of Directors of the Maine Parents and Providers of Children with Diabetes Board since 2018

School Board Director RSU 21 as Kpt Representative 2019 - 2022
Planning and Zoning Committee elected member, Hebron, Ct 2010-2013
Bifurcation of Municipal and School Budget Ad Hoc Committee appointed, Hebron, Ct 2010

Do you have any skills, experience, or training you would like to mention?

I am familiar with computers and enjoy participating in local government. My professional background is nursing.

What is your reason for wanting to serve on this board or committee?

I would like to continue to serve our community and work with members of this committee.

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Board of Assessment Review

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17061>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>

TOWN OF KENNEBUNKPORT
Application for Boards, Committees & Commissions

To the Town Manager:

I hereby request to be considered for membership to the following board(s) and/or committee(s): (If more than one, please indicate your preference: 1,2,3...)

- | | |
|---|---|
| <input type="checkbox"/> Administrative Code Committee | <input type="checkbox"/> Lighting Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parsons Way |
| <input type="checkbox"/> Budget Board | <input type="checkbox"/> Planning Board |
| <input checked="" type="checkbox"/> Cape Porpoise Pier Advisory Committee | <input type="checkbox"/> Road Book Committee |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> Sewer Advisory Committee |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Shade Tree Committee |
| <input type="checkbox"/> Government Wharf Committee | <input type="checkbox"/> Shellfish Advisory Committee |
| <input type="checkbox"/> Growth Planning Committee | <input type="checkbox"/> Solid Waste Committee |
| <input type="checkbox"/> Kennebunk River Committee | <input type="checkbox"/> Zoning Board of Appeals |

Daniel B Beard

Signature of Applicant

Date

Preliminary Information

Name (Print): DANIEL B BEARD

Residence Address: 21 PADDY CREEK RD Phone: 967-4917

Business Address: _____ Phone: CRL 468 2536

Mailing Address: 21 PADDY CREEK RD

(if different) ~ _____

E-mail Address: BMALLARDZ1@GMAIL.COM

Membership in community organizations:

Organization	Dates	Activities
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any skills, experience, or training you would like to mention?

What is your reason for wanting to serve on this board or committee?

I have had a mooring in CP for 60 years and feel that I can help the thinking for the pier renovations etc

Are you registered to vote in Kennebunkport? Please check one: **Yes** **No**

Please return the completed application to: Town Manager, 6 Elm St., P.O. Box 566, Kennebunkport, ME 04046. You will be contacted upon receipt.

Do you have any skills, experience, or training you would like to mention?

Fisherman

What is your reason for wanting to serve on this board or committee?

Grew up on and worked of Cape Porpoise
my entire life.

Are you registered to vote in Kennebunkport? Please check one: Yes No

Please return the completed application to: Town Manager, 6 Elm St., P.O. Box 566, Kennebunkport, ME 04046. You will be contacted upon receipt.

AGENDA ITEM DIVIDER

41 Hutchins Drive
Portland, Maine 04102
www.woodardcurran.com

T 800.426.4262
T 207.774.2112
F 207.774.6635

Via Electronic Mail

October 3, 2022



Mr. Eric Labelle
Principal Project/Process Engineer
Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, Maine 04046

Re: Proposal for Professional Services – Wastewater Pump Station Improvements
Contract Modification for Construction Phase Support Services

Dear Eric:

Since January 2021, Woodard & Curran has been providing engineering services for the Wastewater Pump Station Improvements project. The bids for the project were opened on June 30, 2022, and the Selectboard approved award of the project to Apex Construction on August 11, 2022. As the start of construction is approaching, we understand the Town is requesting this proposal for Woodard & Curran to support the Town during the project's construction phase. We appreciate this opportunity to help the Town bring the project to completion and offer this Contract Modification proposal for your consideration. This proposal is organized as a modification to our existing Agreement and thus the Scope of Work described below is limited only to the additional work requested, Task 5 – Construction Phase.

SCOPE OF WORK

TASK 5 – CONSTRUCTION PHASE SERVICES

Woodard & Curran will work at the direction of the Town to provide construction phase services as described here, and that support shall be on a part-time basis. We anticipate Town Staff may also provide local oversight and support to the Contractor over the duration of the construction period.

- A. **Project Meetings:** Woodard & Curran will schedule and facilitate the Pre-Construction Meeting and attend up to twelve (12) monthly construction meetings at the site. As noted in the Bid Documents, the Contract must be substantially complete with the construction within 360 days of Notice to Proceed. We will conduct a site visit to observe construction progress before or after each of the construction meetings.
- B. **Payment Requisitions:** Woodard & Curran will review progress Applications for Payment (requisitions), as submitted by Contractor and work with the Contractor to make adjustments/modifications based upon our review. Upon our acceptance, we will make recommendation for payments to the Town.
- C. **Working Drawings/Submittal Review:** Woodard & Curran shall maintain a log of Working Drawings/Submittals for tracking purposes. As described in the Bid Documents, Woodard & Curran shall review and make the appropriate/necessary



notations on each received Working Drawings/Submittal copy and shall return all "reviewed" copies to the Contractor via an emailed PDF.

- D. Requests for Interpretation/Information (RFI) Review: Woodard & Curran shall maintain a log of Working RFIs for tracking purposes. As described in the Bid Documents, Woodard & Curran shall review and provide the necessary information to respond to the RFI, and shall transmit our response to an RFI in electronic, PDF format.
- E. Site Visits: At the request of the Town, Woodard & Curran will be available to perform up to six (6) additional site visits to observe and monitor construction at times deemed appropriate or otherwise requested by the Town. Woodard & Curran shall prepare and submit Field Reports documenting our Site Visits to the Town.
- F. Substantial Completion and Final Completion: Upon Contractor's notification that they consider the work substantially complete and at the request of the Town, Woodard & Curran shall conduct a Substantial Completion Inspection with the Town and Contractor to determine the status of completion. If the work is found to be Substantially Complete, Woodard & Curran will provide to the Town a certificate of Substantial Completion and a Punch List of outstanding items to be corrected prior to final payment, as appropriate. Upon Contractor's notification that the entire work is complete, Woodard & Curran shall conduct a Final Inspection with the Town and Contractor.
- G. Project Closeout/Final Payment: Woodard & Curran shall review Contractor's final Application for Payment and required submissions, as described in the Bid Documents and specifically Standard General Conditions of the Construction Contract (between Town and Contractor).

CLARIFICATIONS AND EXCEPTIONS

The following represents Woodard & Curran's understanding of items that need additional clarification and/or assignment of responsibility for work.

1. Documentation of conformance and compliance with Maine DEP CWSRF requirements shall be performed by the Town.
2. Woodard & Curran is not scoped to perform full-time inspection or Resident Project Representative responsibilities; work described herein allows Woodard & Curran to observe Contractor's work product that is readily visible at the time of site visits.
3. Testing Services are not included within this proposal and will be the responsibility of the Contractor.

Woodard & Curran proposes to perform the additional work described within this proposal on a Time & Materials basis, with a not to exceed amount of \$75,000 for this work, bringing the total fee for services to \$218,000. For reference, this total fee represents 6.1% of the awarded construction contract price. Monthly invoices will include a summary of services provided during the invoice period.



The work described herein shall be completed in accordance with the Agreement between the Town of Kennebunkport and Woodard & Curran, executed January 4, 2021. If this Contract Modification Proposal is acceptable to you, please authorize by printing and signing below, and returning copy for our records.

Once again, we thank you for the opportunity to work with the Town. We welcome any questions you may have on this proposal. Please do not hesitate to call with any questions.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in black ink that reads "Barry Sheff".

Barry Sheff, PE
Senior Principal

A handwritten signature in black ink that reads "Megan McDevitt".

Megan McDevitt, PE
Senior Project Manager

PN: 0233585.00

Accepted this ____ Day _____, 2022

By _____

Title: _____

AGENDA ITEM DIVIDER

Prepared By: *Sebago Technics, Inc.*
 For: *Town of Kennebunkport*
 Date: *9-29-22*
 Project No. *220498*



Kennebunkport Town Office - (Design-Bid-Build) Approach

Architecture and Engineering Design Scope of Work

Activity	2022				2023				2024				2025 - Construction			
	September	October	November	Dec. - Jan.	February - June	July - Oct.	Nov - Dec.	Jan - March	April	May	June- July	Aug.-Dec.	Occupancy (September 2025)			
1.0 Schematic Design																
Facility Programming																
Schematic Floor & Space Plans				Allows time for selectboard Mtgs.												
Preliminary Geotechnical																
Concept Site Planning				Allows time for Selectboard Mtgs.												
Review Traffic and Trip Generation																
Regulatory Coordination																
Meetings and Team Coordination			As Needed													
Cost Estimate																
Topo & Natural Resources																
Issue Schematic Design Package																
Town Informs Public and Holds Referendum Vote in November							Provides Several Months to Inform Public and Prepare for Referendum									
2.0 Design Development (60% Building Design and 95% Site Design)																
Finalize Geotech																
Building Design																
Site/Civil Design & Permitting																
Meetings and Team Coordination																
Refine Cost Estimate																
Referendum																
3.0 Construction Documents & Bidding - Construction Documents (100% Design)																
Building Design - 100%																
Prepare RFP and Documents																
Bid Project																
Award Construction Contract																
4.0 Construction Services - TBD																
Project Construction 14 Months																
											July/August 2024 - September, 2025					

AGENDA ITEM DIVIDER

KENNEBUNKPORT POLICE DEPARTMENT
101 Main Street
Kennebunkport, ME 04046

MEMORANDUM

To: Laurie Smith, Town Manager

Fr: Chief Craig A. Sanford

Dt: September 27, 2022

Re: HVAC system at PD

In the current capital funding, we have \$25,000 in funds set aside to replace the cooling system at the police station. I have had trouble finding contractors to bid on the project for several months, along with having major companies cancel ANY bidding of jobs for the unforeseen future. When asked why I was told that it was because of manpower and supply issues. While having the current system serviced, I asked our current vendor to bid on the project as well as look at adding heat pumps to the nurse's office. The nurse's office is attached to the police station but has no cooling system. To attach it to our building and then increase our cooling unit's size would be a sizeable cost. These heat pumps would cool the desired space as well as assist in heating during cool months of the year. Our vendor, Atlantic Comfort Systems, Inc., has provided an estimate of \$19,550.00 to replace the PD cooling system and install a Fujitsu Heat Pump system with two heads in the nurse's office.

With the inability to get additional bidding completed and Atlantic Comfort being a locally owned company, I am recommending we go with the bid provided. This bid is within our funding while adding additional heating and cooling in the nurse's office, allowing us to dispose of large window-mounted air conditioners that will soon need to be replaced.



Atlantic Comfort Systems, Inc.

Mechanical Contractors

8/2/22

Kennebunkport Police Department
101 Main Street
Kennebunkport, ME

Atlantic Comfort Systems, Inc. is pleased to quote the following work.

- Provide & Install GE Air Conditioning Condensing unit.
- Remove and demolition of existing Carrier Condensing unit.
- Provide & Install new air handler.
- Remove and demolition of existing air handler.
- Flush refrigerant from line sets and recharge with 410A.
- One-year complete warranty.
- Included Electrical for systems.

Project Price: \$ 10,650.00

Health Center Project shall be Fujitsu Heat Pump system with two indoor heads.

Project Price: \$ 8,900.00

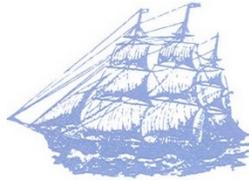
Note: Exclude Adequacies of existing systems, duct work, controls, structural, electrical.
Note: Equipment may change depending on availability, similar or comparable.

Respectfully submitted,
Matthew Tuller
Vice President
Customer Acceptance _____

Date _____



AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE
-INCORPORATED 1653-

To: Board of Selectmen, Town of Kennebunkport
Fr: Michelle Radley, Planner
Dt: October 3rd, 2022
Re: Update and Recap on Short-Term Rental Licenses, 2023

Process and Timeline

Public notification of the 2023 short-term rental (STR) application and renewal went out via mailing on September 23rd, 2022. The application period opened on the 3rd of October. New applications are reviewed on a first come first, serve basis. Renewals will be accepted until the end of the calendar year. Applications are to be completed via the platform *Host Compliance*, which is available on the Town's website. The review of applications is currently in progress.

License Count

In 2022, 405 licenses were issued to short-term rentals in Kennebunkport. Seven new licenses were approved by the Board of Selectmen for 2023 for the area outside of Goose Rocks Beach neighborhood. Total new licenses issued will be encompassing of these additional seven, any additional Goose Rocks licenses (no cap), and licenses that have become available due to the sale of homes holding STR licenses.

AGENDA ITEM DIVIDER

MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS

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

Map Lot 024-002-007A, on the Town Assessors' maps for Town, which are on file at the municipal office, being the same premises described in Town of Kennebunkport Tax Lien Certificates, recorded in the York County Registry of Deeds on July 9, 2013 in Book 16643 Page 264, July 11, 2014 in Book 16851 Page 925, July 10, 2015 in Book 17054 Page 433, July 12, 2016 in Book 17274 Page 127, July 14, 2017 in Book 17515 Page 453, July 19, 2018 in Book 17757 Page 602, July 12, 2019 in Book 17993 Page 828, July 15, 2020 in Book 18306 Page 598, July 9, 2021 in Book 18729 Page 558 and July 28, 2022 in Book 19079 Page 845.

The Inhabitants of the Town of Kennebunkport have caused this instrument to be signed in its corporate name by Sheila Matthews-Bull, Allen A Daggett, Edward W Hutchins, Jon Dykstra, Michael Weston its Municipal Officers duly authorized.

Witness our hands and seals this 13th day of October 2022.

Inhabitants of the Town of Kennebunkport

Witness

ACKNOWLEDGEMENT

State of Maine
York, County, ss.

October 13, 2022

Then personally appeared before me the above-named Sheila Matthews-Bull, Allen A Daggett, Edward W Hutchins, Jon Dykstra, Michael Weston, the Municipal Officers of the Town of Kennebunkport and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of said Municipality.

Before me,

Redisplay Any Receipt
 File

Summary for Receipt #5019

Type	Type Description	Acct	Info	Name	Copies	Amount	Split
90	Real Estate Payment	1457	1457-2024	TITO, LISA	1	3.16	1
90	Real Estate Payment	1457	1457-2023	TITO, LISA	1	4,115.63	1
91	Tax Lien Payment	1457	1457-2022	TITO, LISA	1	4,023.76	1
91	Tax Lien Payment	1457	1457-2021	TITO, LISA	1	4,120.52	1
91	Tax Lien Payment	1457	1457-2020	TITO, LISA	1	4,786.72	1
91	Tax Lien Payment	1457	1457-2019	TITO, LISA	1	4,622.10	1
91	Tax Lien Payment	1457	1457-2018	TITO, LISA	1	1,343.62	1
88	Miscellaneous	0		TITO, LISA	1	100.00	1

Paid By: TITO, LISA

Transactions:	23,115.51	Type	Amount	Ref
Convenience Fee:	0.00	CHK	23,115.51	1023
Receipt Total:	23,115.51			
Total Cash Paid:	0.00			
Total Check Paid:	23,115.51			
Total Credit Paid:	0.00			
Total Due:	0.00			

**RE Account 1457 Detail
as of 10/11/2022**

Name: TITO, LISA
Location: 225 BEACHWOOD AVENUE
Acreage: 1.85 Map/Lot: 024-002-007A
Book Page: B15586P0001

Land: 128,100
Building: 582,200
Exempt 25,000

Total: 685,300

2023-1 Period Due:

Ref1: BP
Mailing 225 BEACHWOOD AVENUE
Address: KENNEBUNKPORT ME 04046

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
	2024-1				-3.16	0.00	0.00	-3.16
	2023-1	R			0.00	0.00	0.00	0.00
	2022-1	L *			0.00	0.00	0.00	0.00
	2021-1	L *			0.00	0.00	0.00	0.00
	2020-1	L *			0.00	0.00	0.00	0.00
	2019-1	L *			0.00	0.00	0.00	0.00
	2018-1	L *			0.00	0.00	0.00	0.00
	2017-1	L *			0.00	0.00	0.00	0.00
	2016-1	L *			0.00	0.00	0.00	0.00
	2015-1	L *			0.00	0.00	0.00	0.00
	2014-1	L *			0.00	0.00	0.00	0.00
	2013-1	L *			0.00	0.00	0.00	0.00
	2012-1	R			0.00	0.00	0.00	0.00
	2011-1	L *			0.00	0.00	0.00	0.00
	2010-1	L *			0.00	0.00	0.00	0.00
	2009-1	L *			0.00	0.00	0.00	0.00
Account Totals as of 10/11/2022					-3.16	0.00	0.00	-3.16

Exempt Codes: 01 - Homestead Exempt

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

AGENDA ITEM DIVIDER

Kennebunkport Public Health

September 20, 2022

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

Please accept this generous gift of \$50.00 from Anonymous donor to the Nurses account (08-01-39). This money was granted to Kennebunkport Public Health dept to assist us with supplies, equipment, training, or any needs we see fit.

Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health

1503

Sept. 19, 22

51-7218/2211
402

Date

CHECK ARMER
FABRIKAWAL

Pay to the
Order of

Town of KPT

\$ 50⁰⁰

Fifty and no/100

Dollars



Photo
Set
Deposit
Only on back

People's United
Bank

peoples.com

For Town Nurses
thank you

[Signature]

1503

Kennebunkport Public Health

September 20, 2022

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

Please accept this donation of \$500.00 from William Gordon Family Foundation. This gift is dedicated towards the emergency fuel fund.

Thank you!

Alison Kenneway RN, BSN

Reference No.	Description	Date	Amount
519796	Grant Purpose: This Grant is to be only used for fuel or food fund for needy families		500.00
Check Date	Check No.	Payee	Check Amount
09/07/2022	348922	TOWN OF KENNEBUNKPORT	\$500.00

The William J. J. Gordon Family Foundation
 Foundation Source, Administrator
 501 Silverside Road, Suite 123
 Wilmington, DE 19809
 (800) 839-1754

WEBSTER BANK
 360 HAMILTON AVENUE
 WHITE PLAINS, NY 10601
 50-7044/2219

348922
09/07/2022

PAY ***Five Hundred Dollars And 00 Cents*******

\$500.00

VOID AFTER 180 DAYS

To The **TOWN OF KENNEBUNKPORT**
 Order Of: **PO BOX 566**
KENNEBUNKPORT, ME 04046

Sunil Garga

 Sunil Garga

Memo: