



TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda
December 28, 2023, @ 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/83389414629>

or go to **Zoom** and enter the **webinar ID**: 833 8941 4629

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

1. Call to Order.
2. Executive session per (MRSA 1, §405-6A) for discussion regarding personnel.
3. Approve the December 14, 2023, selectmen meeting minutes.
4. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)
5. Authorize the Town Manager to sign an agreement with owners of 76 Pier Rd.
6. Consider the appointment of candidates to the Town Hall Building Committee.
7. Appoint Jane Evelyn to the Growth Planning Committee with an expiration date of June 2026.
8. Appoint Anita Carroll to the Kennebunk River Committee with an expiration date of June 2026.
9. Accept donations:
 - a. \$50.00 from Madonna Chapter 144, O.E.S. towards the emergency food fund;
 - b. \$50.00 from an anonymous donor towards the general nurses account;
 - c. \$200.00 from an anonymous donor towards the emergency fuel fund;
 - d. \$1,000.00 from an anonymous towards the emergency fuel fund;

- e. \$2,000.00 from The William J.J. Gordon Family Foundation towards food and fuel assistance (\$1,000.00 towards fuel and \$1,000.00 towards food).

10. Other Business.

11. Approve the December 28, 2023, Treasurer's Warrant.

12. Adjournment.

AGENDA ITEM DIVIDER

Town of Kennebunkport
Board of Selectmen Meeting
December 14, 2023
6:00 PM
Village Fire Station (32 North Street)

MINUTES

Selectmen attending: Mike Weston, Allen Daggett, Sheila Matthews-Bull, Jon Dykstra, Marybeth Gilbert.

1. Call To Order.

Chairman Weston called the meeting to order at 6:00 PM.

2. Approve the November 21, 2023, and November 22, 2023, selectmen meeting minutes.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the November 21, 2023, and November 22, 2023, 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.)

Bill Case presented a proposal to build a new facility for the Codes & Planning Department only, located on six acres behind the public safety building, utilizing the existing parking lot. He feels that this building could be paid for entirely from the proceeds of the 8-acre "McCabe property" on School Street. He distributed a handout for this proposal to the Select Board.

No motion was necessary. No motion was taken.

4. Discussion of Parks and Recreation master plan follow-up.

Stephanie Simpson, Director of Parks and Recreation, presented some suggested revisions to the master plan:

- Firefighters Park – change the marsh edge pruning from high to medium priority. Cleaning of the culvert is to be done by Public Works at no cost.
- Parsons Field – change reconstruction of the field drainage from low to high priority to resolve current drainage issues. Flexlawn has been removed from the plan. Chairman Weston asked why the T-ball field is proposed to be moved from

Firefighters Park to Parsons Field. Stephanie and Laurie Smith, Town Manager, responded that there are many fewer mosquitoes at Parsons and amenities such as restrooms are already at the Parsons location. In addition, the idea is to have adequate room at Firefighters Park for walking paths and a full playground, making that a neighborhood park.

- Rotary Park at Beachwood – change the shade structure from low to medium priority, expand/restructure the play area from medium to low priority, add a fence along Beachwood Ave from high to low priority (noting that if the basketball courts were changed to multi-use with pickleball, the fencing for that would be extended along the side of the playground), and change the portable bathroom to low priority.

Selectman Gilbert stated that she is concerned about the impact of activities (particularly pickleball) on the park neighbors. She feels we should leave the park as is and not expand it.

Chairman Weston expressed his support of the Firefighters Park plan for an expanded playground incorporating the existing fire truck play structure, a wider entrance and walking trails. He noted that there are drainage issues at all parks and feels those should be addressed first. Stephanie agreed.

No motion was necessary. No motion was taken.

5. Award contract amendment for dewatering project and construction administration contract.

Eric Labelle, Principal Engineer, stated that he has better numbers now regarding this project. He is effectively taking funds from the pump station upgrades and applying those to the dewatering project. The overall wastewater upgrade costs remain just below the \$6 million bond that was recently approved by the voters.

Chairman Weston explained that our wastewater systems are very old and that the high cost of critical upgrades came as a surprise to the Board. The plan going forward is for a regular schedule of upgrades and repairs and to avoid waiting another 25 years for a high-cost major upgrade.

Eric continued, saying that working with Woodard and Curran directly on the SCADA project yielded a \$56,000 savings to the Town. He would like to contract with Woodard and Curran to provide administrative and construction support for the dewatering project at a cost not to exceed \$50,000.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to authorize a change order with Apex Construction for \$1,211,155. **Voted:** 5-0. **Motion passed.**

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to authorize a construction administration contract with Woodard and Curran for \$50,000. **Voted:** 5-0. **Motion passed.**

6. Award bid for the Public Works 2006 Ford F-350 truck.

Chris Simeoni, Public Works Director, informed the board that Truck 10 had been replaced with funds from this year's budget. The old truck was then put out to bid with a list of its extensive mechanical issues, noting that it would not pass inspection as is. He received two bids, the greater being for \$1,300 from Amy Aldrich. He recommended accepting this bid.

Motion by Selectman Dykstra, seconded by Selectman Matthews-Bull, to authorize the sale of the 2006 Ford F-350 truck for \$1,300. **Voted:** 5-0. **Motion passed.**

7. Consider the request for the waiver of Planning Board fees for Housing Trust's new subdivision on Beachwood.

Larissa Crockett, Executive Director of the Kennebunkport Heritage Housing Trust (KHHT), requested that the Select Board consider waiving the preliminary and final application fees totaling \$5,000 for the Landon Woods project on Beachwood Avenue. She answered questions from the Board regarding the planned design and other aspects of the project. David Kling, KHHT Board Member, added that the project will need to go through the Planning Board process before they can present the design to the Board. The project is for a total of six units. Larissa & David both made a public appeal for fundraising, as clearing the title was a significant, unanticipated expense. They also shared details relating to finding appropriate and interested applicants.

Melinda Anderson, via Zoom, asked Larissa what dollar amount corresponds to the 80% and 120% of area median income Larissa mentioned regarding a candidate search. Larissa responded that HUD does this calculation based on county and revises the calculation annually. At this time, for a family of four, 120% would be a household salary of about \$115,000 per year, and 80% would be about \$79,000.

Selectman Dykstra requested that the KHHT come before the board quarterly to provide updates on the project status. Larissa agreed and provided information on how community members can donate to the KHHT.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to waive the Planning Board fees for the Kennebunk Heritage Housing Trust project on Beachwood Avenue. **Voted:** 5-0. **Motion passed.**

8. Approve 2024 Waste Hauling Permits.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the waste hauling permits for Waste Management of Maine and Casella. **Voted:** 5-0. **Motion passed.**

9. Accept a \$50.00 donation from an anonymous donor towards the general nurses' account.

Motion by Selectman Matthews-Bull, seconded by Selectman Gilbert, to accept a \$50.00 donation from an anonymous donor towards the general nurses' account. **Voted:** 5-0. **Motion passed.**

10. Other Business.

Selectman Matthews-Bull expressed her appreciation for all of the volunteers at the Christmas Prelude this year. She thinks it went very well. The other Selectmen thanked Sheila for her efforts as well.

No motion was necessary. No motion was taken.

11. Approve the December 14, 2023, Treasurer's Warrant.

Motion by Selectman Mathews-Bull, seconded by Selectman Daggett, to approve the December 14, 2023, Treasurer's Warrant. **Voted:** 5-0. **Motion passed.**

12. Executive Session per MRSA 1, §405-6E to consult regarding a settlement offer.

Motion by Selectman Daggett, seconded by Selectman Mathews-Bull, to enter executive Session per MRSA 1, §405-6E to consult regarding a settlement offer. **Voted:** 5-0. **Motion passed.**

13. Adjournment.

The Board came out of Executive Session, and the meeting adjourned at 7:50 PM.

Submitted by,
Dave Powell,
Technology Specialist

AGENDA ITEM DIVIDER

Memorandum

To: Selectboard

Fr: Laurie Smith, Town Manager

Re: Agreement with 76 Pier Road

Dt: December 26, 2023

As part of the Pier Road Causeway project, staff worked with each of the abutters to address issues of concern. The Werners of 76 Pier Road hired an engineer to analyze the extent the project would impact their property, specifically the seawall. Although the Town's engineer and the Werners' engineer disagree about the impacts of the project, we have successfully negotiated a partnership to resolve any outstanding issues.

The Town will undertake the repairs within the project scope and will cover the costs of the first 17' of the wall outside the Town ROW, whereas the Werners will pay for the wall construction for the remaining 26'. The Werners will also reimburse the town for the additional engineering costs and up to \$15,000 towards attorney fees. The Town will receive permission to work outside the Town ROW, and the Werners will indemnify the Town from claims and damages.

The funding for the Town's portion of the project will come from our planned project costs, which include grant and reserve funds. Because the contract with Sargent came in under budget, this amendment will not create a deficit in funding.

AGREEMENT

This Agreement is by and between Mark and Dawn Werner (the "Werners"), the sole members of BCPR 76 PR LLC, the owner of property located at 76 Pier Road, Kennebunkport, York County, Maine, which parcel appears on Town of Kennebunkport Tax Map 29, Block 2, Lot 2 (the "Property") and the Town of Kennebunkport, a municipal corporation of the State of Maine with an office at 6 Elm Street, Kennebunkport, Maine 04096, (the "Town") (each a "Party" and collectively, the "Parties") to resolve issues related to the Town's Pier Road Causeway Reconstruction Project (the "Project").

RECITALS

WHEREAS:

1. The Project involves reconstruction of an approximately 525-linear foot section of Pier Road between the mainland and Bickford Island, known as the Pier Road Causeway, including without limitation the addition of granite curbing, new sidewalks and a new concrete block retaining wall running parallel to the roadway. The Town has obtained authorization, funding, and permits for the Project.
2. The Property is a residential parcel on Bickford Island situated adjacent to the Pier Road Causeway to the northeast. The northwesterly portion of the Property is currently bordered by a stone sea wall that extends from the Causeway in a northeasterly direction along the shorefront of the Property (the "Seawall"). The first 6.6'± of the Seawall extending from the Causeway is within the Town's right-of-way. The southwesterly portion of the Property also has a residential driveway entrance on Pier Road. See **Exhibit A**, attached hereto (drawing showing Property and Causeway).
3. Under the construction plans for the Project, it is anticipated that the elevation of Pier Road will be increased by approximately 2' or more at the Property's driveway entrance. The Parties have agreed that, as part of the Project, the Town will fill and regrade an area located within the southwesterly portion of the Property to transition the existing driveway to the higher elevation of the reconstructed Causeway. The Town will also reconstruct the section of the driveway as reasonably required and lawn area that requires re-grading (see **Exhibit C**), and will remove and reset the stone gate pillars and the gate and fence located at the end of the driveway and along Pier Road ("Upland Work").
4. The Parties dispute whether and to what extent the Project may result in damage to the southwestern portion of the Property, including specifically the Seawall, and the extent, if any, that improvements to the Seawall (including increasing the height) are required to mitigate such damage. The Werners believe that fill added to the southwest portion of the Property for the driveway transition, among other factors, is reasonably likely to result in future damage to the Property and to the structural integrity of the Seawall, thereby exposing the Property to increased flooding and erosive forces. The Town disputes the Werners' position entirely, and is confident that the Project as designed and

constructed would not expose the Property to increased flooding or erosive forces, nor damage the Seawall.

5. This Agreement concerns three sections of the Seawall:

- First Section: 6.6'± length of the Seawall that extends from the Causeway through the right-of-way;
- Second Section: 17'± length of the Seawall that extends from the First Section to a point ~24' northeast of the Causeway;
- Third Section: 26'± length of the Seawall that extends from the Second Section to a point ~50'6" northeast of the Causeway.

The Second and Third Sections are on the Property (private property).

6. The Maine Department of Environmental Protection ("MDEP") has confirmed that the Project qualifies for a Natural Resources Protection Agency 480-Q-2-D exemption from permit requirement (the "NRPA Exemption").
7. The Town's Project permit from the US Army Corps of Engineers ("ACOE") is limited to reconstruction of the first ~24' of the Seawall (the First and Second Sections). Reconstruction of the Third Section will require the Werners to obtain additional permitting from ACOE through the self-verification permit process. A condition of the ACOE permit is that no "in-water" work (i.e., work below the high tide mark) can be conducted after April 8 (the "ACOE Deadline").
8. Reconstruction of the Second and Third Sections will require custom precast concrete blocks to be installed under the high tide mark. Because of uncertain lead time for the concrete blocks, there is doubt whether the concrete blocks can be ordered and delivered with sufficient time to have them installed by April 8, 2024.
9. The Parties wish to avoid a costly and time-consuming legal dispute about the extent, if any, that the Project will result in damage to the Seawall and the Property.
10. The Town will not undertake any work on the Second and Third Sections of the Seawall unless it is protected to the fullest extent from all associated risks by indemnification and release of claims.

NOW THEREFORE, in consideration of the above Recitals, which are incorporated and made part of this Agreement, the mutual covenants herein, and other good and valuable consideration, the parties hereby agree as follows:

11. The Town shall construct the First Section of the Seawall located within the Town's right-of-way in accordance with the concept design drawing attached hereto as **Exhibit B**. Following completion of construction of the First Section, the Town agrees to reconstruct and increase the height of the Second and Third Sections of the Seawall in accordance with design plans prepared by the Town's engineers. See **Exhibit B**. The

First, Second and Third Sections of the Seawall shall be designed and constructed by the Town to create a uniform, consistent appearance; however, there shall be an isolation joint between the First and Second Sections. The Town shall have complete control over the design and construction of the Project and all portions of the Seawall.

12. The Town shall make all commercially reasonable efforts to install the necessary concrete blocks by the ACOE Deadline. The Parties will communicate and cooperate to attempt to complete the installation of the concrete blocks by the ACOE Deadline, including but not limited to the sourcing of materials for timely delivery. Notwithstanding anything to the contrary herein, in the event that concrete blocks for the Second and Third Sections are not delivered in time for the Town, using commercially reasonable efforts, to complete installation of the concrete blocks by the ACOE Deadline, the Town shall have no obligation whatsoever to perform further work related to the Second and Third Sections and the Werners shall be responsible to the Town for all costs incurred with respect to the Third Section, including all design and engineering costs and the cost of the blocks as well as costs associated with designing, ordering, and delivery of the blocks. If all or a portion of the concrete blocks are delivered late such that the Town cannot complete their installation by the ACOE Deadline, the Werners must take possession of the uninstalled concrete blocks after reimbursing the Town for the cost of the blocks as well as costs associated with designing, ordering, and delivery of the blocks for the Third Section. Upon said reimbursement, the Town shall provide the Werners with all engineering and design documents related to the Second and Third Sections.
13. The Werners grant permission to the Town and its employees, agents, and contractors to access to the Property, without restriction during the construction window established for the Project, for the purpose of performing work in connection with:
 - a. Regrading and reconfiguring the driveway and surrounding area (including adding fill and doing grading work on the Property to accommodate the change in slope created by elevating the height of the Causeway), reconstructing and replacing the driveway and lawn area, and removing and resetting stone gate pillars and gate and fence, see **Exhibit C**, and
 - b. Reconstructing and increasing the height of the Second and Third Sections of the Seawall.
14. The Town shall have the exclusive authority, in its reasonable discretion and in consultation with the Werners, to provide final acceptance of all of its contractors' work associated with the Project, including all fill and gradings, and reconstruction of the Seawall. Following the Town's final acceptance of the construction of the First Section and, if applicable, the reconstruction of the Second and Third Sections, the Town and its contractors shall have no further obligation whatsoever to maintain or repair the Second or Third Sections of the Seawall. Any warranty work by the Town's contractor(s) related to workmanship or materials for the Second and Third Sections of the Seawall shall be in the Town's sole discretion and subject to the Werner's consent to enter the Property and perform the work.

15. Upon completion of all work performed on the Property, the Town shall promptly repair and reasonably restore to its prior condition any disturbed areas on the Property. The reconstruction and replacement of the driveway, lawn area, stone gate pillars, gate and fence shall be performed in consultation with the Werners.
16. The Werners shall be entirely responsible, at their sole expense, to obtain necessary ACOE permits for work related to the Third Section of the Seawall. In the event that such ACOE permits are not obtained in time for the Town to reconstruct the Third Section without delay or disruption to the Town's construction schedule, the Town shall have no further obligation to perform any work on the Third Section.
17. The Werners shall be entirely responsible, at their sole expense and liability, for the costs of all work related to the Third Section of the Seawall, including without limitation, costs for design, engineering, permits, insurance, testings, site work, construction, any other associated costs, and future maintenance and repair.
18. Within five (5) business days of the execution of this Agreement by the Parties, the Werners shall deposit \$167,500.00 with the Town to be held by the Town in a separately designated account for the Werners' payment obligations under this Agreement. The Town may withdraw funds after providing the Werners with a copy of the invoice(s) requiring payment. If the Werners' payment to the Town herein is insufficient to complete the obligations in this Agreement for which the Werners are responsible, the Werners shall make payment within 15 days of receiving an invoice from the Town. Upon the Werner's complete satisfaction of its payment obligations under this Agreement, any funds (including interest earnings) remaining with the Town shall be returned to the Werners.
19. The Werners shall indemnify, defend, and hold harmless the Town, its engineer(s), its contractor(s), supplier(s), and the officers, agents, employees, and consultants of any of them (collectively, the "Releasees") from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees (collectively, "Claims") in any way arising from or related to design, permitting, reconstruction, and other work for the Second and Third Sections of the Seawall, including Claims arising from the negligence of the Releasees. The term "Claims" shall be construed broadly and shall include without limitation claims, damages, losses, and expenses attributable to bodily injury (including death), damage to property, design and engineering, deficiencies in permitting or legal authority, hazardous materials and substances existing on the Property, and enforcement actions, orders, and penalties issued by MDEP or other governmental authority.
20. The Town shall indemnify, defend, and hold harmless the Werners from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees (collectively, "Claims") in any way arising from or related to the Upland Work but only to the extent of the Town's negligence or willful misconduct. Nothing herein shall waive or is intended to waive the limitations of liability and immunities available to the Town pursuant to the Maine Tort Claims Act, 14 M.R.S.A. §8101 et seq.

21. The Werners knowingly and voluntarily agree to forever release the Releasees from and waive all Claims and other actions that the Werners or anyone acting by or through them have or may have in the future against the Releasees, whether foreseeable or unforeseeable, in any way arising from or related to design, permitting, reconstruction, and other work for the Second and Third Sections of the Seawall.
22. The Werners waive any claim or assertion to challenge or delay the Project from being completed on the grounds that the Project will unreasonably interfere with or cause damage to the Property.
23. Any provisions of this Agreement that are susceptible of performance after expiration or termination of this Agreement shall survive expiration or termination of this Agreement, including provisions in paragraphs 14, 17, 18, and 19 of this Agreement.
24. The Werners shall pay the Town for its reasonable attorneys' fees incurred in connection with negotiating and preparing this Agreement, not to exceed \$15,000.
25. Miscellaneous
 - a. This Agreement may not be assigned and shall be interpreted, governed, construed, and enforced in accordance with the laws of State of Maine, without regard to any of its conflict of laws principles.
 - b. This Agreement contains the entire agreement between the Parties in relation to its subject matter, and there are no other agreements or understandings, oral or otherwise, between the Parties at the time of execution of this Agreement.
 - c. Any amendment to this Agreement must be in writing and signed by the Parties.
 - d. There are no third party beneficiaries to this Agreement, and no person other than the Parties and their successors are entitled to any right or benefit under this Agreement.
 - e. Each Party represents that its signatories to this Agreement are duly authorized by that Party to execute this Agreement and in so doing to bind that Party to its terms.
 - f. The headings and subheadings of the sections and paragraphs of this Agreement are inserted for convenience of reference only and shall not control or affect the meaning or construction of any of the agreements, terms, covenants and conditions of this Agreement in any manner.
 - g. If any provision(s) of this Agreement is determined to be invalid or unenforceable in whole or in part for any reason, such provision(s) shall be severed and the Parties shall negotiate in good faith to amend this Agreement so as to effect the original intent of the Parties as closely as possible. The remaining provisions of this Agreement shall be unaffected thereby and shall remain in full force and effect to the full extent permitted by law.
 - h. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same Agreement. The counterparts may be executed by digital or electronic signatures

and delivered by electronic means, and the receiving Party may rely on the receipt of such document so executed and delivered as if the original had been received.

26. The Werners acknowledge that they have read this Agreement, including paragraphs 17, 18, and 19 regarding indemnification and release of Claims, and have had the opportunity to consult with legal counsel with respect to this Agreement. The Werners further acknowledge that they fully understand the terms of this Agreement, that they give up substantial rights for themselves by signing it, and that by signing this Agreement, they intend to provide a complete and unconditional release and waiver of Claims against the Releasees and a binding agreement to hold harmless, defend, and indemnify the Releasees to the greatest extent allowed by law.

In witness whereof, the authorized representative(s) of each Party have set their hands as of the date(s) set forth below.

TOWN OF KENNEBUNKPORT

Dated: _____, 2023

Laurie Smith
Town Manager

MARK AND DAWN WERNER

Dated: December 19th, 2023

Mark B. Werner
Mark Werner

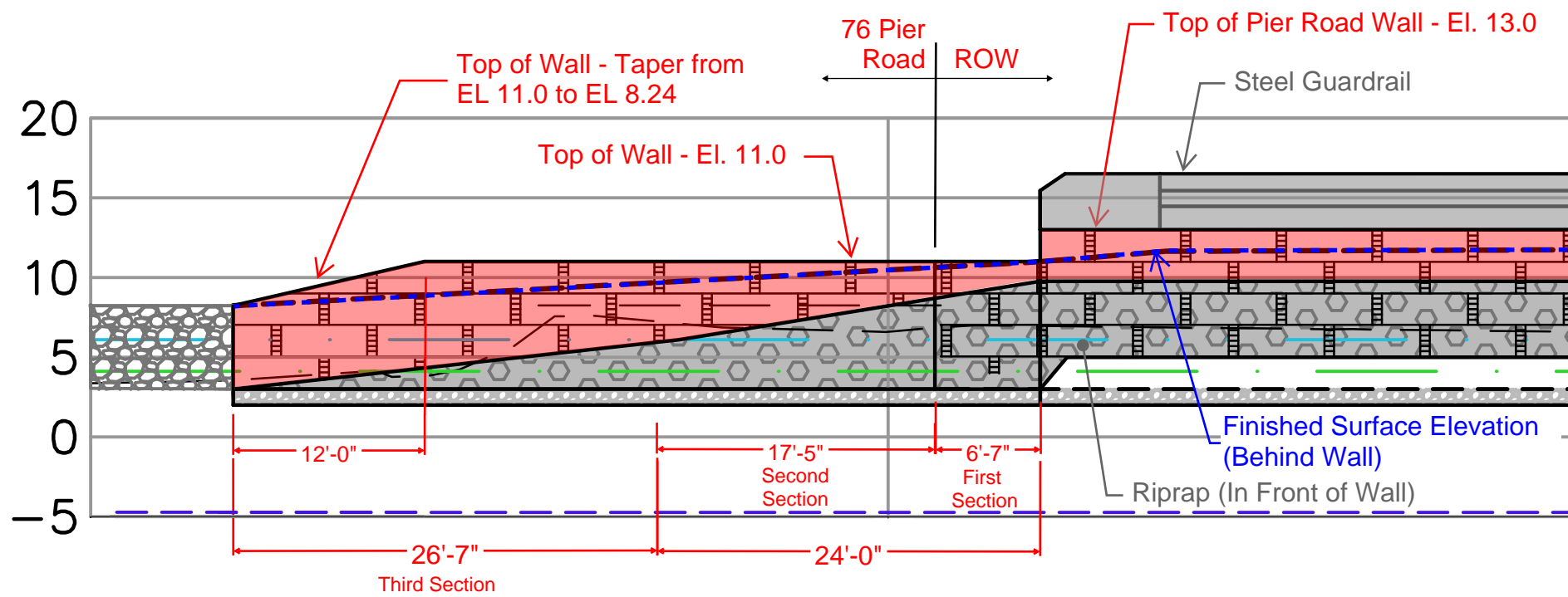
Dated: December 19th, 2023

Dawn Werner
Dawn Werner

EXHIBIT A - Pier Road, Kennebunkport ME



EXHIBIT B



LEGEND

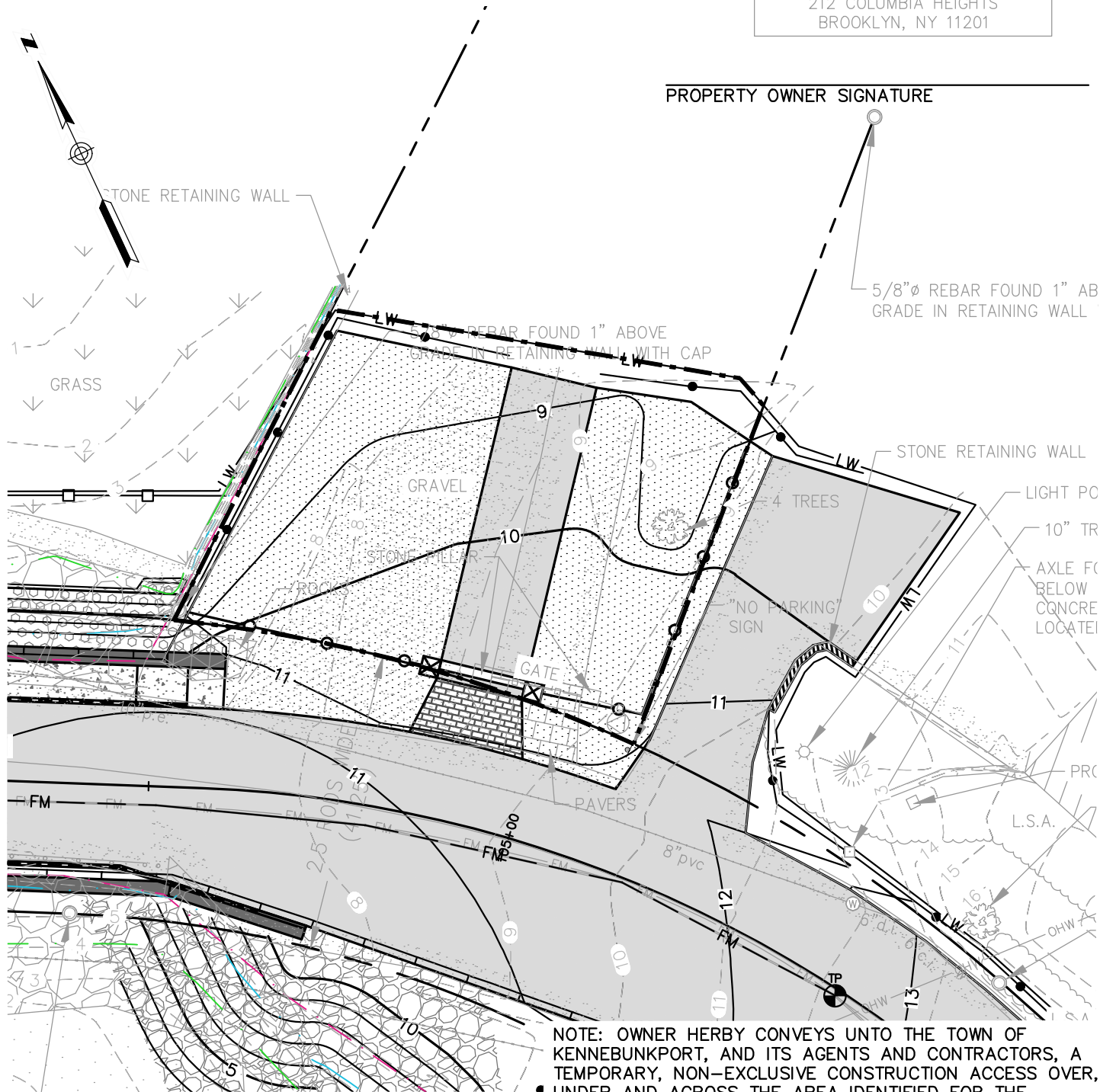
LIMIT OF WORK

CONSTRUCTION ACCESS AREA

— LW —
- - - - -

76 PIER ROAD
MAP 29 LOT 2-2
N/F
BCPR 76 PR, LLC
212 COLUMBIA HEIGHTS
BROOKLYN, NY 11201

PROPERTY OWNER SIGNATURE



20' 0 20' 40'

BAR SCALE
1" = 20'

CHECK GRAPHIC SCALE BEFORE USING

NOTE: OWNER HERBY CONVEYS UNTO THE TOWN OF KENNEBUNKPORT, AND ITS AGENTS AND CONTRACTORS, A TEMPORARY, NON-EXCLUSIVE CONSTRUCTION ACCESS OVER, UNDER AND ACROSS THE AREA IDENTIFIED FOR THE PURPOSE OF PLACING FILL, GRADING, LOAMING AND SEEDING, AND INTEGRATING THE PROPERTY WITH THE CONSTRUCTION OF THE PIER ROAD RECONSTRUCTION PROJECT. UPON COMPLETION OF SAID CONSTRUCTION WORK, THIS TEMPORARY CONSTRUCTION ACCESS SHALL AUTOMATICALLY TERMINATE SUBJECT TO ANY REQUIRED FOLLOW UP WORK WITHIN A YEAR OF SUCH COMPLETION.



Client Info:
TOWN OF KENNEBUNKPORT
KENNEBUNKPORT, ME

PIER ROAD CAUSEWAY RECONSTRUCTION

Job No: 0203806.38
Date: JUINE 2023
Scale: 1"=20'
Des by: KLD
Drn by: BCM
Chk by: MDLM

Drawing Title

**CONSTRUCTION ACCESS
AGGREGMENT**

Drawing Number

#1

AGENDA ITEM DIVIDER

Town Hall Building Committee

Authorized at the December 28, 2023, BOS Meeting

Ad Hoc Committee. The Town Hall Building Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until the completion of the successful Town Hall approval.

Membership: There are currently five residents from various professional backgrounds and two members from the Board of Selectmen.

Deb Bauman
April Dufoe
Mary Beth Gilbert
David Graham

Judith Phillips
Dick Smith
Mike Weston

The Town staff that will support the project through the design process are:

- Laurie Smith – Town Manager
- Yanina Nickless – Director of Support Services

Quorum. A quorum for the purposes of conducting business shall require a majority of those appointed.

Project Background: The current Town Offices have been housed at 6 Elm Street for 63 years. The Town has changed over the past six decades, and town hall operations have outgrown the space. Many of these issues revolve around the lack of space for the public, including the lack of available waiting space for citizens, no available absentee ballot service area, the absence of space for meeting with citizens, and inadequate parking for the public and employees. The new offices would accommodate secured storage space for valuable Town historical documents and increase the needed staff space.

In the fall of 2022, the Selectboard appointed a building committee, bringing forward a design and cost estimate in July of 2023. This design of 12,661 square feet, costing approximately 8.8 million, was brought to voters in November 2023. The final vote was 758 yes and 886 no.

The Selectboard will appoint additional members to the first committee and direct them to consider the feedback received through the public process to bring forward an updated design and cost estimate for voters' consideration in 2024.

Project Goal. The Board of Selectmen seeks to develop a design and cost estimate for a new town hall that will allow for the future needs of the public and town staff to maintain the efficient and effective operation of town administrative functions for the next 20 years. The design should incorporate necessary safety and technology measures to meet the needs of current office practices as well as anticipated future requirements. The structure should maintain as much flexibility and adaptability as possible for future needs. The building should incorporate the architectural elements that fit the culture of Kennebunkport and be an asset to the Town and the neighborhood.

Project Process:

1. Site Selection and Programming analysis
 - Review the potential sites for the Town Hall and confirm the site selection.
 - Review and verify (or modify) the findings of the previous programming space study.
 - Determine the functional relationships, if any, between the Town's needs and programs
2. Architectural Design
 - The consultant shall, with the assistance of staff, the Building Committee, and public input, determine the site's layout and location, as well as the conceptual design and important architectural elements.
 - A presentation of the conceptual design and site plan.
 - This shall include a preliminary cost estimate for the conceptual building design chosen by the Board and all necessary site work.
3. Sustainability and Resiliency
 - Review of standards for a “green” building.
 - Analysis of building construction and energy efficiency.
 - Review and recommendation of green energy options (solar, thermal, etc.)
4. Education and Public Feedback
 - Committee members will research issues raised by the consultants and staff or residents and advise when questions or decisions must be answered/made with respect to design, value engineering, the scope of work, and cost estimating of the project.
5. Advise Selectboard
 - The Committee shall advise the Board of Selectmen with respect to the public process and include elements necessary to complete the project.

Committee Duties:

1. Become familiar with the Town Hall building, property, uses, and anticipated needs.
2. Develop a path forward through design and funding.
3. Engage the public in the design process to ensure we receive feedback throughout the process and ensure broad public support for the chosen design and site plan.
4. Provide feedback to the consultants and staff throughout the design process.
5. Solicit decisions by the Board of Selectmen needed to successfully complete the project, recognizing that the Board shall make all spending decisions and approve all final decisions in the process.
6. Implement decisions of the Board of Selectmen with regard to the project.
7. Serve as the Town's liaison with the community.

Staff Duties:

1. Staff shall serve as the main liaison with the consultants.
2. The Town Manager shall direct the consultants.
3. Staff shall support the committee's work, schedule meetings, and provide materials from the consultants.
4. Staff shall report to the Board of Selectmen to update them on project progress and any decision points.

First Name	Last Name	Status	Address	Memberships	1st Round	2nd Round
Laurie	Smith	EE			X	X
Werner	Gilliam	EE			X	
Nicole	Evangelista	EE			X	
Tracey	O'Roak	EE			X	
Eric	Labelle	EE			X	
Yanina	Nickless	EE			X	
Michael	Weston	BOS			X	X
Jon	Dykstra	BOS			X	
Marybeth	Gilbert	BOS				X
April	Dufoe	Res	Fisher Lane		X	X
Debborah	Bauman	Res	Harbor Drive		X	X
David	Graham	Res	Mills Road		X	X
Jessica	Kimball	Res			X	NO
Judith	Phillips	Res	Reid Lane		X	X
Larry	Simmons	Res			X	NO
Richard	Smith	Res	Stonehaven		X	X
William	Lord	Res	Mills Road			
Robert	Wester	Res	School St.	Rotary, Budget Board		
James	Stockman	Res	Woodlawn Ave.	FD, KEMS, Lighting Comm.		
George	Bently	Res	Windemere Pl	Holy Cross, Kport Rebuplicans		
Allan	Evelyn	Res	Brookside Dr.	Budget Board, ZBA		
Andrew	Welch	Res	Clement Huff	Govt Wharf Com.,		
Kevin	McDonnell	Res	Capestone Dr.	ZBA, Atlantic Hall, COS, Habitate for Humanity, Beekeeper Assoc.		
Susan	Kaagan	Res	Old Cape Rd.	Conservation Comm., ME healthy beach, Island Stewards, Laudhom		
Robin	Phillips	Res	Buzzys Way	Conservation Comm., Habitat for Humanity,		
John	Warr	Res	Mills Road	Kport Rotary, COS		
David	Broden	Res	Arundel Road	York county Fish & Game		
Tim	Pattison	Res	Deerfield Lane	Village Parcel Com., Newcomers & Neighbors Club, Community Dev. & preservation		
Conor	Hesketh	Non-Res	Kennebunk	Sanford-Springvale Democratic Committee Vice Chair 2016		



Kennebunkport

M A I N E

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

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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 5, 2023 - 5:04pm

2601:447:cd80:61c0:f4bd:945c:c99a:cd7

Choose from the following:

Town Hall Building Committee

Please provide the following information:

Full Name

George Bentley

Email

gnbkpt@gmail.com

Residential Address

5 Windermere place

Residential Phone

2079678774. Cell phone 954-483-7760

Business Address

Business Phone

Mailing Address (if different)

P.O. Box 2796, Kennebunkport, ME. 04046

Are you registered to vote in Kennebunkport?

Yes

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

Holy Cross Lutheran 1975-2023

Kennebunkport Republican Club 2017-2023

Kennebunkport selectman candidate 2023

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

BsBa finance and MBA in accounting

Co founder and investor in 3 companies involved in raising over \$20 million in financing.

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

The town is in clear need of a new administrative facility. Would like to help Kennebunkport plan and construct an appropriate facility that is acceptable to the voting public.

Am currently on a medical leave from working so have time to devote to project. One caveat, I travel for medical treatment 10-14 days a month but am available by phone and email at all times. Medical condition has no limitations for except for not being able to fly while taking medication.

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

Town hall building committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/20971>

Links

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



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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 7, 2023 - 1:36pm

2603:7080:f00:2aa8:d8ad:3a98:c943:4d10

Choose from the following:

Town Hall Building Committee

Please provide the following information:

Full Name

David A Broden

Email

davidbroden53@gmail.com

Residential Address

53 Arundel Rd

Residential Phone

2074684453

Business Address**Business Phone****Mailing Address (if different)**

Are you registered to vote in Kennebunkport?

Yes

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

York County Fish and Game since 2017

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

Self Employed Framing and building contractor for 22 years.

Outside Salesman for Building materials for Belletetes Building Supply, 23 years, 3 years and counting Business Development for Belletetes .

I have worked on many projects Residential, Commerical and Municipal projects over the last 50 years.

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

I would like to see that we get the most for our money, a building that works for the town and the town employees.

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

Town Hall Building Committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/21011>

Links

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

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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 5, 2023 - 5:30pm

98.11.21.44

Choose from the following:

Town Hall Building Committee

Please provide the following information:

Full Name

Allan J Evelyn

Email

aevelyn@doverhills.com

Residential Address

1 Brookside Drive

Residential Phone

(617) 8991502

Business Address**Business Phone****Mailing Address (if different)**

Are you registered to vote in Kennebunkport?

Yes

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

Budget Board 2020 - 2024

Zoning Board of Appeals 2023 - ?

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

Corporate background as chief marketing officer, G.M. of largest division of a \$4 bil. company, planned and managed build-out of corp headquarters and mfg. facility in Sunnyvale CA, 74,000 sq.

ft., introduced many consumer and professional electronics handling public relations in very competitive industry markets. Capable in all aspects of Office 365. Recently built-out state-of-the-art conference room for global non-profit (2021) to enhance their remote training and conferencing capability driven by pandemic necessity.

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

I believe that I can help achieve the goal of getting voter bond approval for the Town Hall. We need to address the factors which prevented the approval of the November warrant, make appropriate adjustments and changes, and then communicate them clearly, broadly and frequently.

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

Town Hall Building Committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/20976>

Links

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



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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 19, 2023 - 11:21am

12.19.225.242

Choose from the following:

Town Hall Building Committee

Please provide the following information:

Full Name

Conor Hesketh

Email

chesketh@mtb.com

Residential Address

4 Sparrow Dr Kennebunk, ME 04043

Residential Phone

207-459-4284

Business Address

3 Elm Street Kennebunkport, ME 04046

Business Phone

207-967-2000

Mailing Address (if different)**Are you registered to vote in Kennebunkport?**

No

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

Member of the Kennebunk-Kennebunkport-Arundel Chamber of Commerce

Kennebunkport Business Association Member

2023 Christmas Prelude Sponsor of the Lower Village Tree Lighting

2023 Kennebunkport Rotary Club Member

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

Sanford-Springvale Democratic Committee Vice Chair 2016

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

Help achieve the goal of building and funding a new town hall for the town of Kennebunkport. I believe the town deserves a new town hall to better represent its town officials.

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

Town Hall Building Committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/21071>

Links

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



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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 6, 2023 - 5:42pm

2603:7080:f00:74b0:41e5:79f2:c320:9057

Choose from the following:

Town Hall Building Committee

Please provide the following information:

Full Name

Susan Kaagan

Email

skaagan@gmail.com

Residential Address

122 Old Cape Rd

Residential Phone

207-502-5022

Business Address**Business Phone****Mailing Address (if different)**

Are you registered to vote in Kennebunkport?

Yes

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

Conservation Commission (current)

Maine Healthy Beaches (current)

Island Stewards (current)

Laudholm @ Wells Reserve (current)

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

I have served on various boards and committees over the last 35 years in every community I have lived in.

I also have background in commercial design and management.

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

I voted no for the town hall. I want to be able to vote yes, as well as helping the committee in any way I can to bring this project to the community in a more positive light.

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

Town Hall Committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/20996>

Links

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

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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 5, 2023 - 10:37am

74.75.229.89

Choose from the following:

Town Hall Building Committee

Please provide the following information:

Full Name

William Lord

Email

wlord123@gmail.com

Residential Address

189 Mills Road

Residential Phone

12074675217

Business Address**Business Phone****Mailing Address (if different)**

wlord123@gmail.com

Are you registered to vote in Kennebunkport?

Yes

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

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 endorse the concept of a new Town Hall. A majority of voters have rejected the proposal for several reasons. A poll would help in determining what issues caused them not to approve the proposal.

In addition, my home was constructed in 1995 as a solar house and upgraded this year, therefore it is not surprising that I believe that the committee should specify a solar system for the new Town Hall that will cover the annual electrical use.

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

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/20951>

Links

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



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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 6, 2023 - 1:20pm

2603:7080:f00:44:4184:e15f:ad73:6294

Choose from the following:

Please provide the following information:

Full Name

Kevin McDonnell

Email

mbeeguy1@gmail.com

Residential Address

7 Capestone Drive

Residential Phone

207-229-7023

Business Address

Same

Business Phone

Same

Mailing Address (if different)

P.O. Box 2713

Are you registered to vote in Kennebunkport?

Yes

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

ZBA-2018 to present (I think)

Atlantic Hall Board 2017-2023

COS Volunteer February 2023- Present

Habitat for Humanity Volunteer 2020- Present
Maine State Beekeeper Association Board- 2021- Present

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

* Retired aerospace engineering leader.

* In 2019, reconfigured office space for 200 person engineering team which may be pertinent to this project.

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

Support our great community

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

1. New town hall committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/20991>

Links

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

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Online Application for Boards/Committees

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 below in last box in desired order.)

If you do not wish to submit your application online, you can **click here to print and return you completed application** to: Town Manager, 6 Elm St., P.O. Box 566, Kennebunkport, ME 04046. You will be contacted upon receipt.

For more information on a specific committee, **click here** to find it in the Administrative Code.

Choose from the following:

Shellfish Conservation Committee
Solid Waste/Recycling Committee
Town Hall Building Committee
Zoning Board of Appeals

Please provide the following information:

Full Name *

Tim Pattison

Email ***Residential Address ***

45 Deerfield Lane, Kennebunkport

Residential Phone *

Business Address**Business Phone****Mailing Address (if different)****Are you registered to vote in Kennebunkport?**☒ Yes☐ No**Please list Membership in community organizations, dates involved, and activities performed:**

Member, Village Parcel Committee (2019-2020).

Treasurer, Newcomers & Neighbors Club of Kennebunk-Kennebunkport-Arundel (2019 to present).

In Massachusetts, served on the boards of a community development organization and a preservation group.

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

Forty-year career in urban planning, real estate consulting, real estate development and corporate real estate.

Graduate degree in city planning & graduate degree in real estate development.

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

I think Kennebunkport needs a new town hall and meeting space and am interested in how a new building might relate to the future use and/or development of the Village Parcel.

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

I'm not a robot

reCAPTCHA
Privacy - Terms



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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 6, 2023 - 6:25pm

2600:1000:b049:cbb5:e9f2:cf27:90db:15d1

Choose from the following:

Please provide the following information:

Full Name

Robin Phillips

Email

robin.phillips533@gmail.com

Residential Address

9 Buzzys Wzy

Residential Phone

207-468-0870

Business Address**Business Phone****Mailing Address (if different)**

PO Box 1326

Are you registered to vote in Kennebunkport?

Yes

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

I am currently the chair of the Kennebunkport Conservation Commission. I have worked on an invasive species project at GRB, been involved in Kennebunkport's Pollinator Pathway project, and secured funding for pesticide testing of town catch basins. I have been on the KCC since 2021.

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

I have followed town topics with great interest for several years and feel that I have a long view of the topics such as the town hall and the Village Parcel.

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

I would like to be able to speak for the people that believed the town hall proposed was too expensive and not up to current energy efficient building standards.

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

Town hall committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/21001>

Links

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

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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 5, 2023 - 3:55pm

2603:7080:e3f:89cc:28ac:2fa:4da3:2db4

Choose from the following:

Please provide the following information:

Full Name

James M. Stockman

Email

jmlight2@roadrunner.com

Residential Address

4 Woodlawn Ave.

Residential Phone

207-967-3749

Business Address**Business Phone****Mailing Address (if different)****Are you registered to vote in Kennebunkport?**

Yes

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

KPFD 45 years

Lighting Committee 33 years

KEMS 10 years

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

50 years in the design and planning of projects in all disciplines including Municipal Buildings.

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

Help plan the Town Hall

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

Town Hall Building Committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/20966>

Links

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



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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 7, 2023 - 5:28am

13.38.38.36

Choose from the following:

Please provide the following information:

Full Name

John Warr

Email

comoanyware@gmail.com

Residential Address

120 Mills Rd

Residential Phone

515-423-9555

Business Address**Business Phone****Mailing Address (if different)****Are you registered to vote in Kennebunkport?**

Yes

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

Habitat for Humanity of York County, Board Chair 2000 to present: affordable housing
Kennebunkport Rotary Club, president 2021 to present: community support, COS,

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

40 years of experience in basic construction materials and supply, with ascending responsibility across the U. S. (Concrete, stone, sand & gravel, cement industry)

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

Serve our community's interests.

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

1. Town Hall Committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/21006>

Links

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

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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 6, 2023 - 12:30pm

2603:9000:a2f0:90:7c99:c218:695f:1835

Choose from the following:

Town Hall Building Committee

Please provide the following information:

Full Name

Andrew Welch

Email

aewelch81@gmail.com

Residential Address

60 Clement Huff Rd.

Residential Phone

207-710-7099

Business Address**Business Phone****Mailing Address (if different)**

Are you registered to vote in Kennebunkport?

Yes

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

Government Wharf Committee 2018 to present. Kennebunkport Code Enforcement Officer 2019-2022.

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

I have been a builder in Kennebunkport since 1999. I served as the Deputy to Werner in the planning & development. I am currently a project manager for a well know company in

Kennebunkport overseeing approximately 10 million in annual projects.

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

I know from experience the town needs a new town hall. I think the last plan (that I saw unfold while I worked there) had a few flaws. I think a lot of areas of building practices were not addressed, I think I can help.

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

Town hall building only.

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/20986>

Links

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

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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 5, 2023 - 1:22pm

2600:1000:b070:a68c:9dab:6ea7:8408:d67c

Choose from the following:

Town Hall Building Committee

Please provide the following information:

Full Name

Robert Wester

Email

bob.wester@outlook.com

Residential Address

113 School

Residential Phone

2076040895

Business Address**Business Phone**

2076040895

Mailing Address (if different)

Are you registered to vote in Kennebunkport?

Yes

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

KPT Rotary

KPT Budget Board

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

Retired Financial Executive

Budget and Planning

Co chairman of Bow NH High School Building Committee

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

Want to help get it approved

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

Experience in similar projects

Town needs to get a new building

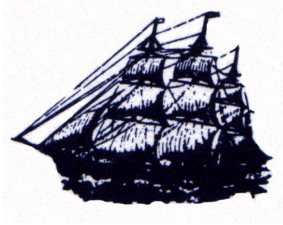
Enjoy working on the behalf of towns people

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/20956>

Links

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

AGENDA ITEM DIVIDER



KENNEBUNKPORT TOWN CLERK

To: Laurie Smith, Town Manager
Board of Selectmen

Fr: Tracey O’Roak, Town Clerk

Re: Committee Applications

Dt: December 20, 2023

Attached please find the following committee applications:

- Jane Evelyn, 1 Brookside Drive, for Growth Planning Committee
- Anita Carroll, 68 S. Main Street, for Kennebunk River Committee
(Anita completed an application for the Town of Kennebunk, however, I accepted it because it has the pertinent information. I confirmed that she is a resident and registered voter in Kennebunkport.)

Both committees have vacancies for three-year terms with expiration in June 2026.

I have spoken with the chairs of both committees, and they have given their approval for the candidates.

Thank you for your consideration.



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Submission information

Form: [Online Application for Boards/Committees](#) ^[1]

Submitted by Anonymous (not verified)

December 14, 2023 - 7:07am

98.11.21.44

Choose from the following:

Growth Planning Committee

Please provide the following information:

Full Name

Jane Evelyn

Email

jevelyn@dooverhills.com

Residential Address

1 Brookside Drive

Residential Phone

508-561-9125

Business Address

Business Phone

Mailing Address (if different)

Are you registered to vote in Kennebunkport?

Yes

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

In 2018 I was a member of the Short Term Rental Committee where I participated, with Werner Gilliam and other committee members, in meetings with residents to get input on regulating short term rentals in town. Additionally, I worked with committee members to draft a questionnaire to residents that was used to make recommendations to the town.

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

For several years I owned a financial advisory business where I assisted my clients with various elements of planning for life and retirement. More recently I joined another firm to take over certain aspects of my business as I transitioned to retirement.

I am a graduate of Northwestern University with a degree in economics. I have the Certified Financial Planner (CFP®) designation and am a member of the National Association of Personal Financial Advisors (NAPFA).

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

I love living in Kennebunkport and I would love to be a part of planning for the future of our wonderful town. After vacationing here for many years with my family, I am so happy to have been able to move here in retirement and would like Kennebunkport to continue to be a community where people enjoy living and that offers something wonderful and special to those who visit. As the town moves into the future I would like to help our town retain that character that makes Kennebunkport such a very special place.

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

Growth Planning Committee

Source URL:<https://www.kennebunkportme.gov/node/2661/submission/21046>

Links

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

Town of Kennebunk, Maine



Date:

12/6/23

Committee Volunteer Form

If you prefer to apply online, visit www.kennebunkmaine.us/committeevolunteerform

To learn more about a particular committee, please visit www.kennebunkmaine.us/committees.

To view committee agendas, please visit www.kennebunkmaine.us/calendars.

(Please print clearly)

Full Name

ANITA CARROLL

Street Address

68 S. MAIN ST KENNEBUNKPORT ME 04046

Mailing Address (if different from street address)

Are you a resident of Kennebunk?

☐ Yes

☒ No

Do you work in Kennebunk?

☐ Yes

☒ No

Do you own a business in Kennebunk?

☐ Yes

☒ No

Do you own a home or land in Kennebunk?

☐ Yes

☒ No

Daytime Phone #

207-251-2640

Cell Phone #

207-251-2640

E-Mail Address

anitaocarroll@gmail.com

I wish to be considered for appointment to the:

KENNEBUNK RIVER COMM.
Committee

(Check all that apply):

Regular Membership Status (3-year term)



Alternate Membership Status (1-year term)

(Alternates vote if Regular member absent)



Youth Membership Status (1-year term)



Town Use Only:

Date form received: _____

Appointed to: _____

Membership: Regular, Alternate, Youth

Term Ends: _____

Do you currently serve (or served in the past) on any Town committee? ☐ Yes ☒ No

If so, please list the committee(s) KENNEBUNKPORT GROWTH PLANNING

Occupation

NONE

Employer

List any civic organizations to which you belong: ARUNDEL YACHT CLUB.

Please complete questions on the back of this form

1. How many meetings have you attended of the committee you are interested in joining? # 2 or 3.

Have you reviewed agendas, minutes and online meetings (if applicable) of the committee?

YES

2. What special skills, talents, and/or unique quality can you offer the committee?

I UNDERSTAND THE RIVER / BOATING & ESPECIALLY THE VALUE
OF COMMERCIAL FISHING TO OUR TOWNS.

^ CHARTER BOATS

3. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings? *Please note: Failure to attend three regular meetings in a row or 25% of all meetings in a six-month period may result in forfeiture of your position on the committee.*

YES

4. Do you have any conflict of interest that might involve either direct or indirect financial gain or other gain?

NONE

5. Please describe why you would be an ideal candidate for this committee.

WILLING TO LISTEN TO ISSUES. I KEEP A ROW BOAT ON THE
RIVER WITH A SAILBOAT ON A KBR RIVER MOORING. I AM FREQUENTLY
ON THE RIVER.

SIGNATURE: 

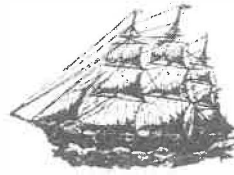
By signing, I certify the above statements to be true and correct. If applicant is under 18, a parent or guardian must also sign.

Thank you for volunteering to serve your community.

Please return form to the Town Manager's Office, 1 Summer Street, Kennebunk, ME 04043 or by email to knolette@kennebunkmaine.us.

Please note that not all committees have openings at this time; however, vacancies do occur often. Please check our website at www.kennebunkmaine.us/boardlist for a full listing of all committees to include committee members, meeting schedules, and vacancies.

AGENDA ITEM DIVIDER



Kennebunkport Public Health

— INCORPORATED 1653 —

Kennebunkport Public Health

December 4, 2023

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

Please accept this generous donation of \$50.00 from the Madonna Chapter 144, O.E.S. This gift is dedicated to the emergency food fund. This fund will provide emergency food to a family in need upon request. This fund will work alongside Community Outreach Services who provide food to our residents upon request along with the weekly food pantry in Kennebunk.

Thank you!

Alison Kenneway RN, BSN

MADONNA CHAPTER 144, O. E. S.

963

51-7218/2211
BD403

Pay to the
Order of

Kennebunk Public Health
Kennebunkport Food Pantry

11/26/23

Date

\$50.00

Fifty and 00/100

Dollars



Photo
Safe
Deposit
Circle on back

**People's United
Bank**

peoples.com

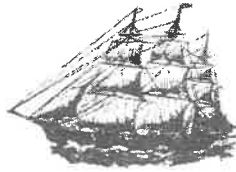
For

food pantry

Barbara Cameron

MP

⑆221172186⑆ 0033030975⑈ 0963



Kennebunkport Public Health

— INCORPORATED 1653 —

Kennebunkport Public Health

December 18, 2023

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

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

Thank you!

Alison Kenneway RN, BSN
Kennebunkport Public Health

10-4
220 8110

159

DATE Dec 18, '23

PAY TO THE ORDER OF Town of KPT, Nurses \$ 50.00

Fifty and no/100

M&T Bank KPT Nurses

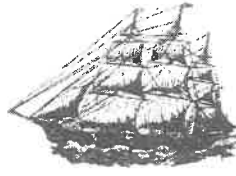
DOLLARS ☒ MyChoice Premium

MEMO Thank you!

Maggie Weber

3110159

101-A Main Street, Kennebunkport, Maine 04046
Tel: (207) 967-4401 Fax: (207) 967-3633



Kennebunkport Public Health

— INCORPORATED 1653 —

Kennebunkport Public Health

December 18, 2023

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

Please accept this donation of \$200.00 from an anonymous donor. This gift is dedicated towards the emergency fuel fund.

Thank you!

Alison Kenneway RN, BSN

10-4
220 8110

161

DATE 12-18-23

PAY TO THE ORDER OF Town of KPT

Two Hundred and no/100 — \$ 200.00

M&T Bank Town of KPT DOLLARS

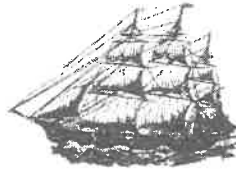
Heating MyChoice Premium

Maggie Welch

101-A Main Street, Kennebunkport, Maine 04048
Tel: (207) 967-4401 Fax: (207) 967-3633

SECURED BY
M&T BANK, LP

Security Features
Available
Details on Back



Kennebunkport Public Health

— INCORPORATED 1653 —

Kennebunkport Public Health

December 18, 2023

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

Please accept this donation of \$1000.00 from an anonymous donor. This gift is dedicated towards the emergency fuel fund.

Thank you!


Alison Kenneway RN, BSN

52-7450/2112 3038

DATE DEC 18 2023

PAY TO THE ORDER OF TOWN OF KENNEBUNKPORT \$ 1000 00

ONE THOUSAND AND NO DOLLARS

 **Kennebunk Savings**

MEMO FUEL ASSISTANCE

Carol D. Rollins MP

38

HEAT-REACTIVE INK. DETAILS ON BACK.

101-A Main Street, Kennebunkport, Maine 04046
Tel: (207) 967-4401 Fax: (207) 967-3633

Kennebunkport Public Health

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

Please accept this generous gift of \$2000.00 from The William J. J. Gordon Family Foundation. It was designated for food assistance and fuel assistance. We would like to divide it \$1000.00 donating into the food account (1-320-09 food) and \$1000.00 donating into the fuel account (1-320-08 fuel) as stated on there paperwork.

Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health

The William J. J. Gordon Family Foundation

Foundation Source, Administrator **418909**

Reference No.	Description	Date	Amount
596312	Grant Purpose: THIS MONEY IS TO BE USED TO HELP THE FUEL AND FOOD FUND		2,000.00
Check Date	Check No.	Payee	Check Amount
12/08/2023	418909	TOWN OF KENNEBUNKPORT	\$2,000.00

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

418909
12/08/2023

PAY *****Two Thousand Dollars And 00 Cents*****

\$2,000.00

VOID AFTER 180 DAYS

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


Erin Corrigan

Memo:

⑈418909⑈ ⑆221970443⑆ 3310001201⑈

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