

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

MAINE'S FINEST RESORT

Board of Selectmen Agenda

Village Fire Station – 32 North Street

August 11, 2016 – 7:00 PM

1. Call to Order.
2. Approve the July 28, 2016, 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. Consider amendment to the Land Use Ordinance regarding roomers for November 2016 Special Town Meeting.
5. Award the bid for a sweeper at the Public Works Department.
6. Award the bid for furniture at the Police Department.
7. Other business.
8. Approve the August 11, 2016, Treasurer's Warrant.
9. Adjournment.



Agenda Item Divider



**Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station-32 North Street
July 28, 2016 – 7:00 PM**

Minutes of the Selectmen Meeting of July 28, 2016

Selectmen present: Stuart E. Barwise, Patrick A. Briggs, Edward W. Hutchins, and Sheila Matthews-Bull

Selectman absent: Allen A. Daggett

Others present: Deb Bauman, Michael Davis, David Doubleday, Jim Fitzgerald, Werner Gilliam, David James, Arlene McMurray, Becky Nolette, David Powell, Greg Reid, Dan Saunders, Laurie Smith, and others

1. Call to Order.

Chair Barwise called the meeting to order at 7:00 PM.

2. Approve the July 14, 2016, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to approve the June 14, 2016, selectmen meeting minutes. **Vote:** 4-0.

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.)

David Doubleday talked about his family history living in Cape Porpoise in his wife's grandfather's house. He said he owns property on both sides of Mills Road and was concerned that all of the road and sidewalk improvements would change the character of Cape Porpoise. He passed out questions that he had, and asked the Board to consider them. (See Exhibit A).

David James said residents on North Street received an e-mail from the Town regarding putting in a temporary sidewalk from the west side of North Street from Maine Street to the parking lot. He said neighbors became concerned when it continued to Patten's Berry Farm. He wanted to know the Town's ultimate goal.

Town Manager Laurie Smith explained that their goal is to widen the shoulder to accommodate bicycles.

4. Consider renewal liquor license application submitted by Sarah and Erik Lindblom, DBA Captain Jefferds Inn, 5 Pearl Street.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the renewal liquor license application submitted by Sarah and Erik Lindblom, DBA Captain Jefferds Inn, 5 Pearl Street. **Vote:** 4-0.

5. Consider amendment to the Land Use Ordinance regarding roomers for November 2016 Special Town Meeting.

Werner Gilliam, director of planning and development, said he met with the Growth Planning Committee on Tuesday along with Selectmen Daggett and members of the public and made revisions to the ordinance based on their feedback. (See Exhibit B).

Selectman Briggs pointed out that this revision does not mention the penalties for violation of this ordinance, and Mr. Gilliam agreed that penalties should be added.

Dan Saunders, chair of the Growth Planning Committee, stated that the Committee agrees with these revisions.

Dave James added that room rentals are already allowed in Cape Porpoise.

Selectman Matthews-Bull voiced her concerns on how this ordinance will change Cape Porpoise.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to approve the Land Use Ordinance revisions regarding roomers including tonight's revision to add penalties for violations, and to send this to the Town attorney for review. **Vote:** 3-1/Selectman Matthews-Bull opposed.

6. Commitment of the 2016 property taxes and establishment of a tax rate.

Ms. Smith introduced Assessor's Assistant Becky Nolette. Ms. Nolette explained that the State has increased the Homestead exemption and that last year the overlay was \$69,000. She presented the Board with the following options:

\$8.30 mil rate with \$125,874 overlay
\$8.28 mil rate with \$87,512 overlay
\$8.27 mil rate with \$68,331 overlay
\$8.25 mil rate with \$29,969 overlay

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to accept the mill rate of \$8.28 with an overlay of \$87,512 for fiscal year 2017.

Vote: 4-0.

Mr. Gilliam introduced new employee Greg Reid. Mr. Reid will be working a few days a week as Assistant Code Enforcement Officer.

7. Sign assessor's return for County taxes.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to sign the assessor's return for County taxes in the sum of \$1,059,648.01. **Vote:** 4-0.

8. Discuss RSU 21 cost sharing agreement.

a. Appoint one School Committee member to the RSU 21 Cost Sharing Committee.

Ms. Smith said in the cost-sharing agreement there is a stipulation that it is to be reviewed every five years, and that time has come. There are three proposed meeting dates: August 10, 17, and 24, if needed.

Ms. Smith said that Peter Fellenz who is on the School Committee volunteered to be on the RSU 21 Cost Sharing Committee.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to appoint Peter Fellenz to the RSU 21 Cost Sharing Committee. **Vote:** 4-0.

Selectman Matthews-Bull let it be known that she thinks Kennebunkport is paying too much.

b. Appoint two Selectmen to the RSU 21 Cost Sharing Committee.

Motion by Selectman Briggs, seconded by Selectman Hutchins, to appoint Selectmen Barwise and Hutchins to the RSU 21 Cost Sharing Committee. **Vote:** 4-0.

9. Consider appointment to Government Wharf Committee.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to appoint Tom Mansfield to a one-year term on the Government Wharf Committee. **Vote:** 4-0.

10. Consider appointment to Growth Planning Committee.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to appoint Paul Hogan as a full member of the Growth Planning Committee with a term expiring in July 2018. **Vote:** 4-0.

11. Consider appointment to the Zoning Board of Appeals.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to appoint April Dufoe to a term expiring in July 2019. **Vote:** 4-0.

12. Consider acceptance of Government Wharf financial accounting.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to accept the funds from Government Wharf and set up an enterprise fund. **Vote:** 4-0.

13. Consider DOT agreement to allow overweight vehicles during Mat Lanigan Bridge construction.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to allow overweight vehicles during the Mat Lanigan Bridge construction and to ask for a performance bond. **Vote:** 4-0.

14. Authorize Resolution of Intent to Reimburse Expenditures for an Addition and Renovations to the Police and Communications Building with Proceeds of Tax-Exempt Bonds.

(See Exhibit C)

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, that the resolution entitled, "Resolution of Intent to Reimburse Expenditures for An Addition and Renovations to the Police and Communications Building With Proceeds of Tax-Exempt Bonds," be adopted in form presented to this meeting and that an attested copy of said Vote be filed with the minutes of this meeting, which can be viewed at Town Hall. **Vote:** 4-0.

15. Other business.

Mrs. Smith stated when the roof was laid on the new addition at the police department, they found out there was no underlayment under the old roof. Wright Ryan gave a bid of \$25,000 to remove and replace the existing roof.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the bid from Wright Ryan for \$25,000 to remove and replace the existing roof at the police station. **Vote:** 4-0.

16. Approve the July 28, 2016, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the July 14, 2016, Treasurer's Warrant. **Vote:** 4-0.

17. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Vote:** 4-0.

The meeting adjourned at 7:55 PM.

Submitted by

Arlene McMurray
Administrative Assistant

JULY 28, 2016 – EXHIBIT A

Mills Road improvement questions for the Kennebunkport Board of Selectmen:

7/28/2016

- Are road and sidewalk improvements on Mills Road something the board is looking into or is this something the board has absolutely committed to? When and how was this decision made?
- Did the board seek resident input before seeking MDOT funding? Why or why not?
- Briefly outline what the board did to ascertain if a Mills Road sidewalk is needed?
- What data was used to determine that a wider road was desired?
- If a decision is made to make improvements along the Mills Road, is the plan to follow the Federal Highway Administration recommendations for a safe sidewalk? Why or why not?
- Is the intent to provide important additional streetscape elements and pedestrian amenities to keep cars separate from pedestrians? (Granite curbs, mowed strip, lighting, and trees to define the walkway) Why or why not?
- If the plan is to simply widen the road as was done between the Cape and Town: Will that increase traffic speed and result in greater danger to pedestrians? How do we know?
- Would widening be a desirable or undesirable change to the character of the neighborhood? What data supports this?
- Would the improvements negatively or positively impact property values of Mills Road properties? What data supports that?
- If a sidewalk is for pedestrians, what are we doing about bicycles? Joggers?
- Was consideration given to placing a pedestrian way behind the big trees and fences that line the Mills Road in the village? Why or why not?
- If a sidewalk is created will it be maintained as regards snow removal? How will the town regulate/control encroachment into the right-of-way from vegetation on neighboring properties? Will the town better address these issues on existing sidewalks in Cape Porpoise and other parts of town?

Thank you,

David N. Doubleday



ROOMER Revisions

Article 2 Residential Rental Accommodation: The licensed accessory use of no more than 2 bedrooms in a legally existing dwelling or dwelling unit. This dwelling unit shall be an owner occupied dwelling. Rooms rented may be for either short term or long term rental to a roomer who may be unrelated to the owner or occupant of the unit. Individual rooms shall be rented no more than once per week. For purposes of this section a week shall be defined as Monday thru Sunday.

Roomer – A person residing in and paying rent for a room in a ~~single family dwelling~~ Residential Rental Accommodation whether or not the person eats meals on the premises. see Residential Rental Accommodation

Article 4 Add to VR (4.3), VRE (4.4) & CA (4.7) as conditional use

Article 6 Add to parking requirements (6.10)

Article 7.13 Purpose. The purpose of allowing Residential Rental Accommodations is to authorize the use of legally-existing single-, two-, and multi-family structures for the accommodation of roomers, for compensation, while ensuring the safety of the occupants and minimizing the impact of such use on the surrounding neighborhood. Such Rentals and the revenue they make available to homeowners helps makes Kennebunkport affordable for persons on fixed or limited incomes; enhances and diversifies accommodations available to visitors and tourists; and provides travelers with affordable accommodations from which to explore Kennebunkport and the Seacoast region. If not made the subject of appropriate, limited regulations, however, the use of residential properties for Residential rental accommodations may create adverse impacts on surrounding residential uses including, without limitation, increased levels of traffic, parking demand, light and glare, and noise. Such impacts are deleterious to the public health, safety, and welfare of the neighborhood and the town because they impair the livability and desirability of Kennebunkport neighborhoods for residential uses.

~~No more than two (2) rooms in a single family dwelling, which was in existence on March 6, 1972, may be let out to roomers as an accessory use to a single family dwelling provided that:~~ A Residential Rental Accommodation may be let out to Roomers provided that:

- A. No separate kitchen or cooking facilities are provided for or use by the roomers;
- B. No sign is located on the premises advertising the availability of rooms for lease or rent to roomers;
- C. ~~No alteration or change of the single family dwelling~~ the dwelling unit in its exterior appearance is made to accommodate the presence of roomers;
- D. ~~No accessory apartment or home occupation is located in the single family dwelling;~~ The bedroom(s) being rented shall be inspected by the Code Enforcement Officer and shall have code compliant smoke and carbon monoxide

Detectors in addition to complying with current building code primary and secondary means of emergency escape and rescue requirements.

- E. The rooms occupied by the roomers do not have a separate entrance from the outside;
- F. The rooms occupied by the roomers are within the principal structure;
- G. The roomers use utilities which are not separately metered from those used by the remaining occupants of the dwelling unit and
- H. One (1) off-street parking space per room rented ~~roomer~~ shall be required in addition to the requirements of Article 6.10.
- I. Owner of Residential Rental Accommodation shall remain in residence while rooms are being rented.
- J. A license to operate a Residential Rental Accommodation shall be issued by The Code Enforcement Officer after approval by the Zoning Board of Appeals and after a successful property inspection has occurred subject to section D above. Such license shall be issued to the property owner only, and is subject to sufficient evidence that the property is owner occupied. License shall become void upon a change in ownership or owner residency status.
- K. Dwelling units operating a residential rental accommodation prior to November 8th 2016 shall be required to obtain approval from the Zoning Board of Appeals and the Code Enforcement Officer before being able to accommodate Roomers beginning May 1st 2017.
- L. Roomers approved prior to November 8th 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 their approval.
- M. License shall be revoked upon confirmation of a second (2nd) confirmed Noise or Barking Dog Citation related to use of dwelling unit by a Roomer. Any such License having been revoked shall not be reissued to the same property owner within 1 year (365 days) from the date of revocation, which shall require Zoning Board of Appeals re approval.

JULY 28, 2016 – EXHIBIT C

July 28, 2016


Motion: I move that the resolution entitled, "Resolution of Intent to Reimburse Expenditures for An Addition and Renovations to the Police and Communications Building With Proceeds of Tax-Exempt Bonds," be adopted in form presented to this meeting and that an attested copy of said Vote be filed with the minutes of this meeting.

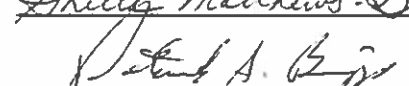
RESOLUTION OF INTENT TO REIMBURSE EXPENDITURES FOR AN ADDITION AND RENOVATIONS TO THE POLICE AND COMMUNICATIONS BUILDING WITH PROCEEDS OF TAX-EXEMPT BONDS

Whereas, pursuant to section 5772 of Title 30-A of the Maine Revised Statutes and approval by the voters of the Town of Article 25 at the Annual Town Meeting duly called and held on June 13, 2015, the Board of Selectmen are authorized to issue general obligation bonds in an amount not to exceed \$400,000.00 and notes in anticipation thereof (collectively, the "Bonds"), to fund the costs of an addition and renovations to the Police and Communications Building (the "Project");

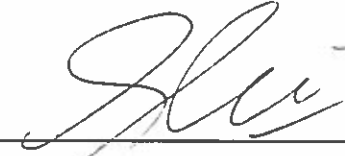
Now, therefore, the Board of Selectmen hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the Town of Kennebunkport (the "Town") reasonably expects to use the proceeds of the Bonds to reimburse certain original expenditures from the Town's general or other fund, paid not earlier than 60 days prior to adoption of this Resolution or to be paid, which original expenditures have been or will be incurred in connection with costs of the Project; and that the Town reasonably expects that the maximum principal amount that the Town will issue to finance the Project is \$400,000.00; and further that an attested copy of this resolution and declaration of official intent be kept in the permanent records of the Town and be reasonably available for public inspection.

Dated: July 28, 2016:




Shelly Matthews-Bull


Robert A. Biss
A majority of the Board of Selectmen



A true copy, attest:



Tracey O'Roak
Town Clerk

(Town Clerk to file an attested copy of this Resolution with the meeting minutes)



Agenda Item Divider



4

ROOMER Revisions

- Article 2 Residential Rental Accommodation: The permitted accessory use of no more than two (2) bedrooms in a legally existing dwelling or dwelling unit. This dwelling unit shall be an owner occupied dwelling. Rooms rented may be for either short term or long term rental to a roomer who may be unrelated to the owner or occupant of the unit. Individual rooms shall be rented no more than once per week. For purposes of this section a week shall be defined as Monday through Sunday.
- Roomer – A person residing in and paying rent for a room in a single-family dwelling Residential Rental Accommodation whether or not the person eats meals on the premises. See Residential Rental Accommodation
- Article 4 Add to VR (4.3), VRE (4.4) & CA (4.7) as conditional use
- Article 6.10 6. Parking for a Residential Rental Accommodation shall include one (1) additional off-street parking space per room rented, in addition to the minimum parking spaces required for the dwelling unit.
- Article 7.13 A. Purpose. The purpose of allowing Residential Rental Accommodations is to authorize the use of legally-existing single-, two-, and multi-family structures for the accommodation of roomers, for compensation, while ensuring the safety of the occupants and minimizing the impact of such use on the surrounding neighborhood. Such rentals and the revenue they make to homeowner's help make Kennebunkport affordable for persons on fixed or limited incomes; enhance and diversify accommodations available to visitors and tourists; and provide travelers with affordable accommodations from which to explore Kennebunkport and the Seacoast region. If not made the subject of appropriate, limited regulations, however, the use of residential properties for Residential Rental Accommodations may create adverse impacts on surrounding residential uses including, without limitation, increased levels of traffic, parking demand, light and glare, and noise. Such impacts are deleterious to the public health, safety, and welfare of the neighborhood and the Town because they impair the livability and desirability of Kennebunkport neighborhoods for residential uses.
- B. Performance Standards
- ~~No more than two (2) rooms in a single-family dwelling, which was in existence on March 6, 1972, may be let out to roomers as an accessory use to a single-family dwelling provided that:~~ a Residential Rental Accommodation may be let out to Roomers provided that:
1. No separate kitchen or cooking facilities are provided for or use by the roomers;
 2. No sign is located on the premises advertising the availability of rooms for lease or rent to roomers;

3. No alteration or change of the ~~single family dwelling~~ dwelling unit in its exterior appearance is made to accommodate the presence of roomers;
4. ~~No accessory apartment or home occupation is located in the single family dwelling;~~ The bedroom(s) being rented shall be inspected by the Code Enforcement Officer and shall have code compliant smoke and carbon monoxide detectors in addition to complying with current building code requirements for primary and secondary means of escape;
5. The rooms occupied by the roomers do not have a separate entrance from the outside;
6. The rooms occupied by the roomers are within the principal structure;
7. The roomers use utilities which are not separately metered from those used by the remaining occupants of the dwelling unit;
8. One (1) off-street parking space per room rented ~~roomer~~ shall be required as per Article 6.10 6; and
9. The owner of the Residential Rental Accommodation shall remain in residence while rooms are being rented.

C. Approval; Permit; Appeal

1. Approval to operate a Residential Rental Accommodation shall be granted by the Zoning Board of Appeals contingent upon a successful property inspection by the Code Enforcement Officer subject to section 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 8th 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 (2nd) 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 (1) year (365 days) from the date of revocation, which shall require Zoning Board of Appeals re-approval.

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 thirty (30) days of the decision.



Agenda Item Divider



5

Kennebunkport Sweeper Bid Review

Tymco 435

Bid Price \$153,255 Trade In: \$5,000 Contract Cost: \$148,255

Schwarze A4 Storm

Bid Price \$147,999 Trade In: None Contract Cost: \$147,999

Tenant Sentinel Power Sweeper

Bid Price \$170,877 Trade In \$8,000 Contract Cost: \$162,877

Elgin Broom Badger Demo Unit

Bid Price \$175,000 Trade In \$3,000 Contract Cost: \$172,000

RAVO 5 I Series Demo Unit

Bid Price \$207,000 Trade In \$9,000 Contract Cost: \$198,000

In our Vehicles / Reserve Capital account we budgeted \$160,000 for a new sweeper. Kennebunkport Public Works has received bids for and demonstrated the above sweepers. Our crew reviewed sweeper demonstrations as follows:

1. The Tymco 435 "in-stock" unit has 334 miles and 5 sweeper engine hours. This unit has several options above what was specified, including: Wash down system (high pressure, low flow with spray gun), Additional nozzle and switch for left & right gutter brooms, Hydrant wrench Dump switch in cab, Full load indicators, Bumper skid extensions, 10' extension for aux hand hose, 12" parabolic mirrors (up-grade from 10 1/2"), Fire extinguisher, Hazard reflectors and rerouted aux exhaust (for sound reduction). The Public Works crew thought that the Tymco 435 was the 2nd best overall sweeper after the RAVO 5 I series sweeper. There is a \$2,500 cost savings in accepting the "in stock" unit instead of a factory order spec unit. We recommend accepting the bid for the Tymco 435 "in stock" unit. We recommend accepting the \$5,000 trade in offer from Tymco for our Tenant 800 sweeper.
2. The best performing sweeper was the RAVO 5 I Series in combined sweeping pickup, maneuverability, quiet sweeping and road speed. I am not recommending this sweeper because of the \$50,000 cost differential between the RAVO 5 I series and the Tymco 435.
3. The Schwarze A4 Storm was not recommended because sweeping power and debris pickup was not as good as the Tymco 435. The Schwarze A4 Storm was louder during sweeping operations and hopper dumping and cleanup was more difficult than the Tymco 435. The Tymco 435 has a rubber coating on the intake system and a hopper dust separator that reduces abrasion wear. The Schwarze does not have these features and this could lead to replacement of fan, blower and vacuum housing sooner than on the Tymco 435 model.
4. The Tenant Sentinel Power Sweeper was not recommended because of a slow over the road (20 mph) speed compared to the Tymco 435 (chassis cab with normal truck speed). The cost of the Tenant Sentinel was \$14,000 more than the Tymco 435. The Tenant Sentinel was more maneuverable than the Tymco 435 but our review did not find this was enough of a factor to recommend the Tenant Sentinel.
5. The Elgin Broom Badger was not recommended because it was the least maneuverable due to the pick up broom being at the rear of the sweeper. We noted debris trails during the demonstration when taking tight turns with the unit. The machine was also loud during sweeping operations.

By: Michael Claus, Kennebunkport Public Works Director

BID PROPOSAL FORM
SWEEPER Contract No. 2017-01

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday July 21, 2016, 2:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid Tymco 435 "In Stock Unit"

Base Bid for Standard Equipment \$ 126,500.00
(In Numbers)

Town Selected Options Bid \$ 153,255.00
(In Numbers)

Expected Delivery Time after Receipt of Purchase Order 3 business days

Deduct Alternate No. 1 (Allowance for Trade - In, See Section 1.10)

Amount: \$ 5,000.00 **Words:** Five thousand dollars

NAME OF FIRM: Donovan Equipment Co

ADDRESS: 6 Enterprise Dr.
Londonderry, NH 03053

AUTHORIZED SIGNATURE: [Signature]

PRINT NAME AND TITLE: Dann Dionne Sales Associate

TELEPHONE: 603-669-2250 **DATE:** 7/20/2016

Required Attachments: 1. Detailed Sweeper Manufacturer Specifications with Town Selected Options

BID PROPOSAL FORM
SWEEPER Contract No. 2017-01

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday July 21, 2016, 2:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid Tymco 435 "Bid Spec Unit"

Base Bid for Standard Equipment \$ \$126,500.00
(In Numbers)

Town Selected Options Bid \$ \$155,755.00
(In Numbers)

Expected Delivery Time after Receipt of Purchase Order 90 days

Deduct Alternate No. 1 (Allowance for Trade - In, See Section 1.10)

Amount: \$ 5,000.00 **Words:** Five Thousand dollars

NAME OF FIRM:

Donovan Equipment Co.

ADDRESS:

6 Enterprise Dr.

Londonderry, NH 03053

AUTHORIZED SIGNATURE:

[Signature]

PRINT NAME AND TITLE:

Donn Dionne Sales Associate

TELEPHONE:

603 669-2250

DATE:

7/20/2016

Required Attachments: 1. Detailed Sweeper Manufacturer Specifications with Town Selected Options

BID PROPOSAL FORM
SWEEPER Contract No. 2017-01

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday July 21, 2016, 2:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid SCHWARZE A4 STORM

Base Bid for Standard Equipment \$ 147,999.00
(In Numbers)

Town Selected Options Bid \$ 147,999.00
(In Numbers)

Expected Delivery Time after Receipt of Purchase Order 45 DAYS A.R.O.

Deduct Alternate No. 1 (Allowance for Trade - In, See Section 1.10)

Amount: \$ N/A **Words:** N/A

NAME OF FIRM:

H. P. FAIRFIELD

ADDRESS:

65 PLEASANT HILL RD

SCARBOROUGH, ME 04074

AUTHORIZED SIGNATURE:

T. C. Baker

PRINT NAME AND TITLE:

TRAVIS BAKER - SALES REP.

TELEPHONE:

207-399-4501

DATE:

7/20/16

Required Attachments: 1. Detailed Sweeper Manufacturer Specifications with Town Selected Options

BID PROPOSAL FORM
SWEEPER Contract No. 2017-01

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday July 21, 2016, 2:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid Ravo 5 I Series

Base Bid for Standard Equipment \$ \$ 193,523.00 (Tier 4 engine)
(In Numbers)

\$ 186,492.00 (Tier 3 engine)

Town Selected Options Bid \$ \$ 215,818.00
(In Numbers)

2015 Demo Unit \$ 207,000.00

Expected Delivery Time after Receipt of Purchase Order 14 weeks (Demo unit is in stock)

Deduct Alternate No. 1 (Allowance for Trade - In, See Section 1.10)

Amount: \$ 9,000.00 **Words:** Nine Thousand Dollars.

NAME OF FIRM: Nitro

ADDRESS: 23 Foss Rd
Lewiston Me

AUTHORIZED SIGNATURE: [Signature]

PRINT NAME AND TITLE: Mike Beisang Territory Manager

TELEPHONE: 603-966-6213 **DATE:** 7/18/16

Required Attachments: 1. Detailed Sweeper Manufacturer Specifications with Town Selected Options

BID PROPOSAL FORM
SWEEPER Contract No. 2017-01

ORIGINAL

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday July 21, 2016, 2:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid SENTINEL POWER SWEEPER, RIDER, SENTINEL-W/D

Base Bid for Standard Equipment \$ 136,269 32 (Includes Freight)
(In Numbers)

Town Selected Options Bid \$ 170,877 19 (Includes Freight)
(In Numbers)
*Note. The freight charge is the same for both machines
Please see attached quote for total freight cost

Expected Delivery Time after Receipt of Purchase Order Estimated 10-12 weeks ARO

Deduct Alternate No. 1 (Allowance for Trade - In, See Section 1.10)

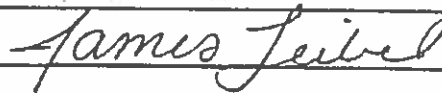
Amount: \$ 8,000 00 **Words:** Eight-Thousand Dollars and No Cents

NAME OF FIRM: Tennant Sales and Service Company

ADDRESS: 701 North Lilac Drive

Minneapolis, MN 55422

AUTHORIZED SIGNATURE:



PRINT NAME AND TITLE:

Jim Leibel, Government Contract and Bid Administrator

TELEPHONE: 800-553-8033

DATE: 18 July 2016

Required Attachments: 1. Detailed Sweeper Manufacturer Specifications with Town Selected Options

BID PROPOSAL FORM
SWEEPER Contract No. 2017-01

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday July 21, 2016, 2:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid Elgin Broom Badger

Base Bid for Standard Equipment \$ 181,500.⁰⁰
(In Numbers)

Town Selected Options Bid \$ 187,500.⁰⁰
(In Numbers)

Expected Delivery Time after Receipt of Purchase Order standard 2-3 wks optional Immediate

Deduct Alternate No. 1 (Allowance for Trade - In, See Section 1.10)

Amount: \$ 3000.⁰⁰ **Words:** three thousand and no cents

NAME OF FIRM:

ADDRESS:

AUTHORIZED SIGNATURE:

PRINT NAME AND TITLE:

TELEPHONE:

DATE: July 21, 2016

Required Attachments: 1. Detailed Sweeper Manufacturer Specifications with Town Selected Options

BID PROPOSAL FORM
SWEEPER Contract No. 2017-01

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday July 21, 2016, 2:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid Elgin Broom Badger

Base Bid for Standard Equipment \$ _____
(In Numbers)

Demo Unit
Town ~~Selected Options~~ Bid \$ 175,000.⁰⁰
(In Numbers)

Expected Delivery Time after Receipt of Purchase Order Immediate

Deduct Alternate No. 1 (Allowance for Trade - In, See Section 1.10)

Amount: \$ 3000.⁰⁰ **Words:** three thousand and no cents

NAME OF FIRM: C. N. Wood North, Inc.
ADDRESS: 84 B Warren Ave
Westbrook, ME 04092
AUTHORIZED SIGNATURE: Thomas Graham

PRINT NAME AND TITLE: Thomas Graham Territory Manager

TELEPHONE: 207-650-7567 **DATE:** July 21, 2016

Required Attachments: 1. Detailed Sweeper Manufacturer Specifications with Town Selected Options



Agenda Item Divider



6

Town of Kennebunkport, Maine

NOTICE INVITING BIDS

The Town of Kennebunkport is inviting bids for the purchase of office furniture to be utilized in the new meeting room at the Kennebunkport Police Department. Sealed bids will be received until 3:00 p.m., **Friday, August 5, 2016**, at the Town office, 6 Elm Street, Kennebunkport, Maine. Bids must be marked "Office Furniture." Bids will be opened at 3:00 p.m. and awarded at a later date.

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities.

Town of Kennebunkport

6 Elm Street
Kennebunkport, ME 04046

GENERAL SPECIFICATIONS FOR OFFICE FURNITURE

It is the intent of this invitation for bid to solicit bids for office furniture as described in the following specifications. Bidders are requested to read the complete bid invitation carefully and submit their proposals in strict accordance with the following requirements.

Any questions regarding this bid invitation, must be submitted in writing to Police Chief, csanford@kennebunkportme.gov or by phone at **207-967-2454** and be received by the Town of Kennebunkport a minimum of two business days prior to the bid opening date. Changes, if any, will be sent out in writing to all potential bidders. Only changes and clarifications made by addenda will be binding.

All bids are to be submitted on the attached proposal form, furnished with this bid invitation. All bids must show unit pricing, show freight by the manufacturer, installation total and grand total. Actual quantities ordered of each item may differ from the quantities requested in this bid. All bids should include total costs for furniture, freight, delivery, and installation.

The Town is exempt from State retail tax and federal excise tax. The prices bid must be net, exclusive of taxes.

If the selected bid is greater than the Owner's budget, the Owner reserves the right to negotiate cost savings with the bidder before entering into a contract. The Owner reserves the right to waive any irregularities, reject and all proposals or to accept any proposal. The contract award shall be based on price, quality, design, and guaranteed delivery date.

All bids must be sealed in a package (or envelope), the cover of which identifies the information that it contains, a bid proposal for "OFFICE FURNITURE", the vendor's name and address and the due date for the bid proposal.

All bids are to be addressed to:

**Town Manager
Town of Kennebunkport
P.O. Box 566
6 Elm Street
Kennebunkport, Maine 04046**

GENERAL SPECIFICATIONS

ANTI-COLLUSION STATEMENT: By signing this bid the bidder agrees that this bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose and that his bid is in all respects fair and without collusion or fraud. The bidder also agrees that this bid is made without any intentional fraudulent acts committed in an effort to be the successful low bidder.

LIQUIDATED DAMAGES: If the furniture is not delivered within the time limits specified, the delay will interfere with the Town's ability to operate an emergency operations center and will result in loss and damage to the Town. From the nature of the case it would be impractical and extremely difficult to fix the actual damage sustained in the event of any such action. The Town and the awarded vendor, therefore, presume that in the event of any such delay, the amount of damage which will be sustained from delay will be \$100.00 per calendar day, and they agree that in the event of any such delay, the awarded vendor shall pay such amount as Liquidated Damages and not as a Penalty. The Town, at its option, for amounts due the Town as Liquidated Damages, may deduct such from any money payable to the awarded vendor or may bill the awarded vendor as a separate item. The Town shall notify the awarded vendor in writing of any claims for Liquidated Damages pursuant to this paragraph before the date the Town deducts such sums from money payable to the awarded vendor.

SUBSTITUTIONS:

Each bidder represents that his/her bid is based upon the materials and equipment described in the attached bid specification. The items were specified to achieve design aesthetics and quality desired for the project. Alternates of equal quality and price will be considered. Each substitution should be noted with the specifications listed for the substituted equipment. Documentation and visuals should accompany each substitution.

QUALIFICATION OF BIDDERS:

Evidence of the experience, qualification and financial responsibility of the bidder and his/her suppliers, must be documented and acceptable to the Owner. If required, the bidder shall submit to the Owner a copy of last year's financial statements.

The bidder shall identify the key personnel who will be assigned to work on this project.

DELIVERY AND COMPLETION DATE:

The general contractor is scheduled to allow occupancy of the addition and renovation project by October 14, 2016. All materials must be delivered, set-up and installed in the Police Department by October 21, 2016. Delivery dates are to be coordinated by the successful bidder with the Owner. If there are any unusual conditions relating to delivery dates for the furniture/equipment, they must be clearly stated in the bid. The Owner will provide updated construction progress information and revised construction schedules if applicable. Off-site removal of all trash related to the furniture delivery will be the responsibility of the bidder.

Town of Kennebunkport
6 Elm Street
Kennebunkport, Maine 04046
BIDDERS PROPOSAL FORM

[illegible]

Total Cost			
-------------------	--	--	--

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities. All bids shall be in a sealed envelope marked "**OFFICE FURNITURE**" and addressed to Town Manager, Town of Kennebunkport, 6 Elm Street, P.O. Box 566, Kennebunkport, Maine 04046

BID OPENING: August 5, 2016

TIME: TBD

PLACE: Town Hall

NAME OF FIRM _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____

ADDRESS _____

TELEPHONE _____

TOWN OF KENNEBUNKPORT

6 Elm Street

Kennebunkport, ME 04046

OFFICE FURNITURE SPECIFICATION

The Town of Kennebunkport is currently seeking sealed bid requests for the immediate purchase of office furniture for use by the Kennebunkport Police Department, meeting the following minimum specifications:

Qty: 28	24"x 60" Table Top with/T-mold. With matching base with casters and privacy screen. With huddle/nesting capabilities. Heavy duty in construction and durability. (Training Room)
Qty: 60	Armless nesting chairs with flex back and all surface casters. Heavy duty in construction with high traffic fabric. (Training Room)
Qty: 1	30"X 60" Table Top with T-mold and base with a fixed height of 24". Heavy duty in construction and durability. (Interview Room)
Qty: 4	Armless chairs with all surface casters. Heavy duty in construction with high traffic fabric. (Interview Room)
Qty: 1	Suitable Lectern to be used in a class room/presentation format. Heavy use in design with all surface casters. (Training Room)
Qty: 1	Task Stool (armless) with foot rest for use with Lectern. Heavy duty in construction with high traffic fabric. (Training Room)
Qty: 1	Tandem Guest chair with table surface to accommodate all body styles. Heavy duty in construction. Fixed positional. Heavy use fabric. (Lobby)
Qty: 2	4 drawer lateral filing cabinet (non-locking). Heavy duty in construction.
Qty: 1	Glass display case (locking) 36"W x 48"H x 18"Deep (approximately). (Lobby)

COLORS AND FABRICS YET TO BE DETERMIND

The bid must include all materials, equipment, and labor necessary to perform the services requested and must state the name of the person(s) or entity(s) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal.

1.1 LENGTH OF TIME FOR DELIVERY

Bidder shall state length of time in calendar days required to deliver products. Note Liquidated Damages provision in the General Specifications.

Length of time: _____

1.2 WARRANTY Bidder shall state length of warranty to be provided on furniture

Length of warranty: _____

Bids were solicited from the following vendors:

WB Mason
Attention: David Stockburger
106 Pine Tree Industrial Parkway
Portland, Maine 04102

Red Thread
869-873 Main Street
Westbrook, Maine 04092

Maine Business Furniture Inc.
160 Presumpscot Street
Portland, Maine 04103

Transco Office Solutions
37 Gabriel Drive
Augusta, Maine 04330

Creative Office Pavilion
141 Middle Street
Portland, Maine 04101

Town of Kennebunkport
6 Elm Street
Kennebunkport, Maine 04046
BIDDERS PROPOSAL FORM

Freight

Page 4 of 7

Total Cost

~~\$~~ 36,529.89

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities. All bids shall be in a sealed envelope marked "OFFICE FURNITURE" and addressed to Town Manager, Town of Kennebunkport, 6 Elm Street, P.O. Box 566, Kennebunkport, Maine 04046

BID OPENING: August 5, 2016


TIME: TBD

PLACE: Town Hall

NAME OF FIRM

CREATIVE OFFICE PROLEGN

SIGNATURE



PRINTED NAME

ALEXANDER ROMANOFF

TITLE

ACCOUNT EXECUTIVE

ADDRESS

141 MADDOLE STREET
PORTLAND, ME 04101

TELEPHONE

207-618-9543

AROMANOFF@COP-INC.COM

W.B. MASON

Town of Kennebunkport
6 Elm Street
Kennebunkport, Maine 04046
BIDDERS PROPOSAL FORM

Equipment	# of Items	Per item price	Extended Price
24"x60" table (see full description below)	28	422.33	11,825.24
Armless Chair (see full description below)	60	257.58	15,454.80
30"x60" table (see full description below)	1	342.97	342.97
Armless Chair (see full description below)	4	269.18	1,076.72
Lectern (see full description below)	1	626.08	626.08
Task Stool (see full description below)	1	278.92	278.92
Tandem guest chair (see full description below)	1	1,092.03	1,092.03
4 Drawer filing cabinet (see below)	2	473.38	946.76
Glass display case (see full description below)	1	915.37	915.37

Freight /INSTALL

975.00

Total Cost			
------------	--	--	--

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities. All bids shall be in a sealed envelope marked "**OFFICE FURNITURE**" and addressed to Town Manager, Town of Kennebunkport, 6 Elm Street, P.O. Box 566, Kennebunkport, Maine 04046

BID OPENING: August 5, 2016

TIME: TBD

PLACE: Town Hall

NAME OF FIRM W. B. Mason Co., Inc.

SIGNATURE David Stockburger

PRINTED NAME David Stockburger

TITLE Account Representative

ADDRESS 106 Pine Tree Industrial Parkway
Portland ME 04102

TELEPHONE 888-926-2766 ext 1335