

# TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

MAINE'S FINEST RESORT

**Board of Selectmen Agenda**

**Village Fire Station – 32 North Street**

**August 25, 2016 – 7:00 PM**

1. Call to Order.
2. Approve the August 11, 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. Charrette workforce housing update scheduled for September 27 and 29, 2016.
6. Consider the \$400,000 bond for the police department addition.
7. Consider a sewer extension for the EBS Cove Subdivision.
8. Discussion of engineering proposals for wastewater projects.
9. Consider awarding the bid for the purchase of two one-ton trucks.
10. Accept the donation of \$540 from the Portside Rotarians to the Kennebunkport Public Health Department for the fuel assistance program.
11. Other business.
  - a. GRB Shorebird Intern season report.
  - b. Request from Bill Leffler to establish a Senior Citizens' committee.
12. Approve the August 25, 2016, Treasurer's Warrant.
13. Adjournment.

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## 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~~ the 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 8<sup>th</sup> 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 (2<sup>nd</sup>) 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





TOWN OF KENNEBUNKPORT, MAINE  
~ INCORPORATED 1653 ~  
MAINE'S FINEST RESORT

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WORKFORCE  
**HOUSING COALITION**  
— OF THE GREATER SEACOAST —

*Opening Doors to Vibrant Communities*

August 22, 2016

Dear Neighbor,

The Town of Kennebunkport is partnering with the Workforce Housing Coalition of the Greater Seacoast in an outreach and educational effort. We will explore conceptual and theoretical quality workforce housing options in Kennebunkport as part of a visioning session for the community of Kennebunkport of the future. We will host the upcoming **Workforce Housing Planning Workshop on September 27 and 29, 2016 at the Nonantum Resort**. The Coalition is a nonprofit, education and outreach initiative that hosts public forums and conducts trainings to highlight solutions to the region's housing challenges. As a member of the neighborhood, we would like to invite you to join us as an active participant who will contribute in the planning workshop.

The planning workshop will focus on two areas in Kennebunkport. The process will include the development of a broad brush design concept for these areas as a model that focuses on workforce housing.

The planning process we will be conducting is called a *charrette*, and will engage Kennebunkport community members with a team of housing professionals, to collectively explore residential design ideas in the charrette study area. The designs that result from the workshop are not blue prints, and no one (not the property owners, not the abutters or neighbors, nor the town) will be obligated to take any particular action as a result of the workshop. This planning workshop will take ideas from all who are interested, and create designs and drawings that help capture their vision, as a visual guide for any future development.

The Workforce Housing Coalition has worked to recruit a great team of architects, real estate agents, planners, bankers, business leaders, and other housing professionals who have volunteered their time, and are eager for this chance to work with you. We're contacting you now to provide you with the details of the charrette process and the proposed schedule for the two-day event, in hopes that you'll join us whenever you can.

## **Kennebunkport Workforce Housing Planning Workshop**

**Tuesday, September 27, 2016**

### **6:00-8:00 pm "Listening Session"**

You are invited to the Nonantum Resort to join the conversation and share your ideas, hopes, and concerns about future development at the sites. Invitees include abutters, neighborhood residents, businesses, local families, workers, students, municipal officials, legislators, and others who are interested. Site property owners and members of the design team will also attend.

**Thursday, September 29, 2016**

### **8:30 am – 6:00pm Charrette welcome and design process**

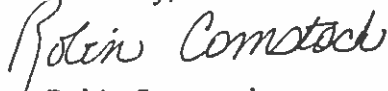
Design team members will meet at the Nonantum Resort, for a welcome and presentation of the design process overview, and then the design team will begin working. Property owners and all other stakeholders are invited to stop in at any time.

### **6:00pm – 7:30pm Presentation/ Design Reveal**

The teams will present the design concepts developed during the charrette. These drawings are intended to capture the vision that the property owners and Kennebunkport stakeholders have for the sites in order to provide guidance for future development. Design presentations will be followed by questions, comments, and responses from attending property owners and stakeholders. Within approximately 2 months of the event, a charrette booklet featuring the design concepts will be created as a final product.

We hope to see you on Sept. 27<sup>th</sup> and 29<sup>th</sup>, for this important community event. If you have any questions, please feel free to contact Robin Comstock, Executive Director of the Workforce Housing Coalition at [rcomstock@seacoastwhc.org](mailto:rcomstock@seacoastwhc.org), 603-205-0539, or Werner Gilliam, CFM, Director of Planning and Development for the Town of Kennebunkport at [wgilliam@kennebunkportme.gov](mailto:wgilliam@kennebunkportme.gov), 207-967-1604. Feel free to visit our website at [www.seacoastwhc.org](http://www.seacoastwhc.org) or [www.kennebunkportme.gov](http://www.kennebunkportme.gov) for more information.

Sincerely,



Robin Comstock  
Executive Director  
Workforce Housing Coalition  
Of the Greater Seacoast



Werner Gilliam, CFM  
Director of Planning and Development  
Town of Kennebunkport

# Come to the Charrette



Community

Listening Session Reveal Session

6 PM-8 PM



Community

6:00 PM-7:30 PM

**Where:** Nonantum Resort

**Host:** Town of Kennebunkport

**Facilitator:** Workforce Housing Coalition of the Greater Seacoast

## What are charrettes?

Charrettes are collaborative, intensive, planning sessions with members of the community (residents, workers, employers) and a team of volunteer housing professionals. These stakeholders present their vision and brainstorm, and ultimately accomplish their project goals. They generally last from one to three days. There is no charge, but they do solicit donations, sponsorships, and grants.

## Who is the Workforce Housing Coalition of the Greater Seacoast?

It is a nonprofit organization of housing professionals who conduct these charrettes to:

- Advocate for workforce housing.
- Educate the community of the importance of having housing for a diverse workforce, e.g., teachers, students, merchants, retail employees, etc.
- Provide a range of housing options for the workforce of the greater seacoast region.



### **What happens at these charrettes?**

Input is gathered from both the community and the Workforce Housing Coalition volunteers to develop a concept and perform a feasibility study. These professionals also review zoning and other regulations. They test their design options to make sure they work. At the end of the process, the information is provided to the community at a Reveal Session.

### **What prompted this charrette?**

Workforce housing was identified as a goal in the Comprehensive Plan. Consequently, the Growth Planning Committee endorsed a charrette application for housing through the Workforce Housing Coalition of the Greater Seacoast. After a Coalition representative gave a charrette presentation at the December 10, 2015, Board of Selectmen's Meeting, the Board voted to proceed with an application.

### **Who are the sponsors?**

Kennebunk Savings  
TD Bank  
The Nonantum Resort  
York Hospital  
Kennebunkport Resort Collection  
York County Council of the Maine Association of REALTORS  
The Chamber: Kennebunk, Kennebunkport, Arundel  
Habitat for Humanity, York County  
United Way of the Greater Seacoast  
New Hampshire Housing  
Regional Economic Development Center of Southern New Hampshire



# Agenda Item Divider



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August 25, 2016

Motion: I move that the resolution entitled, "Resolution to Authorize Town of Kennebunkport to Issue up to \$400,000 in Bonds for an Addition and Renovations to the Police Department and Communications Building," be adopted in form presented to this meeting and that an attested copy of said Resolution be filed with the minutes of this meeting.

**RESOLUTION TO AUTHORIZE TOWN OF KENNEBUNKPORT TO ISSUE UP TO \$400,000 IN BONDS FOR AN ADDITION AND RENOVATIONS TO THE POLICE DEPARTMENT AND COMMUNICATIONS BUILDING**

Whereas, at the Annual Town Meeting duly called and held on June 13, 2015, the voters of the Town of Kennebunkport (the "Town") authorized the Board of Selectmen to issue general obligation bonds of the Town in a principal amount not to exceed \$400,000 for a term not to exceed 10 years to pay costs of an addition and renovations to the Police Department and Communications Building (the "Project"),

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

1. That the offer of \_\_\_\_\_ to purchase bonds of the Town in the original principal amount of \$400,000.00 with an interest rate per annum on the outstanding principal amount thereof equal to \_\_\_\_%, is accepted and approved;
2. That the Chairperson of the Board of Selectmen (the "Chair") and the Treasurer are authorized to borrow up to \$400,000.00 from \_\_\_\_\_ on behalf of the Town, with interest on the principal amount thereof at a rate of \_\_\_\_% per annum, which borrowing is for the purpose of financing costs of the Project;
3. That the Chair and the Treasurer are authorized to issue general obligation bonds in an aggregate principal amount not to exceed \$400,000.00, which bonds are for the purpose of financing costs of the Project, and to execute and deliver a bond or bonds under the seal of the Town attested by the Clerk, dated on or about August 26, 2016, and to determine the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption with or without premium, form(s), and other details of said bonds not inconsistent herewith, including execution and delivery of said bonds against payment therefor, as they may approve, their approval to be conclusively evidenced by their execution thereof (the "Bonds");
4. That the Bonds be issued in the name of the Town and in registered form transferable only on the registration books of the Town, which registration books may be kept by the Town or its transfer agent, upon surrender thereof with a written instrument of transfer, duly executed by the registered owner or his/her attorney duly authorized in writing;
5. That no part of the proceeds of the Bonds shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code");
6. That the Chair and the Treasurer are authorized to designate the Bonds as qualified tax-exempt obligations within the meaning of Section 265(b)(3) of the Code;

7. That the Chair and the Treasurer, acting singly, are authorized to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Bonds, to take all other lawful actions necessary to ensure the interest on the bonds will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bonds to become includable in the gross income of the owners thereof;
8. That the appropriate officials of the Town are authorized to execute and deliver on behalf of the Town such other documents and certificates as may be required in connection with the issuance, execution, or delivery of the Bonds;
9. That the Town Manager or Treasurer in consultation with Bond Counsel is authorized to implement written procedures with respect to the Bonds for the purpose of: (i) ensuring timely "remedial action" for any portion of the Bonds that may become "non-qualified bonds," as those terms are defined in the Code and regulations thereunder; and (ii) monitoring the Town's compliance following the issuance of the Bonds with the arbitrage, yield restriction and rebate requirements of the Code and regulations thereunder;
10. That if the Clerk, Treasurer, or Chair for any reason be unavailable to, as applicable, approve, execute, or attest the Bonds or any related financing documents, the person or persons then acting in any such capacity, whether as assistant, deputy, or otherwise, be authorized to act for such unavailable official with the same force and effect as if such official had himself/herself performed such act;
11. That if any of the officers or officials of the Town who have signed, attested, or sealed the Bonds shall cease to be such officers or officials before the Bonds so signed, attested, and sealed shall have been actually authenticated or delivered by the Town, such Bonds nevertheless may be authenticated, delivered, and issued with the same force and effect as though the person or persons who signed, attested, or sealed the Bonds had not ceased to be such officer or official; and also, any such Bonds may be signed, attested, or sealed on behalf of the Town by those persons who, at the actual date of execution of the Bonds, shall be the proper officers or officials of the Town, although at the nominal date of the Bonds any such person shall not have been such officer or official; and
12. That the Town Clerk file an attested copy of this Resolution with the minutes of this meeting.

Dated this 25th day of August, 2016:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
A majority of the Board of Selectmen

A true copy, attest:

\_\_\_\_\_  
Clerk, Town of Kennebunkport

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**OFFICIAL BID RESPONSE FORM**

NON-TAXABLE GENERAL OBLIGATION BOND  
10 years - \$400,000.00

Name of Institution: Camden National Bank

The financial institution having its principal place of business

In Camden, Maine with a banking offers to the Town of  
Office in Kennebunk

Kennebunkport, Maine to purchase the above captioned note, dated on or

about August 26, 2016 and maturing on August 26, 2026,

as described in the Invitation for Bid and hereby made a part of this proposal  
as follows:

Type	Principal	Interest Rate	Interest Expense	Fees or Charges	Net interest expense	Net Interest Rate
Annual	\$400,000	2.35	53,499.71	0	53,499.71	2.35
Semi-annual	\$400,000	2.35	51,173.86	0	51,173.86	2.35
Monthly	\$400,000	2.35	49,228.89	0	49,228.89	2.35

Prepayment is or is not permitted (circle one).

State terms and penalties, if any, if prepayment is permitted: N/A

NON-TAXABLE GENERAL OBLIGATION BOND  
10 years - \$400,000.00

Name of Institution: Norway Savings Bank

The Norway Savings Bank having its principal place of business in Norway, Maine offers to the Town of Kennebunkport, Maine to purchase the above captioned note, dated on or about August 26, 2016 and maturing on August 26, 2026, as described in the Invitation for Bid and hereby made a part of this proposal as follows:

Type	Principal	Interest Rate	Interest Expense	Fees or Charges	Net interest expense	Net Interest Rate
Annual	\$400,000	2.25% Fixed for 10 years	\$42,681.80	\$0	\$42,681.80	2.25%
Semi-annual	\$400,000	2.25% Fixed for 10 years	\$45,457.15	\$0	\$45,457.15	2.25%
Monthly	\$400,000	2.25% Fixed for 10 years	\$47,779.12	\$0	\$47,779.12	2.25%

Prepayment is or is not permitted (circle one).

State terms and penalties, if any, if prepayment is permitted:

**OFFICIAL BID RESPONSE FORM**

It is understood and agreed by the undersigned that the Bank (aka the successful Bidder) will award the funds bid for in this proposal upon the basis of the official bid request document.

## OFFICIAL BID RESPONSE FORM

### NON-TAXABLE GENERAL OBLIGATION BOND 10 years - \$400,000.00

Name of Institution: Biddeford Savings Bank

The financial institution having its principal place of business

In Biddeford, Maine offers to the Town of

Kennebunkport, Maine to purchase the above captioned note, dated on or

about August 26, 2016 and maturing on August 26, 2026,

as described in the Invitation for Bid and hereby made a part of this proposal

as follows:

Type	Principal	Interest Rate	Interest Expense	Fees or Charges	Net interest expense	Net Interest Rate
Annual	\$400,000	2.75%	\$63,899.78	0	\$63,899.78	2.75%
Semi-annual	\$400,000	2.75%	\$61,171.20	0	\$61,171.20	2.75%
Monthly	\$400,000	2.75%	\$58,846.61	0	\$58,846.61	2.75%

Prepayment ☒ is or is not permitted (circle one).

State terms and penalties, if any, if prepayment is permitted:

Borrower may prepay the Note in full or in part without premium or penalty provided that prior written notice of the intention to make prepayment is given to the Bank. If the Borrower obtains financing within 10 years of the Note's inception for any such prepayment from any Lender other than Biddeford Savings, Borrower shall pay to Bank a separate and additional prepayment penalty equal to five percent (5%) of the amount of such prepayment.

<b>OFFICIAL BID RESPONSE FORM</b>
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NON-TAXABLE GENERAL OBLIGATION BOND  
10 years - \$400,000.00

Name of Institution: People's United Bank, National Association, (the "Bank")

The Bank at 350 Fore Street having its principal place of business

In Portland, ME 04101 offers to the Town of Kennebunkport, Maine to  
purchase the above captioned note, dated on or about August 26, 2016 and  
maturing on or about August 26, 2026,

as described in the Invitation for Bid and hereby made a part of this proposal  
as follows:

**Please see attached Proposal Letter for a comprehensive offer and all terms.**

Type	Principal	Interest Rate	Interest Expense	Fees or Charges	Net interest expense	Net Interest Rate
Annual <b>OPTION 1</b>	\$400,000	2.50%	\$55,000.00	0.00	2.50%	2.50%
Semi-annual <b>OPTION 2</b>	\$400,000	2.50%	\$52,500.00	0.00	2.50%	2.50%
Monthly <b>Not Offered</b>	\$400,000	N/A -	monthly	repayment	not offered	

Prepayment **is not** permitted

State terms and penalties, if any, if prepayment is permitted:

**\*Amortization schedule is available per request.**





# Agenda Item Divider





## KENNEBUNKPORT WASTEWATER DEPARTMENT

**Date:** August 5, 2016

**To:** The Board of Selectman

**From:** Allan Moir

**Re:** Sewer extension for EBS Cove Subdivision.

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Sebago Technics for EBS Cove Development has applied to connect nine house lots from the EBS Cove Subdivision into the collection system.

The Wastewater Dept. hired Pinkham & Greer Engineers to review the application, and to make a recommendation on allowing them to tie into the collection system.

I have reviewed the report from Pinkham & Greer and they can see no reason why they cannot connect to the collection system, there should be little or no impact to our system. (See attached report)

I also have reviewed all of the documents submitted by Sebago Technics and I would recommend that the applicant be allowed to tie into the collection system.

I would also like to recommend the Town not to take possession of this system, because it is a pressure system.

File: 16129

May 20, 2016

Mr. Allan Moir  
Kennebunkport Sewer District  
PO Box 1038  
Kennebunkport, ME 04046

RE: REVIEW OF EBS COVE SUBDIVISION, WASTEWATER TREATMENT

Dear Alan,

As requested, I have reviewed the plans for EBS Cove Subdivision and the data on the Treatment Plant and Turbats Creek Pump Station.

Plan Review:

The project intends to use a pressure sewer system for the collection of the wastewater. It appears to be in general conformance with the standard design parameters. There are a few minor items that need to be cleaned up on the drawings. Those include:

1. The force main is not shown in the profile views.
2. The connection note on sheet 4 of 9 refers to the Water District. It should be the Kennebunkport Sewer Department.
3. Note 30 on sheet 4 of 9 is in conflict with the detail of the force main trench detail on sheet 9 of 9. The cover depth should be consistent.
4. The detail for the force main trench on sheet 9 of 9 has a couple of notes that can be deleted, or revised.
5. An air release valve detail should be provided.

Force Main:

The addition of 9 homes to the system will add about 1,400 gallons per day to the system. The flushing velocity will be maintained by the Turbats Creek Pump Station. When just the pressure system force main contributes to the flow in that pipe, it may not reach flushing velocity. When the Turbats Creek Pumps operate it should clean the line.

Mr. Mr. Allan Moir  
May 20, 2016  
Page 2 of 2  
File: 16129



Treatment:

The treatment plant is currently operating within the licensed parameters. The additional flow from the project should not negatively impact the operating conditions.

My review is limited to the wastewater components only. Let me know if you have any questions.

Sincerely,

PINKHAM & GREER,  
CIVIL ENGINEERS

A handwritten signature in black ink that reads "Thomas Greer". The signature is fluid and cursive. Below the signature, the text "(Thomas S. Greer, P.E.)" is printed in a smaller, sans-serif font.

(Thomas S. Greer, P.E.)

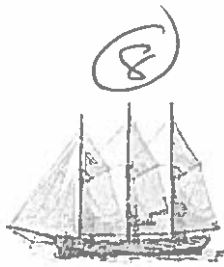
cc: Steve Doe-Sebago Technics, File

TSG/rjs



# Agenda Item Divider





## KENNEBUNKPORT WASTEWATER DEPARTMENT

**Date:** August 22, 2016

**To:** The Board of Selectman

**From:** Allan Moir

**Re:** Engineering services for the pump stations project.

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The DEP / EPA have new requirements for selecting an engineering firm when you use funds from the Clean Water State Revolving Fund (CWSRF). When you borrow more than one million from the CWSRF, you now have to use the Qualification Based Selection (QBS) process for selecting an engineering firm; you can no longer select the firm based on the costs for engineering services.

The process for the QBS selection is as follows.

1. Owner should prepare the preliminary scope of services, project description or problem to be solved and a schedule of required deliverables in the form of a request for qualifications (RFQ).
2. Owner publicly advertises RFQ in newspapers and/or invites qualified firms to submit letters of qualifications in a format provided by Owner.
3. Owner reviews letters of qualifications, checks references, ranks firms and selects a minimum of 3 firms for interviews. All other firms are notified in writing of the selections. Pre-interview site visits with the selected firms may be scheduled to provide better understanding of the project requirements.
4. Separate interviews are conducted with each selected firm. Interview questions should be identical and interview format should be made available to all selected firms. The format of the interview will depend on the complexity of the proposed project.
5. Owner scores each firm in accordance with a predetermined scoring system once all interviews have been conducted. All interviewed firms must be notified of the results.
6. The top-scoring firm is asked to prepare a detailed scope of services and to negotiate conditions of the contract, including fees for services to be performed.
7. If an agreement cannot be reached on the terms of the contract, negotiations with the top-scoring firm are suspended and negotiations are commenced with the next top-scoring firm. The negotiation process continues until an agreement is reached.



## **KENNEBUNKPORT WASTEWATER DEPARTMENT**

8. Formal engineering services contract is executed by both parties.

As you can see, negotiating the cost for engineering is one of the last things that you do in the selection process.

The QBS process is not about the costs for engineering services just who is the most qualified to do the work. The QBS process it will just take some time to complete, and when you complete it, you then can negotiate a price of the services. We know that the engineering firms that make it through to the interview process are the same engineers that you would like to do the project and it is just a matter of negotiating a price.

There is a work around not to do the QBS process, and that is to break up the loan into two loans. One loan could be for just the engineering services and the other one would be for rebuilding of the pump stations and the other equipment at the treatment plant. We would only have one bond payment for up to two million dollars, but we would have two loans instead of one.

I would like to propose that we hire Wright Pierce to do the engineering services for us. Wright Pierce was the firm that we hired to do the study of the pump stations, so they are the most familiar with the project, and they have the expertise to do the design and specification for the project. If we hire another firm, they will have to verify all of the work that Wright Pierce has already done, and then start designing the project again.



# Agenda Item Divider





## Kennebunkport One Ton Truck Bid Review

Yankee Ford - Ford F-350 DRW 4x4 w/ Plow & Dump Body (Messer Equipment)

1 Truck Bid Price \$43,923

2 Truck Contract Cost: \$87,846

Arundel Ford - Ford F-350 DRW 4x4 w/ Plow & Dump Body (Messer Equipment)

1 Truck Bid Price \$43,803 (without dump body cost)

1 Truck Bid Price (with dump body  $\$43,803 + \$7,150 =$  ) \$50,953

2 Truck Contract Cost: \$101,906

Autofair Ford - Ford F-350 DRW 4x4 w/ Plow & Dump Body (Donovan Equipment)

1 Truck Bid Price \$44,649

2 Truck Contract Cost: \$89,278

In our Vehicles / Reserve Capital account Public Works budgeted \$41,000 and Wastewater budgeted \$50,000 for a new truck. Public Works original budget projection did not have a dump body, but in discussions with the crew we determined that a dump body would be safe and efficient for unloading earthworks material and developed our specification to include a dump body.

Kennebunkport Wastewater would pay for their truck out of their funded capital account.

Kennebunkport Public Works has \$11,745 in additional reserve funding remaining due to our new sweeper bid coming in below budget. Public Works would recommend paying for the \$2,923 over budget amount for the new truck from the sweeper purchase remainder in our Reserve / Vehicles capital account. Public Works has no more vehicles to purchase this fiscal year.

Kennebunkport Public Works and Wastewater Departments have reviewed all 3 bids and determined that they all meet our specifications and are equivalent in quality. All 3 bids are for 2017 model year Ford F-350 chassis with the same trim levels and options. All 3 bids have the same plow package and the dump body is as specified for Arundel Ford and Yankee Ford with an equivalent dump body from Autofair Ford.

Kennebunkport Public Works and Wastewater Departments recommend awarding the contract for 2 One Ton Trucks with plow and dump body to the low bidder, Yankee Ford, in the amount of \$87,846.

By: Michael Claus, Kennebunkport Public Works Director  
Allan Moir, Kennebunkport Wastewater Superintendent

**BID PROPOSAL FORM**  
**One Ton Trucks Contract No. 2017-02**

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

**BID DATE:** Thursday August 18, 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. Bid Prices (1-3) should reflect the price of one truck.

**Model Bid** 2017 F350 DRW REGULAR CHASSIS CAB. 145"WB. F3H

**1. Base Bid for Chassis Cab \$** 31,023.<sup>00</sup>  
(In Numbers)

**2. Platform Body**  
**Town Selected Options Bid \$** 7,150.<sup>00</sup>  
(In Numbers)

**3. Plow Equipment**  
**Town Selected Options Bid \$** 5,750.<sup>00</sup>  
(In Numbers)

**Total Bid Price per Truck = Sum of Items 1 -3** \$ 43,923.<sup>00</sup>  
(In Numbers)

**Total Contract Price for 2 Trucks** \$ 87,846  
(In Numbers)

**Expected Delivery Time after Receipt of Purchase Order** FACTORY ORDER BASIS ONLY  
APPROXIMATE 30-45 DAY LEAD TIME

**NAME OF FIRM:** YANKEE FORD SALES

**ADDRESS:** 165 WATERMAN DRIVE  
SOUTH PORTLAND, MAINE 04106

**AUTHORIZED SIGNATURE:** [Signature]

**PRINT NAME AND TITLE:** SCOTT A. BONNEY FLEET MANAGER

**TELEPHONE:** (207) 777-5591

**DATE:** 8/14/16

**Required Attachments:** 1 Detailed One Ton Truck Manufacturer Specifications with Town Selected Options ☒

**BID PROPOSAL FORM**  
**One Ton Trucks Contract No. 2017-02**

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

**BID DATE:** Thursday August 18, 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. Bid Prices (1-3) should reflect the price of one truck.

**Model Bid** F350 CAB + CHASSIS

1. Base Bid for Chassis Cab \$ 39,153  
(In Numbers)

2. Platform Body  
Town Selected Options Bid \$ 7,150  
(In Numbers)

3. Plow Equipment  
Town Selected Options Bid \$ 5,650  
(In Numbers)

Total Bid Price per Truck = Sum of Items 1-3 43,803  
(In Numbers)

Total Contract Price for 2 Trucks 101,906 WITH PLOW + BODYS  
(In Numbers)

Expected Delivery Time after Receipt of Purchase Order 12 TO 14 WEEKS

**NAME OF FIRM:** ARUNDEL FORD

**ADDRESS:** 1561 PORTLAND RD  
ARUNDEL ME 04046

**AUTHORIZED SIGNATURE:** [Signature]

**PRINT NAME AND TITLE:** RODNEY BRACKETT SM

**TELEPHONE:** 207 955-2130 **DATE:** 8/1

**Required Attachments:** 1 Detailed One Ton Truck Manufacturer Specifications with Town Selected Options

**BID PROPOSAL FORM**  
**One Ton Trucks Contract No. 2017-02**

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

**BID DATE:** Thursday August 18, 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. Bid Prices (1-3) should reflect the price of one truck.

**Model Bid** 2017 Ford F350 Cab + Chassis Drw 145" WB, 60" C/A

**1. Base Bid for Chassis Cab \$** 32,064.00  
(In Numbers)

**2. Platform Body**  
**Town Selected Options Bid \$** 6,725.00  
(In Numbers)

**3. Plow Equipment**  
**Town Selected Options Bid \$** 5,850.00  
(In Numbers)

**Total Bid Price per Truck = Sum of Items 1 - 3** \$44,639.00  
(In Numbers)

**Total Contract Price for 2 Trucks** \$89,278.00  
(In Numbers)

**Expected Delivery Time after Receipt of Purchase Order** 1200mys or Before 12/31/16

**NAME OF FIRM:** Autofair Ford

**ADDRESS:** 1475 So Willow Street

Manchester NH 03103

**AUTHORIZED SIGNATURE:** Paul Thibodeau

**PRINT NAME AND TITLE:** Paul Thibodeau

**TELEPHONE:** 603-634-0940

**DATE:** 8/15/16

**Required Attachments:** 1 Detailed One Ton Truck Manufacturer Specifications with Town Selected Options

# **Kennebunkport, Maine**

## **SPECIFICATIONS**

**2 – 2017 One Ton Chassis  
Cab Trucks with Platform  
Dump Body and Plow**

**Wastewater / Public Works Departments**

**Contract No. 2017-02**

**TOWN OF KENNEBUNKPORT  
Laurie Smith, Town Manager**

**July 25, 2016**

**Public Works Department  
105 Beachwood Avenue  
Kennebunkport, Maine 04046  
(207) 967-5728**

**BID DATE: Thursday August 18, 2016, 2:00 p.m.**

# INVITATION TO BID

The Town of Kennebunkport, Maine will accept sealed bids until 2:00 p.m., Thursday, August 18, 2016 at the Town Manager's Office, 6 Elm Street, Kennebunkport, Maine for the furnishing of Two – 1 Ton Chassis Cab / Dual Rear with Platform Body, Dump Hoist and Plow for the Wastewater and Public Works Departments. Bids shall be submitted in sealed envelopes with the name and address of the Bidder and marked "1 Ton Truck" on the face of the envelope. The bids will be opened and publicly read aloud at 2:00 p.m. on the same date.

A complete set of the contract documents may be downloaded from the Town of Kennebunkport website. Bids shall be submitted on the provided forms in accordance with the Information for Bidders. No Bidder may withdraw a bid within thirty (30) days after opening thereof.

The Owner reserves the right to waive any informalities in or to reject any and all bids.

---

Allan Moir, Superintendent  
Wastewater Department  
Michael Claus, Director  
Public Works Department  
Town of Kennebunkport

taking exception to the detailed specification. If no exceptions or deviations are specifically shown and explained, equipment shall be furnished exactly as specified.

### **1.03 DELIVERY**

- A. The One Ton Trucks shall be delivered as soon as possible and guaranteed delivery may be considered in making the award. Delivery time shall be expressed on the bid proposal form in the space provided (in number of calendar days required to make delivery after receipt of a purchase order).
- B. The One Ton Trucks shall be delivered to the Public Works Department, 105 Beachwood Avenue, Kennebunkport, Maine.

### **1.04 DELIVERY CONDITION**

- A. The vehicles delivered shall be in strict accordance with these specifications. If the vehicles are delivered with deviations or improper servicing, the Bidder must arrange to have the necessary work done within five (5) business days after notification from the Town of Kennebunkport.
- B. Provide one (1) copy each of the maintenance and the operational manual, and a complete parts list for all electrical, mechanical and hydraulic equipment as may be furnished with the One Ton Trucks (See Detailed Specs for further requirements)

### **1.05 TAX EXEMPTION**

- A. The Town of Kennebunkport (a municipal government) is an exempt entity under law of the State of Maine and is, therefore, exempt from payment of the State of Maine sales or use tax on purchases made directly for its own use. These taxes are not to be included in the bid prices for any equipment, materials and supplies sold to the Town under this Contract.
- B. The Town of Kennebunkport is exempt from Federal Excise Tax and Federal Transportation Tax on all equipment, materials and supplies sold to the Town for its own use. These taxes are not to be included in the bid prices under this contract.

### **1.06 GUARANTEE**

- A. The Bidder guarantees that the One Ton Trucks furnished under this bid is a new and unused product of regular manufacture.
- B. The decision of the Wastewater Superintendent and Public Works Director as to reasonable compliance with these specifications and guarantee shall be final.
- C. The manufacturer's standard warranty shall apply to the One Ton Trucks and warranty service shall be gratis at any dealer's shop in Maine or New Hampshire.
- D. The successful Bidder shall further guarantee the One Ton Trucks and all equipment furnished for a period of one (1) year from date of delivery in addition to any standard warranty's offered with the One Ton Trucks. This guarantee shall include defective materials and workmanship. If, during this period, warranty repairs and/or parts replacement become necessary due to defective materials and/or workmanship, all labor

## **1.07 BASIS FOR AWARD**

- A. The Town of Kennebunkport reserves the right to accept or reject any or all bids in whole or in part, to waive any formality and technicality in any bid, and to accept any item or items in any bid. The Town reserves the right to accept or reject any or all bids as may best serve the interest of the Town.
- B. Bids shall be submitted in a sealed envelope or package with the type of bid clearly indicated on the outside.
- C. The Town will accept the bid most advantageous to the Town, not necessarily the lowest bid. Alternative quotations will be considered only when clearly explained. They will be considered only if the specifications are met and the alternatives are submitted as an alternative bid.
- D. The base bid price plus Town Selected Options bid price quoted shall be the net amount and shall include all costs necessary to furnish and deliver the One Ton Trucks as required by these specifications.

## **1.08 PAYMENT**

- A. When the One Ton Trucks are delivered and after inspection of the vehicle and equipment to ensure compliance with these specifications, the Town will process a request for payment. However, if poor workmanship and/or minor deviations exist, the Town may withhold up to 20% of the contract price upon delivery and delay payment of the balance until the Bidder has made all necessary corrections.
- B. The Town may withhold the full payment of the contract price if, in its opinion, the One Ton Trucks contain major deviations from the specifications.
- C. The Town of Kennebunkport will pay the amount due upon delivery acceptance.

## **1.09 SERVICE**

- A. Service by an authorized dealer of the One Ton Trucks shall be available within a 50 mile radius of the Town of Kennebunkport
- B. Prior to delivery, the One Ton Trucks furnished shall be completely serviced by the Bidder or by an authorized dealer of the manufacturer. Service will include; lubrication, wash, Maine Inspection, and all other checks and adjustments required for proper servicing of a new vehicle.
- C. It shall be the Bidder's responsibility to insure at the time of servicing that all components and accessories specified have been properly installed.
- D. It shall be the Bidder's responsibility to ensure that the One Ton Trucks are road worthy.

END OF GENERAL INFORMATION SECTION



## DETAILED SPECIFICATIONS

### SECTION 3

## 2 - 2017 One Ton Trucks with Platform Dump Body and Plow

The Town of Kennebunkport Wastewater and Public Works Department are requesting bid quotes on 2 –2017 One ton chassis cab pick-up trucks with platform dump bodies and plows. This specification is based on a Ford F350 XL dual rear gasoline automatic chassis cab with Knapheide platform dump body and a stainless steel Fisher V-plow. Other makes or models which meets or exceeds the specifications and as detailed will be given the same and equal consideration. Bidders must supply manufacturers specifications for the completed unit including options that will meet or exceed the units noted for bid quotes. Each bidder shall complete the following section supplying the information requested for the equipment bid. Failure to complete this section may be considered grounds for rejecting the bid.

**One Ton Truck:**                      **Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Year** \_\_\_\_\_

Option Equipment List Attached Yes: \_\_\_\_\_

<i>Specification</i>	<i>Description</i>	<i>Minimum Required</i>	<i>Bidder to Supply</i>
<b>3.01</b>	<b>2017 Ford F350 Dual Rear Wheel Chassis Cab</b>		
a.	Gasoline Engine (6.2L V8)		
b.	Automatic Transmission		
c.	Dual Rear Wheel		
d.	4 Wheel Drive (4 x 4 Drive Type)		
e.	XL Trim Level with Power Equipment Group		
f.	Truck Colors Oxford White and Magnetic Gray.		
g.	4 Upfitter switches on dashboard		
h.	Limited Slip Differential		
i.	60" cab to axle		
j.	Snow Plow Prep Package		
k.	No Spare Tire		
<b>3.02</b>	<b>Knapheide Platform Dump Body – Optional Equipment Required in Town Selected Options Bid Price</b>		
a.	Knapheide Value Master-X Platform Body Model PVMXS-93C:		
1)	Smooth Steel Floor w/ 2" x 4" Stake pockets.		
2)	Knapheides primer paint system, oven cured black finish paint		

# One Ton Truck

## BID LIST

---

Rod Brackett Arundel Ford 1561 Portland Rd. Arundel, ME 04046 (800) 889-7171 rbracket@arundelford.com	Darren Chisholm Prime Ford Saco 857 Portland Rd. Saco, ME 04072 (207) 282-0300 dchisholm@driveprime.com
Bob Tardiff Messer Truck Equipment 170 Warren Ave Westbrook, ME 04092 (207) 415-3127 bobt@messertruckequipment.com	Greg West Rowe Westbrook Ford 91 Main St. #1 Westbrook, ME 04092 (207) 854-2555 gwest@roweford.com
John Wiechman Yankee Ford Sales & Service 165 Waterman Dr. South Portland, ME 04106 (207) 799-5591 wiechman@yankeeford.com	



# Agenda Item Divider



10

KENNEBUNKPORT PUBLIC HEALTH

August 3, 2016

ATT: Mary Jane Grant,

Please deposit this generous donation of \$540.00 from Portside Rotary.

We are dedicating this gift to the Kennebunkport Fuel Assistance program, account#29-08-01-50.

Thanks!

Alison Kenneway

KENNEBUNK PORTSIDE ROTARY CLUB  
PO BOX 1167  
KENNEBUNKPORT, ME 04046

52-7450/2112

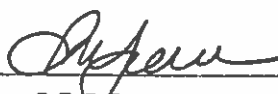
2527

DATE 8-2-16

PAY TO Kennebunkport Health Dept. \$ 540.00  
THE ORDER OF Five Hundred Forty and 00/100 DOLLARS ☒ Security Features  
Check on Back

  
Kennebunk Savings

MEMO Bottle \$



MP

~~2527~~ ~~2527~~ 2527

## KENNEBUNKPORT PUBLIC HEALTH

August 3, 2016

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Thanks!


Alison Kenneway

KENNEBUNK PORTSIDE ROTARY CLUB  
 PO BOX 1167  
 KENNEBUNKPORT, ME 04046

52-7450/2112  
 2527

DATE 8-2-16

PAY TO Kennebunkport Health Dept. \$ 540.00  
 THE ORDER OF Five Hundred Forty and 00/100 DOLLARS


 Kennebunk Savings

MEMO Bottle \$ Payee

~~RECEIVED~~ ~~2527~~



# Agenda Item Divider



11a

August 15, 2016

To: Town of Kennebunkport, Beach Advisory Committee.

Re: Report - Shorebird Intern for Goose Rocks Beach for 10 weeks

The Town of Kennebunkport generously donated \$3000 to Maine Audubon allowing them to select a Shorebird Intern to oversee Goose Rocks Beach for 10 weeks this summer. Natalie Underdown, was the Intern selected by Maine Audubon to monitor, observe, educate all that visit and live at Goose Rocks Beach about specifically the Piping Plovers but also other shorebirds, such as Least Terns.

Attached are Natalie's 2 reports. One itemizes "Hours", "Tide", "Number of people talked to", "Number of new people talked to", "Number of dogs", "Number of dogs off leash". The other itemized "Time" and "Miles".

I wanted to include 2 quotes that Natalie wrote in an email to Maine Audubon about her experience at Goose Rocks Beach.

"As I was leaving on my last day, I walked by a lemonade stand with a bunch of kids from the GRB neighborhood and they were yelling, "Lemonade! Lemonade! Save the Piping Plovers!" It was sweet to see; they had one of the post cards on the table and are planning on donating the money to you guys. One of the dads said that they wanted to do that out of the blue. It was nice to meet so many people who care about the birds; especially families who have been coming to GRB for 20, 30, 50 years from all over the country as well as from different countries. "

"Over these past two months I have had a great opportunity to study and learn in an environment that is drastically different that my chosen career path of pharmacy. I have come to know the personality, behavior, and quirks of Piping Plovers as well as meeting the many visitor and homeowners of Goose Rocks Beach who value these rare birds. This personal experience with these animals and the people who adore them has illustrated to me the importance and value in their existence and has given me a strong appreciation for conservation efforts towards declining species."

I also contacted Maine Audubon and asked how they thought Natalie worked out. There quote, "She was great!"

Finally, I thought that she did an excellent job and that the position of a Shorebird Intern benefitted not only the Piping Plovers but all that visited and enjoyed Goose Rocks Beach and would recommend that we look for ways to have an intern next year.

Respectfully submitted,

Carol Sherman  
Natural Resource Committee Member

Date	Hours	Tide	# of People Talked To	# of New People Talked To	# Dogs	# Dogs off Leash
14-Jun	10am-3:15pm (with Laura, Elizabeth)	~	~	~	~	~
15-Jun	10am-3:45pm	low	20	19	0	0
16-Jun	1:35pm-6:30pm	low	47	38	1	0
17-Jun	10am-12:16pm	high	3	1	0	0
	TOTAL: 19 hours 35 minutes		TOTAL: 70			
20-Jun	10am-3:10pm	high	42	39	1	0
21-Jun	9:30am-2:15pm	medium	21	17	0	0
22-Jun	11:30am-2:50pm	~	5	4	0	0
23-Jun	1:30pm-6:30pm	high	40	38	0	0
26-Jun	3:30pm-6pm	high	17	14	0	0
	TOTAL: 20 hours 45 minutes		TOTAL: 125			
27-Jun	8:40am-5:35pm	low	41	41	2	2
29-Jun	5:30pm-8pm	low	7	7	10	2
30-Jun	6:15am-2:40pm	high	39	37	28	4
	TOTAL: 19 hours 50 minutes		TOTAL: 87			
6-Jul	2:45pm-5pm	low	15	14	15	4
7-Jul	11:15am-1:45pm	low	14	14	11	1
8-Jul	9:45am-1pm	high	26	24	11	1
9-Jul	10:45am-1:15pm	medium	18	18	10	1
	TOTAL: 26 hours 32 minutes		TOTAL: 69			
13-Jul	8:10am-5pm	medium	87	56	2	1
	TOTAL: 8 hours 50 minutes					
19-Jul	10:45am-4:45pm	high	11	7	0	0
20-Jul	12:35pm-4:35pm	high	15	15	0	0
21-Jul	11:15am-5:15pm	high	18	15	0	0
	TOTAL: 16 hours		TOTAL: 44			
26-Jul	9:40am-5:30pm	low	19	17	0	0
27-Jul	6:05am-2:10pm	high	16	8	18	6
28-Jul	9:25am-2:30pm	low	34	33	0	0
	TOTAL: 21 hours		TOTAL: 69			
2-Aug	8:30am-2:30pm	medium	28	20	0	0
	TOTAL: 6 hours					



Date	To GRB Start	To GRB End	To Total Miles	From GRB Start	From GRB End	From Total Miles	TOTAL MILES FOR DAY
6/15/16	74148	74183	34.6	74183	74215	31.7	66.3
6/16/16	74215	74246	31.7	74246	74305	58.2	89.9
6/17/16	74305	74358	53.2	74358	74384	25.3	78.5
6/20/16	74485	74536	51.3	74536	74571	34.5	85.8
6/21/16	74601	74663	62	74663	74696	33.1	95.1
6/22/16	74732	74782	49	74782	74846	64.2	113.2
6/23/16	74846	74896	50	74896	74947	51.3	101.3
6/26/16	75040	75092	51.3	75092	75092	50.8	102.1
6/27/16	75160	75210	50	75210	75246	35.7	85.7
6/29/16	75274	75306	31.7	75306	75338	31.7	63.4
6/30/16	75338	75370	31.7	75371	75404	32.7	64.4
7/6/16	75714	75746	31.7	75746	75777	31.7	63.4
7/7/16	75776	75807	31.7	75807	75839	31.7	63.4
7/8/16	75850	75881	31.7	75881	75913	31.7	63.4
7/9/16	75924	75956	37.1	75956	75987	31.7	63.4
7/13/16	76065	76096	31.7	76096	76146	50	81.7
7/19/16	76426	76457	31.7	76457	76489	31.7	63.4
7/20/16	76491	76522	31.7	76522	76572	50	81.7
7/21/16	76572	76622	50	76622	76654	31.7	81.7
7/26/16	76798	76848	50	76848	76880	31.7	81.7
7/27/16	76880	76912	31.7	76912	76943	31.7	63.4
7/28/16	76943	76993	50	76993	77025	31.7	81.7
8/2/16	77124	77174	50	77174	77238	64.2	114.2

TOTAL = 1848.8 MILES



# Agenda Item Divider



116.

## **Senior Citizens' Committee Kennebunkport, ME**

### **Proposal to Selectmen:**

We are fortunate to have the Center in Lower Village, which provides social programs and FISH drivers for seniors, but there is a great deal more than can be done to address the needs and concerns of Kennebunkport residents in that age group.

Therefore, the below persons propose that the Selectmen of Kennebunkport establish an officially recognized Town Committee to address the many issues regarding the older population of the Town. While our Town Nurse does a fine job in meeting some of the needs of this demographic group, there are many that go unmet. One person can only do so much.

A Town Committee of this nature can begin to assist in addressing the wide scope of needs and issues which are present within Kennebunkport's older population and which are currently not being addressed to the fullest extent possible.

This Committee would begin to assess the needs of the older citizens of Kennebunkport, seeing what is currently available, discovering what is not available, but would be greatly appreciated by this population if they knew of them

With this in mind, we are asking that the Selectmen appoint an officially recognized Town Committee to begin to address this subject in an organized, official fashion, so that the older residents of Kennebunkport may have their unmet needs more fully addressed.

### **Some of the Needs which we see can be better met:**

- 1) Transportation beyond what FISH and YCCA currently provide
- 2) Housing needs – minor repairs, disability access, snow removal beyond what plowing accomplishes, etc.
- 3) Meals – providing meals on a short term basis when a person is not able to do so himself, perhaps because of an injury or surgery..
- 4) Providing a current list of all agencies which can be of help when needed
- 5) Increased coordination with the Town Nurse, so that many more volunteers can help her.
- 6) See about establishing a Neighbor Helping Neighbor organization to encourage volunteers to be of assistance to those who need a helping hand from time to time.
- 7) We are certain there may well be many other subjects which will come within the purview of this committee and, when properly addressed, will make life easier for our older citizens, enabling them to remain in their homes longer, before having to move to a senior citizens facility

**Committee:**

**Bill Leffler, Chair, Kate Burke, Bob Convery, Eva Downs, Mary Ellen Foley, Paul Chisholm**



## UPCOMING AGEWELL WORKSHOPS

### *A Matter of Balance*

**September 16 - October 26**

Fridays, 9:30am-11:30am

Church on the Cape, 3 Langsford Rd, Kport

**September 22 - November 10**

Thursdays, 1:30-3:30pm

JR Martin Com. Ctr, 189 Alfred Street, Biddeford

**September 26 - November 21**

Mondays, 1:00pm - 3:00pm

York Hospital, 15 Hospital Drive, York

**September 28 - November 216**

Wednesdays, 10:00am - 12:00pm

Bellavita, 18 Black Point Road, Scarborough

**October 4 - November 22**

Tuesdays, 1:00pm-3:00pm

Young Street Apts, 29 Young St, South Berwick

### *Tai Chi for Health & Balance*

**September 13 - November 17**

Tuesdays & Thursdays, 10:00-11:00am

JR Martin Community Center  
189 Alfred Street, Biddeford

**September 13 - November 17**

Tuesdays & Thursdays, 9:00-10:00am

Southern Maine Agency on Aging  
136 US Route One, Scarborough

**September 12 - November 16**

Mondays & Wednesdays, 2:00-3:00pm

United Medical Gym  
29 Foden Road, South Portland

**September 13 - November 17**

Tuesdays & Thursdays, 9:00-10:00am

Woodford's Congregational Church  
202 Woodfords Street, Portland

Preregistration is required for all Agewell Workshops. Please call:

**207-396-3500 or 1-800-427-7411**

