

**Board of Selectmen Agenda  
Village Fire Station- 32 North Street  
January 11, 2018 – 6:00 PM**

1. Call to Order.
2. Approve the December 28, 2017, 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 appeal of Sewer Use Ordinance Article III, Section 5 for 3 Maplewood Drive.
5. Consider a renewal application for a liquor license submitted by R.E. Blood, Co., Inc. DBA Captain Fairfield Inn, 8 Pleasant Street.
6. Dennis Lajoie, Manager of Regional Operations, to discuss CMP's storm response, lessons learned, and the reliability of our power grid.
7. Karl Ekstedt from Oceanside Rubbish to present recycling information.
8. Consider the RFP's for the codification project.
9. Consider a Dock Application for Wilson Goodwin and Elizabeth Witt-Goodwin, 26 Langsford Road.
10. Authorize Catastrophic Sick Leave Policy.
11. Accept the following donations to the Public Health Department's various accounts.
  - a. General Assistance account
    - (1) Donation of \$500 from the Kennebunkport Residents Association.
  - b. Nurses general account
    - (1) Donation of \$500 from the Kennebunkport Residents Association.
    - (2) Donation of \$50 from Geraldine Serreze.
  - c. Emergency fuel account
    - (1) Donation of \$1,000 from the Church on the Cape/McCelland Music Foundation.

12. Other business.

a. Consider *Town Report* dedication.

13. Approve the January 11, 2018, Treasurer's Warrant.

14. Adjournment.



# Agenda Item Divider



**Town of Kennebunkport  
Board of Selectmen Meeting  
Town Hall – 6 Elm Street  
December 28, 2017 – 9:00 AM**

Minutes of the Selectmen's Meeting of December 28, 2017

**Selectmen Attending:** Stuart Barwise, Patrick A. Briggs, Allen Daggett, Edward Hutchins, and Sheila Matthews-Bull

**Others:** Michael Claus, Patricia Shotwell Concannon, Werner Gilliam, Jennifer Lord, Arlene McMurray

**1. Call to Order.**

Chair Briggs called the meeting to order at 9:01 AM.

**2. Approve the December 12, and 14, 2017, selectmen meeting minutes.**

**Motion** by Selectman Daggett, seconded by Selectman Barwise, to approve the December 12, and 14, 2017, selectmen meeting minutes. **Vote:** 5-0.

**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.).**

Patricia Shotwell Concannon passed out a letter to the Board (See Exhibit A) which states that her and her son moved into her deceased grandmother's house on Maine Street which is located in front of the Post Office. In August, she noticed an Amazon truck was doing deliveries at the Post Office anywhere from 3:45 AM to 6:00 AM. Her problem is the truck's back up alarm system which beeps excessively as it tries to maneuver forward and backward into the loading dock. This beeping noise disturbs her and her son's sleep and has gotten continually worse in the following months. As a result, her only recourse was to move back to Massachusetts with her son.

Ms. Concannon said that her neighbor, Mr. Hill, is also bothered by this noise. She stated that she has tried to address this problem with everyone from the town manager, postmaster, police, and code enforcement, to even the truck drivers. Although many were sympathetic, she has not been able to get this problem resolved. She said she has no problem with trucks delivering at 6:00 AM, which is the allowable start delivering time.

Board discussion followed that:

- The Post Office is Federal property, so the Town has no authority.
- The Town's Noise Ordinance will not cover this.
- Perhaps report this problem to someone higher up than the Postmaster.

- Her neighbor Mr. Hill should also write a letter.
- The Post Office could put up a gate that does not open until 6 AM.

The Board invited Werner Gilliam to the meeting to seek advice. Mr. Gilliam said vehicles are exempt in Noise Ordinances along with the backup alarms, and the Federal government is exempt from local zoning.

The Board will look into trying to resolve this problem. Also, perhaps the Town Manager's contacts with the legislature would help.

**4. Consider request from the Ad Hoc Senior Advisory Committee to extend its term ending January 31, 2018, to March 31, 2018.**

**Motion** by Selectman Barwise, seconded by Selectman Hutchins, to approve the request from the Ad Hoc Senior Advisory Committee to extend its term ending January 31, 2018, to March 31, 2018. **Vote:** 5-0.

**5. Approve municipal quitclaim deed for John Everest for property located at map 22, block 99, and lot 47B.**

**Motion** by Selectman Hutchins, seconded by Selectman Daggett, to approve the municipal quitclaim deed for John Everest for property located at map 22, block 99, and lot 47B. **Vote:** 5-0.

**6. Authorize the Town of Kennebunkport to issue up to \$2,000,000 in bonds for a wastewater treatment plant and pump station upgrades project.**

**Motion** by Selectman Hutchins, seconded by Selectman Barwise, to authorize the Town of Kennebunkport to issue up to \$2,000,000 in bonds for a wastewater treatment plant and pump station upgrades project. **Vote:** 5-0.

**7. Other business.**

Selectman Hutchins announced that the Board will be getting letters from several people complaining about abandoned mooring fees. Jen Lord said she has received eight complaints so far.

Selectman Matthews-Bull thanked the highway department for plowing the roads on Christmas morning.

**8. Approve the December 28, 2017, Treasurer's Warrant.**

**Motion** by Selectman Barwise, seconded by Selectman Daggett, to approve the December 28, 2017, Treasurer's Warrant. **Vote:** 5-0.

**Motion** by Selectman Barwise, seconded by Selectman Daggett, to adjourn the meeting. **Vote:** 5-0.

The meeting adjourned at 9:40 AM.

Submitted by Arlene McMurray  
Administrative Assistant

## December 28, 2017 - Exhibit A

Town of Kennebunkport  
Board of Selectmen

Dear Sirs/Madams,

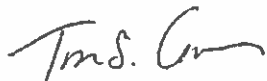
I am writing to you today to tell you about my experience with the Kennebunkport Post Office. I moved here with my son last summer, intending to make Kennebunkport my permanent residence. We moved into my grandmother's house, she built this house at 3-  
Maine Street and lived here for 50 years until her death in 1990. My sister, Jennifer, currently owns the house and last summer purchased the house next door, 5 Maine Street. My sister kindly purchased 5 Maine Street with the intention that my son and I would live there after it was re-habilitated. After we made the commitment to move here and my son was enrolled in the Middle School of the Kennebunks, we found out that the Post Office, which is right behind our house, was allowing Amazon trucks to do deliveries at very early hours. Early being anywhere from 3:45am to 6:00am (I consider anything after 6am to be reasonable). These trucks are too big for the small area at the loading dock and the beeping alarm on the trucks went on for sometimes as long as 15 minutes while the drivers attempted to back into the small space. My entire family and I have stayed in this house many times over the years, both when my grandmother lived here and in the last ten years since my sister has owned it. This has not been a problem until now. Mr. Hill, who lives next door, tells me it was a major problem last winter. It has affected me to the point that I cannot sleep past 3:45. If I sleep anywhere else I still wake up at 4am, expecting to hear the beeping and loud loading. Just recently, the trucks started coming on Sundays, a day that had previously been quiet. On days when the beeping goes on extensively it also wakes up my twelve year old son. I've done everything I possibly can to get the 4am-5am delivery time changed. I've spoken to the Police, The Code Enforcement Department, I complained to the USPS and traded emails with Kennebunkport Postmaster. He was not interested in helping out or in being considerate to the post office neighbors. I even got up a few times at 4am and spoke directly with the truck drivers, they were the most sympathetic and agreed to wait until a PO employee arrived (which they had to do anyhow) before they started backing up their trucks. I've written to the town manager, Laurie Smith, who also seems to be very sympathetic and tells me she is trying to do something.

I have come to the point where I can't take the early morning jolts out of REM sleep anymore. I've arranged for my son to go to another school and we will be moving out of this house this week. We have totally scrapped our plans to move into 5 Maine St. I think this is all incredibly sad. The Kennebunkport Post Office is not being a good neighbor and they don't care.

I am aware that there is no noise ordinance that covers this problem and that this is a federal facility. I would like to see this ordinance changed so that there is no disturbance to the peace of residents in this area before 6am.

Thank you for your time.

Sincerely,



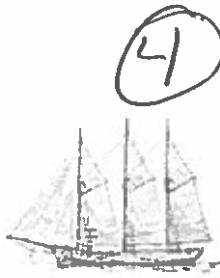
Patricia Shotwell Concannon  
Formerly of 3 Maine Street  
Kennebunkport, ME



# Agenda Item Divider







## KENNEBUNKPORT WASTEWATER DEPARTMENT

**To:** Laurie Smith  
**From:** Michael Claus, Acting Wastewater Superintendent *Michael W Claus*  
**Date:** January 3, 2018  
**Re:** 3 Maplewood Drive – Appeal of the Sewer Use Ordinance

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I have reviewed the John Stead's Appeal of the Sewer Use Ordinance to replace the failed septic system at 3 Maplewood Avenue. The cost to extend sewer service at the property is estimated between \$35,799 and \$38,245. 15% of the applicants assessed dwelling value of \$215,000 is \$32,250. There appears to be significant ledge removal required to extend sewer service to the property. Based on the site constraints and the high cost of sewer extension I recommend that the appeal of the Sewer Use Ordinance to allow replacement of the failed septic system at 3 Maplewood Drive be approved by the Board of Selectmen.

## Laurie Smith

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**From:** Paul Hogan <paulhogannj@gmail.com>  
**Sent:** Wednesday, January 03, 2018 8:17 AM  
**To:** pandamb@roadrunner.com; Stuart Barwise; sheila@rhumblineresort.com  
**Cc:** Laurie Smith; Werner Gilliam; Alison Kenneway  
**Subject:** Agenda Item for Thursday Jan 4

I am writing as a volunteer on the Healthy Beaches Program and as Chair of the Beach Advisory Committees Natural Resources Subcommittee. The subcommittee has discussed on several occasions their concern about various water quality issues, including fecal contamination and pesticide & fertilizer runoff from lawns. I am not a scientist but have become very aware of water quality issues as the result of my volunteer work with HBP.

In considering the request to waive the sewer requirements of Article III Section 5, if you have the authority to do so and vote to grant the waiver, please condition the grant on a regular testing of the owner's septic system.

At the Maine Beaches Conference this past summer, we learned that Kennebunkport had the second or third highest number of exceedances (over the the EPA 104/ml Limit) for the enterococci indicator (over the 10 year life of the program). We are not #1 but we are close. We have unhealthy water quality at the beach after it rains or when the tides are very low. It is known that the source of the contamination at Goose Rocks are the two rivers and watersheds which lead to the river (which includes a fair amount of the town).

Until the water quality improves new septic systems that are put in as the result of a waiver must be tested after they are installed. The requirement to connect to sewer was based upon good science and an understanding that the economy of the town and the health of residents and visitors is inextricably tied to the health of the water.

If the BOS does not have the authority to include this requirement, please advise and I will seek to add this as an agenda item for the Growth Planning Committee.

One other issue which might not be obvious in granting a waiver — even if a septic is functioning properly it is still releases nutrients into the watersheds and eventually into the ocean. These nutrients, along with those from (lawn) fertilizers are known to contribute to algae bloom and may lower oxygen levels in the ocean— not good for our marine neighbors — the lobsters, clams, mussels, etc. The Casco Bay Area has begun to have serious problems in this regard and we have had blooms off Cape Porpoise in the past few summers. We should do locally what we can do to stop this problem from getting worse.

Thanks for your service and consideration of this email.

Paul Hogan  
324 Kings Highway, KPORT



## TOWN OF KENNEBUNKPORT, MAINE

*- INCORPORATED 1653 -*

### MAINE'S FINEST RESORT **PUBLIC HEARING - Postponed**

#### **Town of Kennebunkport**

#### **Sewer Use Ordinance Appeal**

The Town of Kennebunkport Board of Selectmen will conduct a public hearing on an appeal of the Sewer Use Ordinance for 3 Maplewood Drive. Appeal of Article III Section 5 of the Sewer Use Ordinance requires a property owner within 200 feet of the public sanitary sewer to connect the suitable sanitary facilities directly with such public sanitary sewer, at their own expense, as described in Article III and in accordance with this Ordinance.

The hearing which was to be held on January 4, 2018, at 4 PM, at the Town Office, 6 Elm Street, Kennebunkport, has been postponed due to inclement weather. The new hearing date at a new location is scheduled for **6 PM, Thursday, January 11, 2018, at the Village Fire Station, 32 North Street, Kennebunkport.**



December 18, 2017

Board of Selectmen  
Town of Kennebunkport  
6 Elm Street  
Kennebunkport, ME 04046

Re: Variance request for sewer connection to 3 Maplewood Drive

Dear Good People,

I am submitting a variance appeal on behalf of John Stead of 3 Maplewood Drive, to allow a replacement septic system to be installed instead of being required to connect to the Town's sewer system.

The basis of this request is that connection costs exceed, by more than the required 15%, of the applicant's dwelling's assessed value. As evidence of this, I am enclosing:

1. Completed Appeal Form
2. Copy of the Town's GIS parcel map indicating a sewer main within Wildes District Road
3. Two estimates from reputable local contractors versed in this type of work, and
4. A copy of a Subsurface Wastewater Disposal Application (form HHE-200) prepared for the property (this alternative resulted in an estimate for installation of around \$15,000.00)

I trust you will find this and the enclosed information sufficient to obtain favorable consideration of the variance appeal request.

I look forward to the opportunity to be present for the soonest available meeting of your board in order to further the proposal and to be available to answer questions you may have regarding the site. I await confirmation of a date and time.

Sincerely,

James Logan  
Longview Partners, LLC  
Certified Soil Scientist # 213  
Licensed Site Evaluator # 237  
USACE Certified Wetland Delineator

**KENNEBUNKPORT SEWER USE ORDINANCE**  
**APPEAL FORM**

Appellant's Name: JOHN STEAD Date: 12/18/17

Property Location: 3 MAPLEWOOD DRIVE

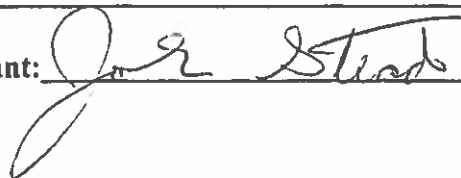
Map 9 Block 10 Lot 17

Mailing Address (if different than location): \_\_\_\_\_

Article & Section that is being appealed: ARTICLE III - USE OF PUBLIC SEWERS  
REQUIRED Section 5, C.B.

Grounds for the appeal: EXISTING SEPTIC SYSTEM FAILING, VARIANCE  
REQUESTED UNDER ARTICLE XVII SECTION 1(B) SINCE  
QUOTED COSTS TO CONNECT TO PUBLIC SEWER EXCEED  
15% OF TOWN'S ASSESSED VALUE OF DWELLING  
STRUCTURE. THIS, AND THE ENCLOSED SUPPORTING  
DOCUMENTATION SHOULD BE SUFFICIENT TO PROVE  
UNDUE HANDSHIP PER ARTICLE XVII Sec. 1.B.

Signature of Appellant: \_\_\_\_\_



Longview Partners, LLC  
6 Second Street  
Buxton, ME 04093  
207-693-8799

**AUTHORIZATION TO ACT AS AGENT**

I, JOHN STEAD, by virtue of my signature below hereby authorize James Logan of Longview Partners, LLC to act on my behalf as my authorized agent in matters relating to:

☐ Maine Department of Environmental Protection permitting and communications

☒ Representation before Municipal <sup>Selectmen</sup> ~~Planning~~ Board in the Town of KENNEBUNK PORT

Signed:

John Stead

Date:

12-18-17

**The following must be supplied as part of the appeal process.**

- \* Name and mailing address of all the property owners within 200-feet of the property.
- \* A check for \$25.00.
- \* Appellant must pay for postage for the notice's that are sent to property owners (certified and return receipt requested).

**Date received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_









## 200 foot Abutters List Report

Kennebunkport, ME  
December 17, 2017

### Subject Property:

Parcel Number: 9-10-17  
CAMA Number: 9-10-17  
Property Address: 3 MAPLEWOOD DRIVE

Mailing Address: STEAD, JOHN & ELAINE  
PO BOX 7047  
CAPE PORPOISE, ME 04014

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### Abutters:

Parcel Number: 21-1-8B  
CAMA Number: 21-1-8B  
Property Address: 5 LYNNSEY HOLLOW

Mailing Address: SPOTTISWOODE, JOHN P  
23 LYNNSEY HOLLOW  
KENNEBUNKPORT, ME 04046

Parcel Number: 21-1-9  
CAMA Number: 21-1-9  
Property Address: 55 WILDES DISTRICT ROAD

Mailing Address: MANIKIAN, REBECCA D & MAXWELL R  
60 REMINGTON WAY  
KENNEBUNK, ME 04043

Parcel Number: 9-10-1  
CAMA Number: 9-10-1  
Property Address: MAPLEWOOD DRIVE

Mailing Address: FIRTH IRREVOCABLE TRUST  
30 HACKENSACK RD  
CHESTNUT HILL, MA 02467-3210

Parcel Number: 9-10-11  
CAMA Number: 9-10-11  
Property Address: 11 DAISY LANE

Mailing Address: JODOIN, RICHARD W & JANET S  
PO BOX 5432, LYME ROAD  
HANOVER, NH 03755

Parcel Number: 9-10-12  
CAMA Number: 9-10-12  
Property Address: 5 MAPLEWOOD DRIVE

Mailing Address: HALL, ANTHONY J & TRACY L  
5 MAPLEWOOD DRIVE  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-10-16  
CAMA Number: 9-10-16  
Property Address: WILDES DISTRICT ROAD

Mailing Address: THIBODEAU, ROBERT  
PO BOX 1805  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-10-19  
CAMA Number: 9-10-19  
Property Address: 49 WILDES DISTRICT ROAD

Mailing Address: THIBODEAU, MARGUERITE E  
PO BOX 1805  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-10-2  
CAMA Number: 9-10-2  
Property Address: 4 MAPLEWOOD DRIVE

Mailing Address: WILEY, BRUCE E & CAROLYN B  
TRUSTEES  
PO BOX 1141  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-10-20  
CAMA Number: 9-10-20  
Property Address: 47 WILDES DISTRICT ROAD

Mailing Address: VASENKA, JAMES P & GWENDOLYN D  
47 WILDES DISTRICT ROAD  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-10-3  
CAMA Number: 9-10-3  
Property Address: 6 MAPLEWOOD DRIVE

Mailing Address: SCOTT, DENIS & PATRICIA  
PO BOX 1762  
KENNEBUNKPORT, ME 04046-1762



www.cai-tech.com

12/17/2017

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## 200 foot Abutters List Report

Kennebunkport, ME  
December 17, 2017

Parcel Number: 9-10-4  
CAMA Number: 9-10-4  
Property Address: 8 MAPLEWOOD DRIVE

Mailing Address: OTTMAN, MARK S  
PO BOX 3064  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-10-9  
CAMA Number: 9-10-9  
Property Address: 6 DAISY LANE

Mailing Address: RAYWORTH, DOUGLAS W & LINDA L  
3 REGAN CIRCLE  
WEST BOYLSTON, MA 01583

Parcel Number: 9-4-25  
CAMA Number: 9-4-25  
Property Address: 46 WILDES DISTRICT ROAD

Mailing Address: PERKINS, DONALD F & JEAN M  
PO BOX 2656  
KENNEBUNKPORT, ME 04046-2656

Parcel Number: 9-4-26  
CAMA Number: 9-4-26  
Property Address: 50 WILDES DISTRICT ROAD

Mailing Address: AMES, NANCY I & TIMOTHY  
50 WILDES DISTRICT ROAD  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-4-26A  
CAMA Number: 9-4-26A  
Property Address: 52 WILDES DISTRICT ROAD

Mailing Address: NOYES, JONATHAN E & MONICA B L  
52 WILDES DISTRICT ROAD  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-4-27  
CAMA Number: 9-4-27  
Property Address: 54 WILDES DISTRICT ROAD

Mailing Address: ROSS, STEPHEN J & HOLLY C  
PO BOX 303  
KENNEBUNKPORT, ME 04046

Parcel Number: 9-4-28  
CAMA Number: 9-4-28  
Property Address: 4 PORT FARM ROAD

Mailing Address: SEVERANCE, MICHAEL O & SANDRA K  
PO BOX D  
KENNEBUNKPORT, ME 04046



[www.cai-tech.com](http://www.cai-tech.com)

12/17/2017

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----- Forwarded message -----

From: "Jeffrey Nest" <[nestseptic@gwi.net](mailto:nestseptic@gwi.net)>

Date: Dec 14, 2017 9:51 AM

Subject: sewer line installion at 3 Maplewood Drive

To: <[longviewpartners213@gmail.com](mailto:longviewpartners213@gmail.com)>

Cc:

December 10, 2017

John Stead

3 Maplewood Drive

Kennebunkport, Me

Installing 8" sewer line from stub in road to new manhole; installing sewer manhole to grade; installing sewer line from new manhole to 3 Maplewood;  
removal of ledge to install sewer line at correct elevation; fill and material; loam and seed

Price excludes.....permits, roadway paving and interior plumbing

Total bid.....\$38,245

Assuming gravity flow is possible

Please sign and return a copy of this proposal if you would like us to do the job. Quote is good for 30 days.

A 50% deposit is required before job begins, and balance is due in full within 10 days after completion. If paying by Credit Card, please add (3%) to the above price.

Thank you.

I agree to have Nest & Sons do work as above indicated.

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Signature

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Date

Sincerely,

Jeffrey C. Nest

Nest & Sons, Inc.

**FOGLIO INC.**  
**Highway Const./Sitework/Residential**  
**P.O. Box 308**  
**Waterboro, ME 04087**

December 12, 2017

Proposal Submitted to: John Stead  
#3 Maplewood Drive  
Kennebunkport, ME 04046

**RE: PROPOSAL FOR SEWER SONNECTION**

**Scope of Work:**

Install approximately 175 l.f. of 8" SDR 35 PVC sewer main  
    Connect to existing 8" stub outside of roadway pavement at Wildes District Road  
    Excavate for pipe installation assuming 1% slope  
    Provide ledge removal with hydraulic hammer due to water main proximity  
    Provide stone pipe bedding and select backfill  
    Place 15" subbase gravel trench cap  
Install 1 - 4' diameter sewer manhole at pipe terminus  
    Provide stone bedding and select backfill  
    Provide complete SMH with pre-cast channel  
    Adjust casting to grade  
Install approximately 65 l.f. of 6" SDR 35 PVC sewer service connection  
    Install 8"x6" wye at main  
    Provide ledge removal with hydraulic hammer  
    Install 6" PVC from main to a point 10' from house foundation  
    Install 6"x4" reducer and 4" SCHED 40 PVC to foundation wall  
    Provide stone pipe bedding and select backfill  
Clean-up  
    Place 3" of crushed gravel over disturbed gravel roadway  
    Place 4" screened loam and seed over disturbed lawn areas

**NOTES:**

- 1) All permits and fees are to be obtained and paid for by others.
- 2) Interior plumbing and wall penetration by others

*We propose to furnish labor and material in accordance with the above Scope of Work for the sum of:*

*Thirty-five thousand seven hundred ninety-nine dollars and no cents.....{\$35,799.00}*

*This proposal may be withdrawn if not accepted within 30 days.*

**Phone: (207) 247-4186, 247-4461 Fax: (207) 247-6910**

12/15/17

STEAD PROPERTY  
KENNEBUNKPORT

WE DID NOT INCLUDE:

COST FOR REDIRECTING PLUMBING

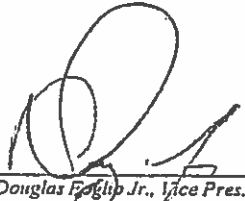
SEWER HOOK-UP FEES AT SEWER DISTRICT  
(call Ronnie)

LEGAL COSTS TO ESTABLISH LEGAL RIGHTS  
TO EXTEND LINE IN MAPLEWOOD DRIVE

(private, no road maintenance agreement  
or HOA)

**FOGLIO INC.**  
**Highway Const./Sitework/Residential**  
**P.O. Box 308**  
**Waterboro, ME 04087**

Authorized  
Signature:

  
Douglas Foglio Jr., Vice Pres.

*Terms of payment:*

*Invoice to be submitted at the time of project completion with payment to be received within 15 days of invoice date.*

*Acceptance of proposal:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Phone: (207) 247-4186, 247-4461 Fax: (207) 247-6910**

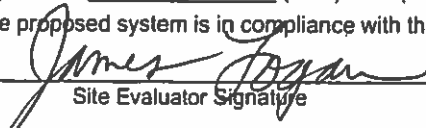
## SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION

Maine Dept. Health & Human Services  
Div of Environmental Health, 11 SHS  
(207) 287-5672 Fax: (207) 287-4172

<b>PROPERTY LOCATION</b>		<b>&gt;&gt; CAUTION: LPI APPROVAL REQUIRED &lt;&lt;</b>	
City, Town, or Plantation	<b>KENNEBUNKPORT</b>	Town/City	Permit #
Street or Road	<b>3 MAPLEWOOD DRIVE</b>	Date Permit issued	Fee \$ Double Fee Charged
Subdivision, Lot #		Local Plumbing Inspector Signature	LPI #
<b>OWNER/APPLICANT INFORMATION</b>		<input type="checkbox"/> Owner <input type="checkbox"/> Town <input type="checkbox"/> State	
Name (last, first, MI)	<b>STEAD JOHN</b>	The Subsurface Wastewater Disposal System shall not be installed until a Permit is issued by the Local Plumbing Inspector. The Permit shall authorize the owner or installer to install the disposal system in accordance with this application and the Maine Subsurface Wastewater Disposal Rules.	
Mailing Address of Owner/Applicant	<b>P.O. BOX 7047 KENNEBUNKPORT, ME 04046</b>		
Daytime Tel. #	<b>207-967-5430</b>	Municipal Tax Map #	<b>9, BLK 10</b> Lot # <b>17</b>
<b>OWNER OR APPLICANT STATEMENT</b> I state and acknowledge that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Department and/or Local Plumbing Inspector to deny a Permit.		<b>CAUTION: INSPECTION REQUIRED</b> I have inspected the installation authorized above and found it to be in compliance with the Subsurface Wastewater Disposal Rules Application. (1st) date approved	
Signature of Owner or Applicant _____ Date _____		Local Plumbing Inspector Signature _____ (2nd) date approved	

<b>PERMIT INFORMATION</b>	
<b>TYPE OF APPLICATION</b>	<b>THIS APPLICATION REQUIRES</b>
<input type="checkbox"/> 1. First Time System <input checked="" type="checkbox"/> 2. Replacement System Type replaced: <b>TRENCH</b> Year Installed: <b>1972</b> <input type="checkbox"/> 3. Expanded System a. <25% Expansion b. >25% Expansion <input type="checkbox"/> 4. Experimental System <input type="checkbox"/> 5. Seasonal Conversion	<input type="checkbox"/> 1. No Rule Variance <input type="checkbox"/> 2. First Time System Variance a. Local Plumbing Inspector Approval b. State & Local Plumbing Inspector Approval <input type="checkbox"/> 3. Replacement System Variance a. Local Plumbing Inspector Approval b. State & Local Plumbing Inspector Approval <input type="checkbox"/> 4. Minimum Lot Size Variance <input type="checkbox"/> 5. Seasonal Conversion Permit
<b>SIZE OF PROPERTY</b>	<b>DISPOSAL SYSTEM TO SERVE</b>
<b>0.72+/-</b> SQ. FT. <b>ACRES</b>	<input type="checkbox"/> 1. Single Family Dwelling Unit, No. of Bedrooms: <b>4</b> <input type="checkbox"/> 2. Multiple Family Dwelling, No. of Units: _____ <input type="checkbox"/> 3. Other: _____ (specify) Current Use <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Undeveloped
<b>SHORELAND ZONING</b>	<b>DISPOSAL SYSTEM COMPONENTS</b>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1. Complete Non-engineered System <input type="checkbox"/> 2. Primitive System (graywater & alt. toilet) <input type="checkbox"/> 3. Alternative Toilet, specify: _____ <input type="checkbox"/> 4. Non-engineered Treatment Tank (only) <input type="checkbox"/> 5. Holding Tank, _____ gallons. <input type="checkbox"/> 6. Non-engineered Disposal Field (only) <input type="checkbox"/> 7. Separated Laundry System <input type="checkbox"/> 8. Complete Engineered System (2000 gpd or more) <input type="checkbox"/> 9. Engineered Treatment Tank (only) <input type="checkbox"/> 10. Engineered Disposal Field (only) <input type="checkbox"/> 11. Pre-treatment, specify: _____ <input type="checkbox"/> 12. Miscellaneous Components
	<b>TYPE OF WATER SUPPLY</b>
	<input type="checkbox"/> 1. Drilled Well <input type="checkbox"/> 2. Dug Well <input type="checkbox"/> 3. Private <input checked="" type="checkbox"/> 4. Public <input type="checkbox"/> 5. Other

<b>DESIGN DETAILS (SYSTEM LAYOUT SHOWN ON PAGE 3)</b>			
<b>TREATMENT TANKS</b>	<b>DISPOSAL FIELD TYPE &amp; SIZE</b>	<b>GARBAGE DISPOSAL UNIT</b>	<b>DESIGN FLOW</b>
<input checked="" type="checkbox"/> 1. Concrete a. Regular b. Low Profile <input type="checkbox"/> 2. Plastic <input type="checkbox"/> 3. Other: _____ CAPACITY: <b>1000</b> GAL.	<input type="checkbox"/> 1. Stone Bed <input type="checkbox"/> 2. Stone Trench <input checked="" type="checkbox"/> 3. Proprietary Device a. cluster array <input checked="" type="checkbox"/> c. Linear b. regular load <input type="checkbox"/> d. H-20 load <input type="checkbox"/> 4. Other: _____ SIZE: <b>1296</b> sq. ft. lin. ft. <b>27 ELJEN GSF UNITS</b>	<input type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes <input type="checkbox"/> 3. Maybe If Yes or Maybe, specify one below: <input type="checkbox"/> a. multi-compartment tank <input type="checkbox"/> b. _____ tanks in series <input type="checkbox"/> c. increase in tank capacity <input type="checkbox"/> d. Filter on Tank Outlet <b>DISPOSAL TO BE REMOVED</b>	<b>360</b> gallons per day BASED ON: <input type="checkbox"/> 1. Table 4A (dwelling unit(s)) <input type="checkbox"/> 2. Table 4C (other facilities) SHOW CALCULATIONS for other facilities <b>-SINGLE FAMILY DWELLING- 4 BEDROOMS @ 90 GPD EACH</b>
<b>SOIL DATA &amp; DESIGN CLASS</b>	<b>DISPOSAL FIELD SIZING</b>	<b>EFFLUENT/EJECTOR PUMP</b>	<b>3. Section 4G (meter readings)</b>
PROFILE CONDITION <b>2 / AIII/C</b> at Observation Hole # <b>TP 1</b> Depth <b>26"</b> of Most Limiting Soil Factor	<input type="checkbox"/> 1. Medium—2.6 sq. ft. / gpd <input checked="" type="checkbox"/> 2. Medium—Large 3.3 sq. ft. / gpd <input type="checkbox"/> 3. Large—4.1 sq. ft. / gpd <input type="checkbox"/> 4. Extra Large—5.0 sq. ft. / gpd	<input type="checkbox"/> 1. Not Required <input type="checkbox"/> 2. May Be Required <b>SEE NOTE</b> <input type="checkbox"/> 3. Required <b>PAGE 3</b> Specify only for engineered systems: DOSE: _____ gallons	ATTACH WATER METER DATA LATITUDE AND LONGITUDE at center of disposal area Lat. <b>43</b> d <b>21</b> m <b>36</b> s Lon. <b>70</b> d <b>27</b> m <b>38</b> s if g.p.s, state margin of error: _____

<b>SITE EVALUATOR STATEMENT</b>		
I certify that on <b>10/12/17</b> (date) I completed a site evaluation on this property and state that the data reported are accurate and that the proposed system is in compliance with the State of Maine Subsurface Wastewater Disposal Rules (10-144A CMR 241).		
 Site Evaluator Signature	<b>237</b> SE #	<b>11/7/17</b> Date
<b>JAMES LOGAN</b> Site Evaluator Name Printed	<b>207-693-8799</b> Telephone Number	<b>longviewpartners213@gmail.com</b> E-mail Address

Note: Changes to or deviations from the design should be confirmed with the Site Evaluator.

# SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION

Department of Human Services  
Division of Health Engineering  
(207) 287-5672 Fax: (207) 287-3165  
Owner's Name  
**JOHN STEAD**

Town, City, Plantation

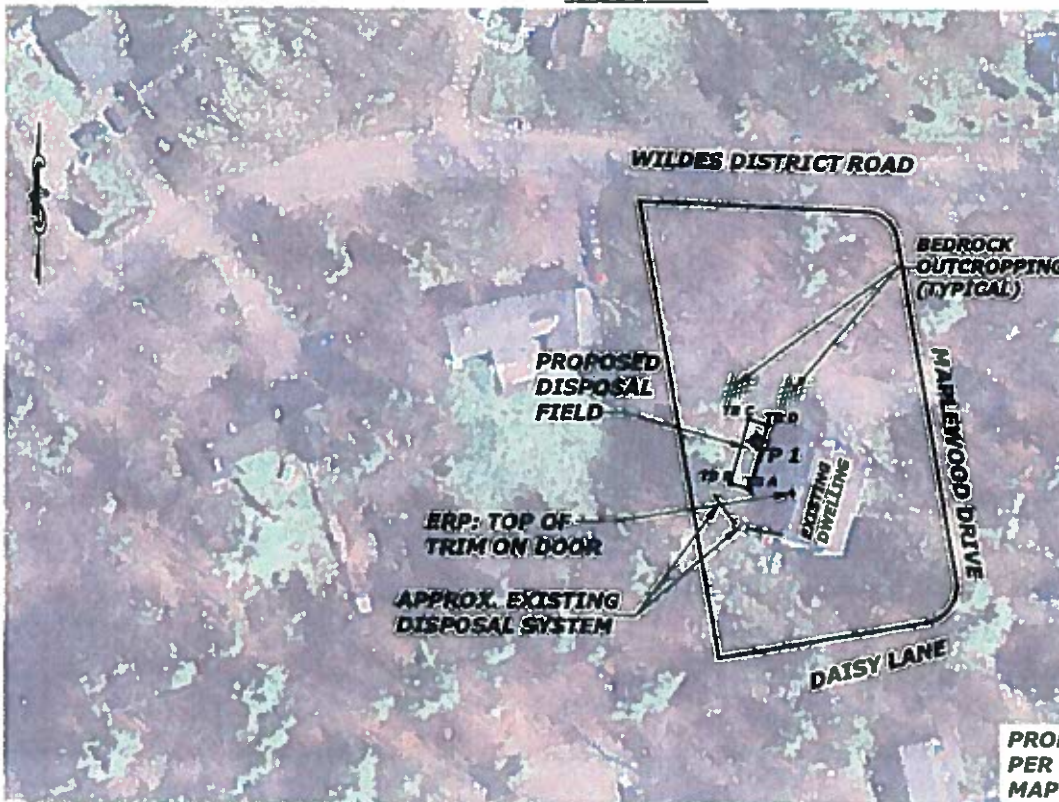
Street, Road, Subdivision

**KENNEBUNKPORT**

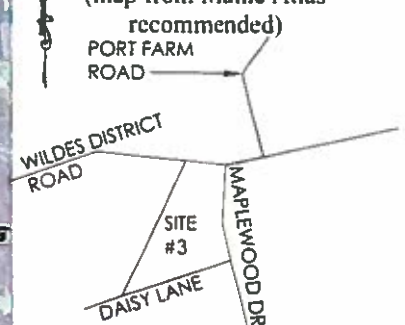
**3 MAPLEWOOD DRIVE**

**SITE PLAN**

Scale 1" = 100 ft. or as shown



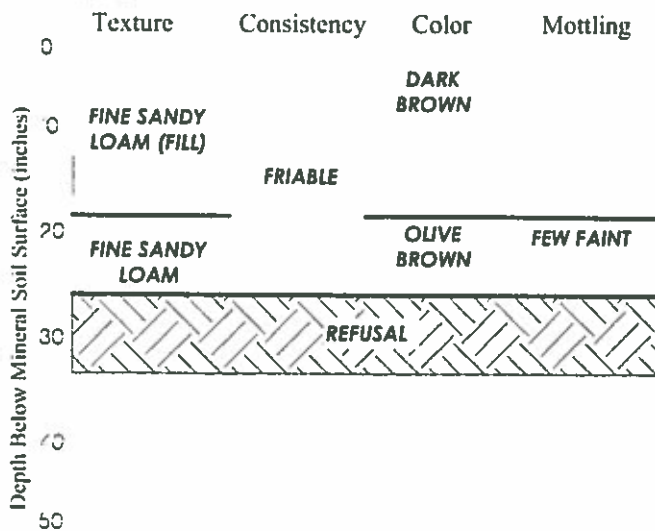
**SITE LOCATION PLAN**  
(map from Maine Atlas recommended)



**PROPERTY BOUNDARY INFORMATION  
PER TOWN OF KENNEBUNKPORT TAX  
MAP & AS POINTED OUT BY OWNER**

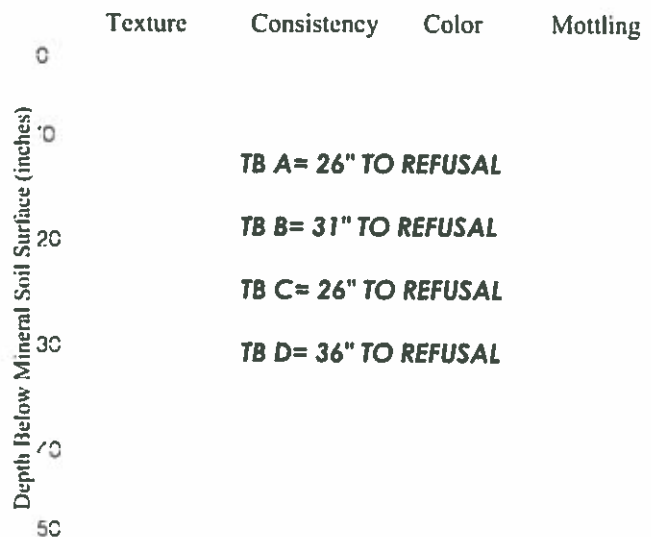
## SOIL DESCRIPTION AND CLASSIFICATION (Location of Observation Holes Shown Above)

Observation Hole TP 1 ■ Test Pit Boring  
" Depth of Organic Horizon Above Mineral Soil



Soil Classification 2 AIII/C Slope 0-2 % Limiting Factor 26"  
Profile Condition  
[ ] Ground Water  
[ ] Restrictive Layer  
[X] Bedrock  
[ ] Pit Depth

Observation Hole TB A-D ■ Test Pit Boring  
" Depth of Organic Horizon Above Mineral Soil



Soil Classification \_\_\_\_\_ Slope \_\_\_\_\_ Limiting Factor \_\_\_\_\_  
Profile Condition \_\_\_\_\_  
[ ] Ground Water  
[ ] Restrictive Layer  
[ ] Bedrock  
[ ] Pit Depth

**TB A = 26" TO REFUSAL**

**TB B = 31" TO REFUSAL**

**TB C = 26" TO REFUSAL**

**TB D = 36" TO REFUSAL**

*James Fogan*  
Site Evaluator Signature

**237**  
SE #

**11/7/17**  
Date



# SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION

Department of Human Services  
Division of Health Engineering  
(207) 287-5672 Fax: (207) 287-3165

Town, City, Plantation

Street, Road, Subdivision

Owner's Name

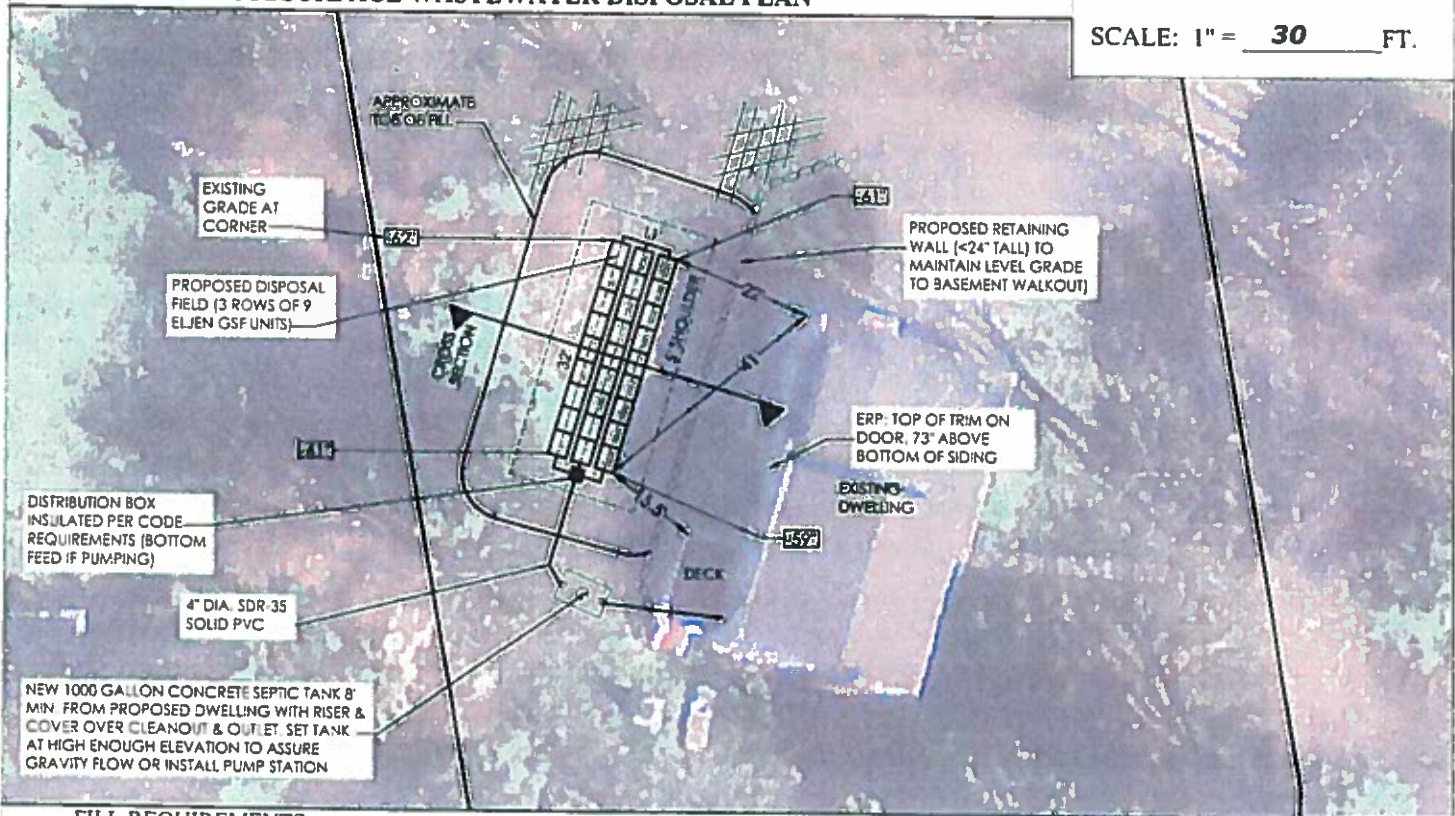
**KENNEBUNKPORT**

**3 MAPLEWOOD DRIVE**

**JOHN STEAD**

## SUBSURFACE WASTEWATER DISPOSAL PLAN

SCALE: 1" = **30** FT.



### FILL REQUIREMENTS

Depth of Fill (Upslope) **21\"- 23\"** Finished Grade Elevation  
Top of Distribution Pipe or Proprietary Device  
Depth of Fill (Downslope) **23\"- 24\"** Bottom of Disposal Area

### CONSTRUCTION ELEVATIONS

**-38\"**  
**-50\"**  
**-67\"**

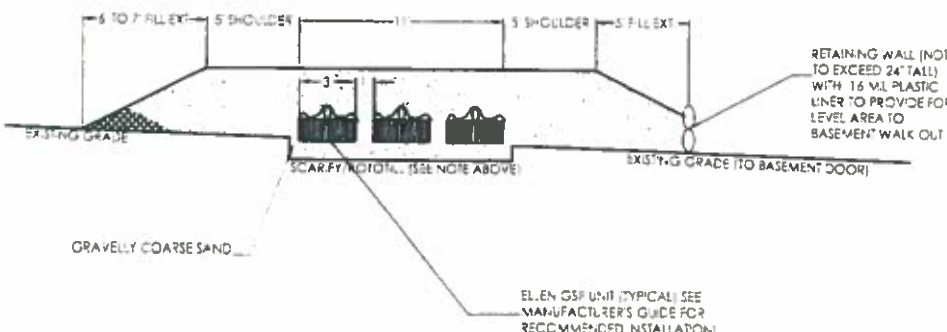
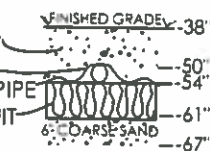
### ELEVATION REFERENCE POINT

Location & Description:  
**TOP OF TRIM ON BASEMENT DOOR, 73\" ABOVE BASE OF SIDING**  
Reference Elevation: **00\"**

## DISPOSAL AREA CROSS SECTION

DEPTH BELOW E.R.P.:

CLEAN FILL  
GEOTEXTILE FABRIC  
OVER 4\" DIA. PERF. PIPE  
ELJEN GSF UNIT  
6\" COARSE SAND



Scale  
Horizontal 1\" = **10** ft.  
Vertical 1\" = **5** ft.

*James Logan*  
Site Evaluator Signature

**237**

SE #

**11/7/17**

Date





[illegible]



# Agenda Item Divider



License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

5

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**  
**8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008**  
**10 WATER STREET, HALLOWELL, ME 04347**  
**TEL: (207) 624-7220 FAX: (207) 287-3434**  
**EMAIL INQUIRIES: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)**

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES 1-26-2018

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)     | <input type="checkbox"/> CLASS A LOUNGE (Class X)                     |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)      | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V)                    |
| <input type="checkbox"/> CLUB w/o Catering (Class V)    | <input type="checkbox"/> CLUB with CATERING (Class I)     | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV)              |
| <input type="checkbox"/> TAVERN (Class IV)              | <input type="checkbox"/> QUALIFIED CATERING               | <input checked="" type="checkbox"/> OTHER: <u>Bed &amp; Breakfast</u> |

REFER TO PAGE 3 FOR FEE SCHEDULE

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <u>R.E. Blood Co. Inc.</u>			Business Name (D/B/A) <u>Captain Fairfield Inn</u>		
APPLICANT(S) - (Sole Proprietor) <u>Leigh O. Blood</u>			Physical Location: <u>8 Pleasant Street</u>		
DOB: <u>5/14/77</u>			City/Town State Zip Code <u>Kennebunkport ME 04046</u>		
Address <u>PO Box 3089</u>			Mailing Address <u>PO Box 3089</u>		
City/Town State Zip Code <u>Kennebunkport ME 04046</u>			City/Town State Zip Code <u>Kennebunkport ME 04046</u>		
Telephone Number Fax Number <u>781-249-7852 N/A</u>			Business Telephone Number Fax Number <u>207-967-4454 N/A</u>		
Federal I.D. # <u>26-0084503</u>			Seller Certificate #: or Sales Tax #:		
Email Address: Please Print <u>leigh@larkhotels.com</u>			Website: <u>www.CaptainFairfield.com</u>		

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 9
- State amount of gross income from period of last license: ROOMS \$ 442,677.72 FOOD \$ 413.50 LIQUOR \$ 2,128.84
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐  
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No  
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License #

Name of Business

Physical Location

City / Town

On Premise Rev. 10-2017

5. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

6. If manager is to be employed, give name: \_\_\_\_\_

7. Business records are located at: 29 Main Street, Amesbury, MA 019138. Is/are applicant(s) citizens of the United States? YES ☒ NO ☐9. Is/are applicant(s) residents of the State of Maine? YES ☐ NO ☒10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Leigh O. Blood	5/14/77	Melrose, MA

Residence address on all of the above for previous 5 years (Limit answer to city & state)

Newburyport, MA

Newport, RI

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: \_\_\_\_\_13. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐14. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: \_\_\_\_\_15. Describe in detail the premises to be licensed: (On Premise Diagram Required) Please see the attached diagram

16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for: \_\_\_\_\_17. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 MileWhich of the above is nearest? church18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

# MAINE DEPT OF PUBLIC SAFETY

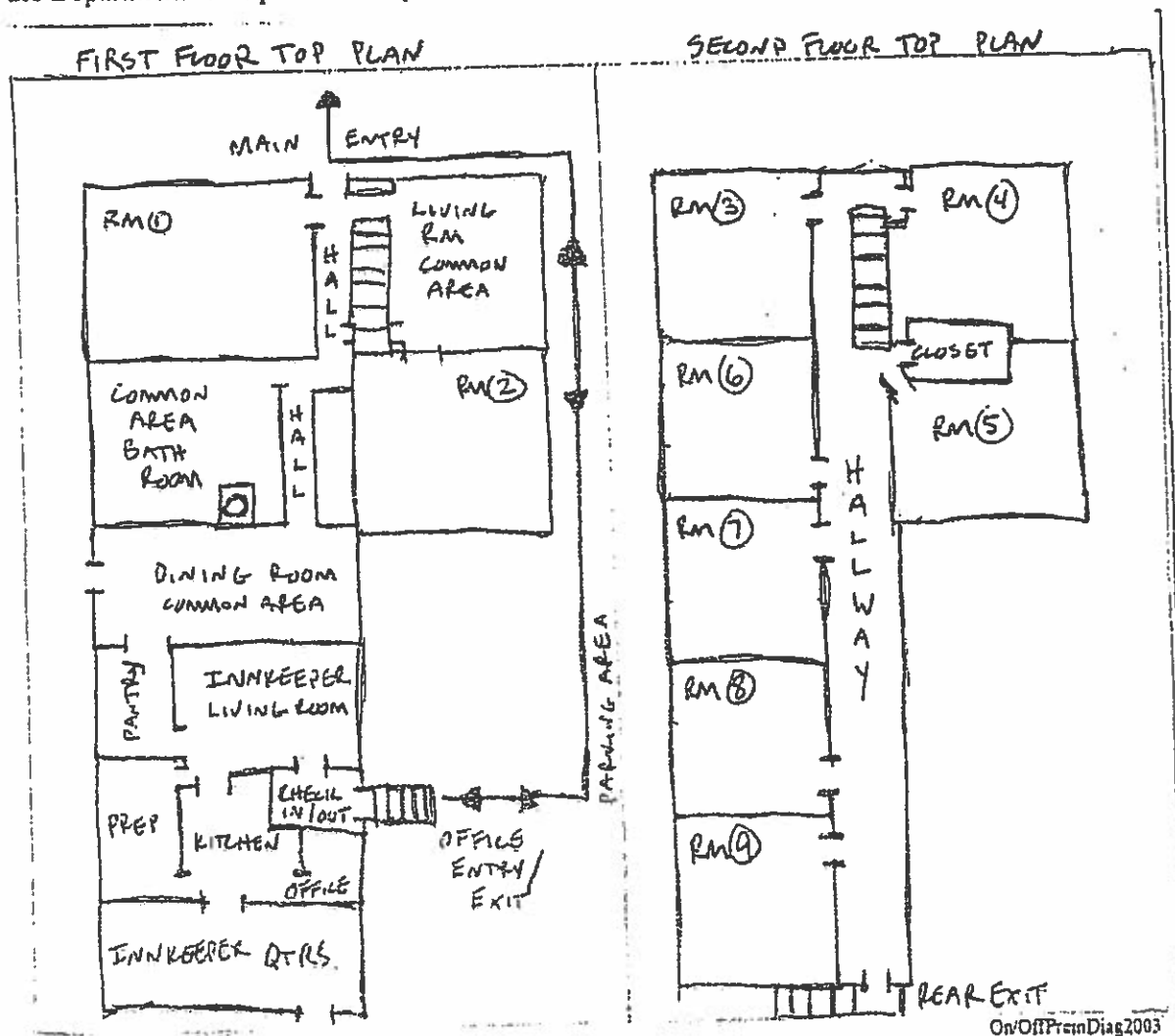
STATE OF MAINE  
Liquor Licensing & Inspection Division  
164 State House Station  
Augusta ME 04333-0164  
Tel: (207) 624-7220 Fax: (207) 287-3424



## SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.





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Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.

BASEMENT TOP PLAN	PROPERTY OVERVIEW
<p>A hand-drawn diagram of a basement. At the top, there are two rectangular boxes labeled "STORAGE" and "WASHER/DRY". Below the "STORAGE" box is another box labeled "OFFICE + STORAGE". To the right of the "OFFICE + STORAGE" box is a vertical rectangle labeled "FRIDGE FREEZER". To the right of the "FRIDGE FREEZER" is a dashed rectangular area labeled "STORAGE". Below the "OFFICE + STORAGE" box is a rectangular area labeled "BASEMENT AREA". Below the "FRIDGE FREEZER" is a rectangular area labeled "RECYCLE".</p>	<p>A hand-drawn diagram of a property. At the top, a horizontal line is labeled "PLEASANT ST.". On the right side, a vertical line is labeled "GREEN ST.". The property is an L-shaped area. The top part of the L contains a building labeled "CAPTAIN FAIRFIELD INN". Above the building is a small area labeled "ENTRY-EXIT". To the left of the building is a rectangular area labeled "PATIO". To the right of the building is a vertical rectangular area labeled "PARKING AREA". Below the building is a rectangular area labeled "OFFICE". Below the "PATIO" is a rectangular area labeled "BACKYARD". Below the "BACKYARD" is a rectangular area labeled "GARDENS". In the "GARDENS" area, there is a small square labeled "SITE".</p>



If YES, give details: Mortgage with Bangor Savings Bank

On Premise Rev. 10-2017

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Kennebunkport, ME on 12/5, 20 17  
Town/City, State Date

L/O Blood  
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Leigh O. Blood  
Print Name

Print Name

### FEE SCHEDULE

**FILING FEE:** (must be included on all applications).....\$ 10.00

**Class I** Spirituous, Vinous and Malt .....\$ 900.00

**CLASS I:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

**Class I-A** Spirituous, Vinous and Malt, Optional Food (Hotels Only) .....\$1,100.00

**CLASS I-A:** Hotels only that do not serve three meals a day.

**Class II** Spirituous Only .....\$ 550.00

**CLASS II:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

**Class III** Vinous Only .....\$ 220.00

**CLASS III:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

**Class IV** Malt Liquor Only .....\$ 220.00

**CLASS IV:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

**Class V** Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....\$ 495.00

**CLASS V:** Clubs without catering privileges.

**Class X** Spirituous, Vinous and Malt – Class A Lounge .....\$2,200.00

**CLASS X:** Class A Lounge

**Class XI** Spirituous, Vinous and Malt – Restaurant Lounge .....\$1,500.00

**CLASS XI:** Restaurant/Lounge; and OTB.

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Kennebunkport, Maine York  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being: ☒ Municipal Officers ☐ County Commissioners of the  
☐ City ☒ Town ☐ Plantation ☐ Unincorporated Place of: Kennebunkport, Maine

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

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises li-

cense that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][ 2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]  
[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]  
[1995, c. 140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

### **Please be sure to include the following with your application:**

**Completed the application and sign the form.**

**Signed check with correct license fee and filing fee.**

**Your local City or Towns signature(s) are on the forms.**

*Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing & Enforcement  
8 State House Station, Augusta, ME 04333-0008  
10 Water Street, Hallowell, ME 04347  
Tel: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)*

**Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).  
Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.  
Complete the Corporate Information sheet for all ownerships except sole proprietorships.**

**If you have any questions regarding your application, please contact us at (207) 624-7220.**

<b>DIVISION USE ONLY</b>
<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved
BY:

### ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.



**For Office Use Only:**

License #: \_\_\_\_\_

SOS Checked: \_\_\_\_\_

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1.Exact legal name: R.E. Blood Company, Inc.

2.Doing Business As, if any: Captain Fairfield Inn

3.Date of filing with Secretary of State: June 2004 State in which you are formed: Maine

4.If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

\_\_\_\_\_

5.List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Leigh O. Blood	133 Old Ferry Road Newburyport, MA	5/14/77	Pres	100
"	22 Liberty Street Newport, RI	"	"	"

(Stock ownership in non-publicly traded companies must add up to 100%.)

6.If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)

7.Is any principal person involved with the entity a law enforcement official?

Yes No ☒ If Yes, Name: \_\_\_\_\_ Agency: \_\_\_\_\_

8.Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes No ☒

9.If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

Signature: \_\_\_\_\_

L. O. Blood 12/5/17  
Signature of Duly Authorized Person      Date

Ligh O. Blood  
Print Name of Duly Authorized Person

---

Submit Completed Forms to:

Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, Me 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)



# Agenda Item Divider







## KENNEBUNKPORT TOWN CLERK

**To:** Laurie Smith, Town Manager  
**From:** Tracey O'Roak, Town Clerk  
**Date:** December 27, 2017  
**Re:** Codification RFP

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Laurie,

We received two bids in response to the codification RFP. They were from Municode (\$11,950) and General Code (\$10,700). I have attached copies of the price quotations for your review.

After reviewing both bids, conducting phone interviews and discussing with Jen and Werner, we unanimously agreed that General Code is the preferred company to perform our codification.

We took into consideration the cost, experience, support and final product. General Code was the better option for all of those considerations.

Please let me know if you have any specific questions about the process or the product offered by either company.

The next step is to sign the Authorization and Agreement for the winning bid and then they will get started.

Thanks.

## Price Quotation Sheets

### Price Quotation Sheet

The codifier shall indicate below the firm not-to-exceed prices for the Codification project and any optional products and services described in Sections III, IV, V and VI. The price for the codification project shall reflect the total cost to the Town of Kennebunkport for the project as described.

#### Base Price:

Receipt of materials	\$ <u>11,950</u>
Editorial Analysis	
Manuscript	
Editing	
Stylizing	
Word processing	
Proofreading	
Legal Review	
Draft	
Comprehensive Index	
5 Code volumes	
Shipping and Handling	
Internet Online Code – Cost of Annual Fee <sup>1</sup>	

#### Options:

Teleconference or web conference	\$ <u>No charge</u>
Legislation appended to online Code <sup>2</sup>	\$ <u>No charge 1st year, then \$200 annually</u>
Code on Disc in PDF format	\$ <u>No charge</u>
Code on Disc in MS Word format	\$ <u>No charge</u>
Additional copies of Code book in binders	\$ <u>97.50 for post binders, \$60 for ring binders</u>
Reprints of chapters or portions of the Code	\$ <u>0.065 per impression, covers are \$3.00</u>
Distribution of Codes/Supplements to non-municipal clients <sup>3</sup>	\$ <u>135 with post binders and tabs</u> \$ <u>95 with ring binders and tabs</u> \$ <u>99 annual supplement subscription fee</u>

<sup>1</sup> See page 18 for Online Services Quotation Sheet.

<sup>2</sup> Does not apply if selecting MyMunicode online services, which includes OrdBank+OrdLink. See page 18 for details.

<sup>3</sup> Quote based on 4 supplement deliveries annually.

## Investment Detail and Options

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### Base Project Price

**\$ 10,700**

Your base project includes the following:

- Preliminary Telephone Conference
- Creation of a New Code through November 7, 2017 (Land Use Ordinance)
- Conversion of the Code into an XML Document with General Code Numbering and Format
- Organizational Analysis
- Editorial and Legal Analysis
- Manuscript
- Editorial Work
- Proofreading
- Preliminary and Final Drafts
- Duplication and Publication of 5 Code Volumes in Custom-Imprinted Post Binders
- Customizable Tabs
- Comprehensive Index
- Code Adoption Legislation
- Disposition List
- Premium *eCode360*, including PubDocs Module (Setup and First Year)
- Customized Masthead Banner
- Shipping

**Premium *eCode360* Annual Maintenance: \$ 1,195**

**Standard *eCode360* Annual Maintenance: \$ 995**

***eCode360* Lite Annual Maintenance: \$ 695**

Your base project price includes Premium *eCode360* and the PubDocs Module. After the first year, the Town has the option of continuing with either Premium *eCode360*, Standard *eCode360*, or Lite *eCode360*. The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the Town budget for this service each year. The fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Please note that this does not include the cost for codifying new legislation.



# Agenda Item Divider





# TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

MAINE'S FINEST RESORT

## Town of Kennebunkport

### PUBLIC NOTICE

In response to an application to construct a dock consisting of 4 ft wide x 10 ft long access ramp, a 4 ft wide x 40 ft long pier, and a 3 ft wide x 40 ft long ramp, and a 10 foot wide by 20 ft long float, the Cape Porpoise Pier Harbormaster and the Kennebunkport Board of Selectmen in compliance with 38 M.R.S.A., Section 1022, will conduct a Site Walk at property owned by Wilson Goodwin and Elizabeth Witt-Goodwin, at 26 Langsford Road, on Tuesday, January 9, 2018, at noon. This application is available for review at the Town Office, 6 Elm Street, Kennebunkport.



# Agenda Item Divider



## **Town of Kennebunkport Catastrophic Leave Policy**

Occasionally, employees have a serious non-work related illness or accident, which cause the employee to be absent from work for extended periods of time. The employee may not have sufficient accrued sick and vacation leave to cover the expected duration of absence. The Town Manager may authorize a catastrophic leave bank for the employee absent due to illness or accident. The establishment of the catastrophic bank will be at the discretion of the Town Manager who will consider the request on a case-by-case basis using the following guidelines:

- The employee or immediate family member (spouse, children, parent) must be facing a life threatening or serious long-term chronic medical condition. Sick time usage for family is governed by the family sick time policy in the personnel policy and union contract – “An employee may elect to use up to forty (40) earned sick leave hours per contract year to care for members of the immediate family (spouse, children, parents) who are ill.”
- The employee has successfully completed their probationary period.
- The employee has or will use up all accrued leave (sick, vacation, personal days, floating holidays and/or comp time) while out of work as a result of sickness or accident.
- The illness or accident is not covered by Worker’s Compensation either through the Town of Kennebunkport or through the employee’s outside or second employer.
- The employee has no second source of income (second employment, self employment) from which he/she will be deriving an income during the catastrophic leave.
- The employee must have record of judicious use of his/her sick leave.
- Employee is at risk of having to pick up the entire cost of health insurance.
- The Department Director recommends the establishment of the catastrophic leave bank for the particular employee.

### **Procedures for establishing a Catastrophic Bank**

Co-workers may initiate the catastrophic bank by forwarding the request to the Department Director. The Department Director will forward his/her recommendation to the Town Manager. The bank may be established within the department or may be Town wide at the discretion of the Town Manager. The Town Manager will provide written notification if he/she approves the establishment of a catastrophic bank.

If approved by the Town Manager, the catastrophic leave bank will be established for the weeks remaining in the employee's 12 week FMLA period. The Town Manager may extend the sick leave bank up to an additional 12 weeks if warranted. In order for an extension to be considered, an employee would need to qualify for an approved leave of absence, as well as all other noted standards. If a leave bank is approved, the catastrophic leave bank will make up the difference between the employee's regular salary and the Income Protection Plan benefit. The Town Manager may suspend the catastrophic leave bank if the employee reaches maximum medical improvement and is not expected to be able to return to work at any time in the future or for any other reason which would compromise the integrity of the catastrophic leave policy. The catastrophic leave bank will be suspended once the employee returns to work. The bank is designated specifically for the employee for whom it is established and may not be transferred to any other employee.

Contributions by employees to the bank are totally voluntary. Employees wishing to donate time to the catastrophic leave bank must sign the attached specific authorization form indicating the number of hours and the type of accrual they wish to donate. Employees may donate vacation, sick, or comp time, as well as floating holidays. Donating Employees must donate in increments of 1 hour and maintain 40 hours of vacation and 80 hours of sick time for their own personal use prior to donating time to another. Employees will be advised that once time is donated to the bank it may not be returned to the employee donating the time for his/her personal use or to be cashed out in the future. However, if the employee for whom the sick bank is established does not use the time donated, the donated time will be returned to the employees who originally donated it. Authorization forms will be forwarded to the Human Resources Department. The Human Resources Department will keep a record of the names of employees donating vacation time and a record of vacation hours used from the sick bank.





# Agenda Item Divider



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## **Kennebunkport Public Health**

December 26, 2017

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

Please accept this generous gift of \$1000.00 from Kennebunkport Residents Association. We would like to divide it in half with \$500.00 donating into the "public assistance" account 1-320-06(GA-General) and \$500.00 donating into the Nursing general account 1-320-39 both of which provide to the community as designated in their donation letter.

Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health

Kennebunkport Public Health Department  
Town of Kennebunkport  
P.O. Box 566  
Kennebunkport  
ME 04046

December 21, 2017

Please find included a check for \$1000 donated by the membership of the Kennebunkport Residents Association to the Kennebunkport Public Health Department for use in its discretionary fund for services to Kennebunkport residents, as needed.

A handwritten signature in black ink, appearing to read "David James", written in a cursive style.

David James

Chairman, KRA Executive Committee

KENNEBUNKPORT RESIDENTS ASSOCIATION 52-7450/2112  
66437155

1125

DATE 12/21/2017

PAY TO  
THE ORDER OF

Town of Kennebunkport \$ 1000.00  
One thousand & no/100

DOLLARS



Security Features  
Included  
Details on Back



Kennebunk  
Savings Bank  
Community Roots Since 1871

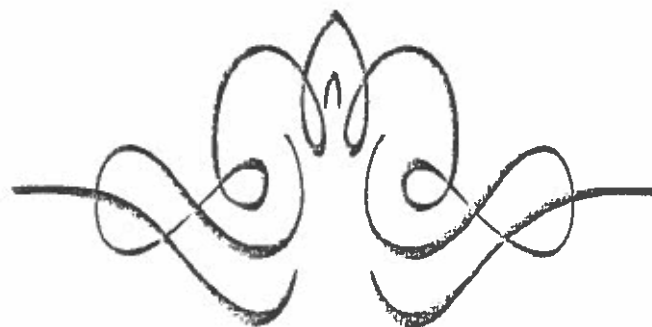
MEMO

Solution

David E. [Signature] NP



# Agenda Item Divider



## List of Past Town Report Dedications

Date	Dedications
1979	Volunteers past and present
1980	Elmont S. Tyndale, Kittredge Family
1981	J. Paul Pepin
1982	Julian C. Howard, M. Abbott Pendergast
1983	Joe and Thelma Burrows
1984	Eleonore P. Dow, Sterling Dow, III
1985	Volunteer firefighters past and present
1986	R. Longley Philbrick
1987	William Carter Harris
1988	Beryl Bilderback
1989	H. David Walley, Charlie Gould
1990	Tom Bradbury
1991	Ruth E. Landon, Valentine Hollingsworth, Gilbert Fessenden
1992	Lincoln Spencer
1993	Clarie Nickerson, Henry H. Pasco, Lester Wildes
1994	Hazel Wildes, Charlie H. Mabee
1995	Mary F. Huff, James H. Johnson
1996	Alice M. Crowell, Clarence H. Littell, Vivian A. Fessenden
1997	Mary Walley, Captain Joseph Finn, Keith McClelland
1998	Carolyn Bryant Craig
1999	Janet Winters, Robert J. Preble
2000	Booth Chick
2001	Volunteers
2002	Keith McClelland
2003	Captain Russell Elliott Bryant, Sr., Linda Davenport, Robert M. Lyna
2004	Clifford Burgess, Stephen H. Emmons
2005	Volunteers, Town Employees
2006	Carl G. Bartlett, Sr.
2007	Kenneth W. Campbell
2008	Margaret T. Hollingsworth
2009	Charles Reid, Sr.
2010	Leo Martin
2010	Anita Troegner
2011	Sarah and Dan Beard
2012	Mat Lanigan
2013	Jacqueline Kellett David J. Billings
2014	Jim Burrows Judy Barrett
2015	President George Herbert Walker Bush Allan Moir Carol Cook
2016	Kenneth Nathaniel "Sonny" Hutchins