

TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

**Board of Selectmen Agenda
Village Fire Station- 32 North Street
November 8, 2018 – 6:00 PM**

1. Call to Order.
2. Approve the October 11, and 25, 2018, 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. Approve street opening permit for Jesse Malloch, 138 Main Street, for new water service.
5. Approve the street opening permit for Raven and Jonathan Fulford, 11 Fishers Lane, for reconnection of sewer.
6. Adopt the FY2020 budget schedule.
7. Discussion on FY2020 budget goals.
8. Other business.
9. Approve the November 8, 2018, Treasurer's Warrant.
10. Adjournment.



Agenda Item Divider



**Board of Selectmen Meeting
Village Fire Station – 32 North Street
October 11, 2018 – 5:45 PM**

Minutes of the Selectmen's Meeting of October 11, 2018

Selectmen Attending: Stuart Barwise, Patrick A. Briggs, Edward W. Hutchins

Selectman Absent: Allen A. Daggett, Sheila Matthews-Bull

Others: Michael Claus, Jean Conaty, Michael Davis, Arlene McMurray, Chris Simeoni, Laurie Smith, Sue Ellen Stavrand, Mr. Stavrand, Suzanne Stohlman, Michael Tarabilda

1. Call to Order.

Chair Hutchins called the meeting to order at 6:30 PM.

2. Executive session per 30-A M.R.S.A. § 2702 to discuss personnel matters.

Motion by Selectman Barwise, seconded by Selectman Briggs, to go into executive session per 30-A M.R.S.A. § 2702 to discuss personnel matters. **Vote:** 3-0.

The Board went into executive session at 5:45 PM and came out at 6:02 PM.

No action was taken.

3. Approve the September 11 (PM meeting), and 27, 2018, selectmen meeting minutes.

Motion by Selectman Briggs, seconded by Selectman Barwise, to approve the September 11, 2018, PM meeting minutes. **Vote:** 3-0.

The September 27 minutes were deferred to the next meeting, when quorum of the Board who attended that meeting can be present.

4. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.).

There were no comments.

5. Present Spirit of America Award to Suzanne Stohlman and Michael Tarabilda.

Selectman Briggs announced that Suzanne Stohlman and Michael Tarabilda will be receiving the Spirit of America Award for their volunteerism in the community.

They will be honored at a ceremony on November 7 at the York County Commissioner's Office.

6. Consider appointments to the Housing Trust.

Chair Hutchins stated the Board will be interviewing applicants on October 16, and 18.

7. Adopt the Resolution of Intent to Reimburse Expenditures to Acquire Certain Parcels of Land with Proceeds of Tax-Exempt Bonds.

Motion by Selectman Barwise, seconded by Selectman Briggs, that the resolution entitled, "Resolution of Intent to Reimburse Expenditures to Acquire Certain Parcels of Land with Proceeds of Tax-Exempt Bonds, "be adopted in form presented to this meeting. **Vote:** 3-0. (See Exhibit A).

8. Approve supplemental sewer bill for 57 Wildes District Road.

Public Works Deputy Director Chris Simeoni reported it was discovered that the owner was never billed for sewer since 2003. He recommends a supplemental bill for the period beginning January 1, 2016, and ending December 31, 2016, in the amount of \$431.00; \$444.00 for the period beginning January 1, 2017, and ending December 31, 2017; and \$456.00 for the period beginning January 1, 2018, and ending December 31, 2018.

Motion by Selectman Briggs, seconded by Selectman Barwise, to approve the supplemental bill for 2016, 2017, and 2018, in the amounts of \$431, \$444, and \$456. **Vote:** 3-0.

9. Award the bid for the 2018 sidewalk tractor.

Public Works Director Michael Claus announced that he received the following bids for a 2018 sidewalk tractor:

Vendor	Equipment	Price	Trade-In
HP Fairfield	Factory Showroom 2018 Trackless MT7	\$144,256	\$10,000
HP Fairfield	2018 Trackless MT7	\$188,827	\$10,000
Beuregard Equipment	MV4.1	\$171,600	\$20,000

He recommends purchasing the factory showroom model and keeping the old tracker as backup.

Motion by Selectman Barwise, seconded by Selectman Briggs, to accept the Director of Public Works' recommendation to award the bid to HP Fairfield for the 2018 Trackless MT7 factory showroom model at the price of \$144,256.00. **Vote:** 3-0.

10. Approve street opening permit for Peter and Cynthia Gutermann, 162 Kings Highway, Map 33, Block 3, Lot 15, to install underground power to their house.

Motion by Selectman Barwise, seconded by Selectman Briggs, to approve the street opening permit for Peter and Cynthia Gutermann, 162 Kings Highway, Map 33, Block 3, Lot 15, to install underground power to their house. **Vote:** 3-0.

11. Accept a \$2,000 donation from the William J.J. Gordon Family Foundation to the public health department with \$1,500 designated for the fuel account and \$500 designated for the food account.

Motion by Selectman Barwise, seconded by Selectman Briggs, to accept a \$2,000 donation from the William J.J. Gordon Family Foundation to the public health department with \$1,500 designated for the fuel account and \$500 designated for the food account. **Vote:** 3-0.

12. Other business.

There was no other business.

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

Motion by Selectman Barwise, seconded by Selectman Briggs, to approve the October 11, 2018, Treasurer's Warrant. **Vote:** 3-0.

14. Adjournment.

Motion by Selectman Barwise, seconded by Selectman Briggs, to adjourn. **Vote:** 3-0.

The meeting adjourned at 6:20 PM.

Submitted by Arlene McMurray
Administrative Assistant

EXHIBIT A - OCTOBER 11, 2018

October 11, 2018

Motion: I move that the resolution entitled, "Resolution of Intent to Reimburse Expenditures to Acquire Certain Parcels of Land with Proceeds of Tax-Exempt Bonds," be adopted in form presented to this meeting.

RESOLUTION OF INTENT TO REIMBURSE EXPENDITURES TO ACQUIRE CERTAIN PARCELS OF LAND WITH PROCEEDS OF TAX-EXEMPT BONDS



Whereas, at a Special Town Meeting duly called and held on September 19, 2018, the voters of the Town of Kennebunkport (the "Town") authorized the Board of Selectmen to issue general obligation bonds or notes of the Town in a principal amount not to exceed \$10,000,000 to pay costs to acquire parcels of land comprising 85+/- acres and identified on the Kennebunkport Tax Maps at Map 12, Block 5, Lot 21 and Map 12, Block 5, Lot 21A, and Map 12, Block 5, Lot 22; (the "Project");

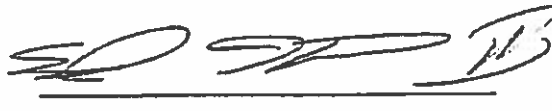
Whereas, on September 27, 2018, the Board of Selectmen adopted a resolution entitled, "Resolution to Authorize Town of Kennebunkport to Issue up to \$10,000,000 in Bonds to Acquire Certain Parcels of Land," which authorized the Town to issue general obligation bonds and notes in anticipation thereof (collectively, the "Bonds") to fund the Project;

Whereas, the Town's expenditure for the Project may be initially funded by a combination of proceeds of a bond anticipation note and available funds of the Town; and

Now therefore, the Board of Selectmen hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the Town reasonably expects to use the proceeds of the Bonds to reimburse certain original expenditures from the Town's general or other fund, paid not earlier than 60 days prior to the adoption of this Resolution or to be paid, which original expenditures have been or will be incurred in connection with costs of the of the Project; and that the Town reasonably expects that the maximum principal amount that the Town will issue to finance the Project is \$10,000,000; and further that a copy of this resolution and declaration of official intent be kept in the permanent records of the Town and be reasonably available for public inspection.

Dated October 11, 2018


Patrick A. Briggs

A majority of the Board of Selectmen



Tracey O'Roak, Town Clerk

A true copy, attest:

Tracey O'Roak, Town Clerk



Agenda Item Divider



**Board of Selectmen Meeting
Village Fire Station – 32 North Street
October 25, 2018 – 6:00 PM**

Minutes of the Selectmen's Meeting of October 25, 2018

Selectmen Attending: Stuart Barwise, Allen A. Daggett, Edward W. Hutchins, Sheila Matthews-Bull

Selectman Absent: Patrick A. Briggs

Others: Michael Claus, Michael Davis, David James, George Lichte, Scott Mahoney, Kevin McDonnell, Loretta McDonnell, Tracey O'Roak, Larry Simmons, Laurie Smith, and others

1. Call to Order.

Chair Hutchins called the meeting to order at 6:00 PM.

2. Approve the September 27, October 11, October 16, and October 18, 2018, selectmen meeting minutes.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the September 27, 2018, PM meeting minutes. **Vote:** 4-0.

The October 11 minutes were deferred to the next meeting, when quorum of the Board who attended that meeting can be present.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the October 16, 2018, selectmen meeting minutes. **Vote:** 4-0.

Motion by Selectman Matthews-Bull, seconded by Selectman Barwise, to approve the October 18, 2018, selectmen meeting minutes. **Vote:** 4-0.

3. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.).

Town Clerk Tracey O'Roak announced she will hold additional office hours on Saturday, October 27 from 9 a.m. to 1 p.m. and Thursday, November 1 until 7 p.m. for the purpose of absentee voting and voter registration. The last day to request an absentee ballot is Thursday, November 1, 2018.

The Planning Board had not arrived so item 5 was addressed next.

4. Public hearing with the Planning Board to take public comment on the following topics to be voted on by Referendum Ballot at the November 6, 2018, Special Town Meeting:

This item was addressed after item 11, when the Planning Board had a quorum in attendance.

Selectman Hutchins opened the public hearing at 6:21 PM. The Planning Board also opened its public hearing.

Chair Hutchins read each item to be voted on and gave a brief explanation.

a. Enactment of moratorium ordinance regarding retail medical marijuana caregiver storefronts.

Ms. Smith clarified that this is not an ordinance, but a 180-day moratorium.

b. Amendment to the waterfront ordinance.

There were no comments.

c. Amendment to the victualer's licensing ordinance.

There were no comments.

d. Amendment to the wireless telecommunications ordinance and land use ordinance.

There were no comments.

Chair Hutchins closed the public hearing at 6:24 PM as did the Planning Board.

Item 12 was addressed next.

5. Authorization of Union Contract for July 1, 2018 – June 30, 2021.

Town Manager Laurie Smith said a 3% wage increase across the board was negotiated.

Motion by Selectman Daggett, seconded by Selectman Barwise, to authorize the town manager to sign the Union Contract for July 1, 2018 to June 30, 2019.

Vote: 4-0.

6. Authorization for amendment to the VantageCare Retirement Health Savings (RHS) Adoption Agreement.

Motion by Selectman Barwise, seconded by Selectman Daggett, to authorize the amendment to the VantageCare Retirement Health Savings (RHS) Adoption Agreement. **Vote:** 4-0.

7. Authorize the award of the Wastewater Engineering Contract.

Public Works Director Michael Claus stated he solicited request for qualifications (RFQ's) from 10 engineering firms and received two responses: Woodward and Curran - \$192,700 and Wright Pierce - \$174,800. He recommends awarding the contract to Wright Pierce.

Motion by Selectman Daggett, seconded by Selectman Barwise, to award the engineering contract to Wright Pierce at a cost of \$174,800. **Vote:** 4-0.

8. Appointment of members to Housing Trust Board.

The Board conducted interviews last week for membership on the Housing Trust. Chair Hutchins said there were many qualified applicants and for those that were not selected, there will be ample opportunities for subcommittees and other ways to participate in the Housing Trust.

Motion by Selectman Barwise, seconded by Selectman Daggett, to appoint the following members to the Kennebunkport Heritage Housing Trust: Patrick Briggs, Patrick Clancy, William Dugan, David Kling, Jean Conaty, Sarah Dore, James Fitzgerald, Jr. Eileen Lang, and Sue Ellen Stavrand. **Vote:** 4-0.

9. Discuss meeting dates for the holidays.

Ms. Smith said the holiday season is approaching and asked the Board which dates it would be available.

The Board agreed to hold meetings at the Village Fire Station, at 6 PM, on November 8, and December 13. It will hold shorter meetings at Town Hall, at 9 AM on November 20, and December 27.

10. Accept \$2,000 donation from St. Ann's Episcopal Church to the Public Health Department general needs account.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to accept the \$2,000 donation from St. Ann's Episcopal Church to the Public Health Department general needs account with great thanks. **Vote:** 4-0.

11. Other business.**a. Request for Proposals for Village Parcel Master Plan**

Ms. Smith announced that request for proposals (RFP's) for the village parcel master plan were sent out to 15 companies and posted on the town website and the Maine Municipal's website. She said the proposals are due on November 16 and the plan is for she and Werner Gilliam to hold interviews on November 28. She asked the Board if it wanted representation.

The Board agreed that someone from the Board should be involved. Selectman Barwise volunteered if Selectman Briggs is not available.

Ms. Smith also announced that the new local access channel for Kennebunkport is 1301.

Selectman Matthews-Bull announced that on Monday, November 19, they will be decorating for Prelude. She said volunteers are welcome to come and help.

Werner Gillam mentioned that the Growth Planning Committee Survey can be completed online and that hard copies are also available at town hall. The deadline for completion is November 20. He asked everyone to participate.

Agenda item 4 was addressed next.

12. Approve the October 25, 2018, Treasurer's Warrant.

This item was addressed after item 4.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull to approve the October 25, 2018, Treasurer's Warrant. **Vote:** 4-0.

13. Adjournment.

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

The meeting adjourned at 6:24 PM.

Minutes taken via video stream
Submitted by Arlene McMurray
Administrative Assistant



Agenda Item Divider



TOWN OF KENNEBUNKPORT
Street Opening Permit

PROPERTY INFORMATION

Name of Homeowner: JESSE MAILLOCH Date: 9-12-18
Address: 136 MAIN STREET K-PORT
Telephone: 423-9112 Map, Block, Lot: 22-9-28
Street to be excavated: 138 MAIN ST. K-PORT
Size of excavation (length and width): 8' X 35'
Reason for excavation: NEW WATER SERVICE

Permit Conditions: If there is, any intrusion into the black top, road should be paved from curb to curb.

CONTRACTOR INFORMATION

Date of excavation: _____
Name of Contractor: KKW WATER SERVICE
Address: PO BOX 88, 92 MAIN ST. KENN. 04043
Telephone: 985-3385 Fax: 985-3102

BOND & INSURANCE INFORMATION

Performance Bond: ☐ Cash ☐ Check ☐ Money Order ☐ Surety Bond ☐ Other

Bond Amount: _____

Company that issued the bond (if applicable): _____

Person or entity providing the bond to the Town (contractor, property owner, other): _____

Insurance Company: _____

Signature of person completing the application: _____ Date: _____

APPROVED

Highway Superintendent: 

Selectmen: _____

Selectmen: _____

Date Approved: _____

Selectmen: _____

Selectmen: _____

Selectmen: _____

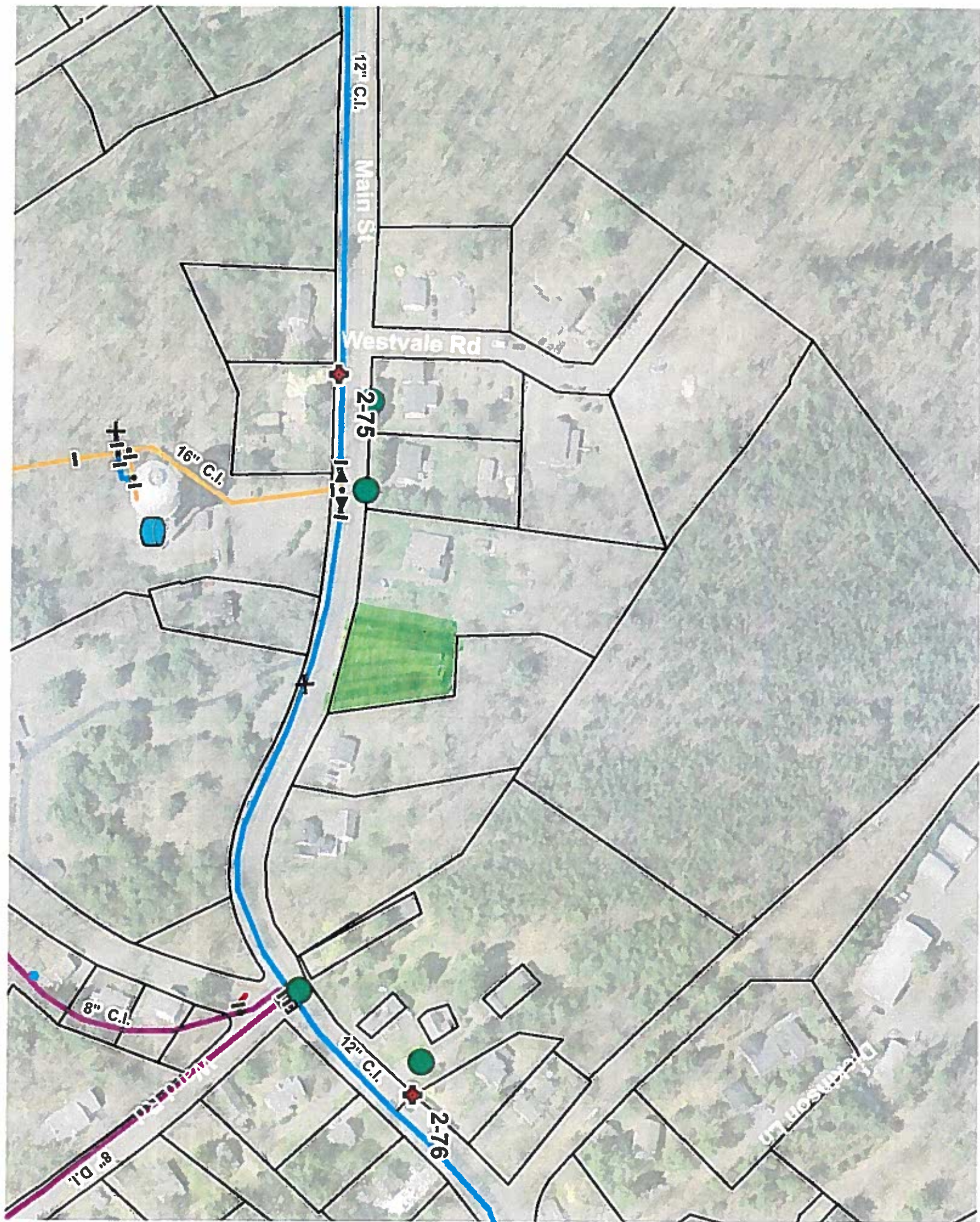
Application Fee: \$25.00

Date Paid: _____

Amount Paid: _____

☐ Cash ☐ Check ☐ Money Order

***Please attach map or sketch showing the location and size of any cuts to be made; a bond; and proof of insurance.**





Agenda Item Divider



TOWN OF KENNEBUNKPORT
Street Opening Permit

PROPERTY INFORMATION

Name of Homeowner: Raven + Jonathan Fulford Date: 11/2/18
Address: 11 Fishers lane Kennebunkport maine
Telephone: 207-468-7598 Map, Block, Lot: 30, 2, 6C
Street to be excavated: Fishers lane
Size of excavation (length and width): max 5ft x 6ft
Reason for excavation: Reconnection of sewer
Permit Conditions: If there is, any intrusion into the black top, road should be paved from curb to curb.

CONTRACTOR INFORMATION

Date of excavation: _____
Name of Contractor: Richard moody + sons construction
Address: 899 Post Road wells, ME 04090
Telephone: 207-646-6194 Fax: 207-646-4519

BOND & INSURANCE INFORMATION

Performance Bond: ☐ Cash ☐ Check ☐ Money Order ☐ Surety Bond ☐ Other
Bond Amount: \$2,000.00
Company that issued the bond (if applicable): _____
Person or entity providing the bond to the Town (contractor, property owner, other): Josh moody Richard moody + sons
Insurance Company: Tapley Insurance company York, ME
Signature of person completing the application: [Signature] Date: 11/2/18

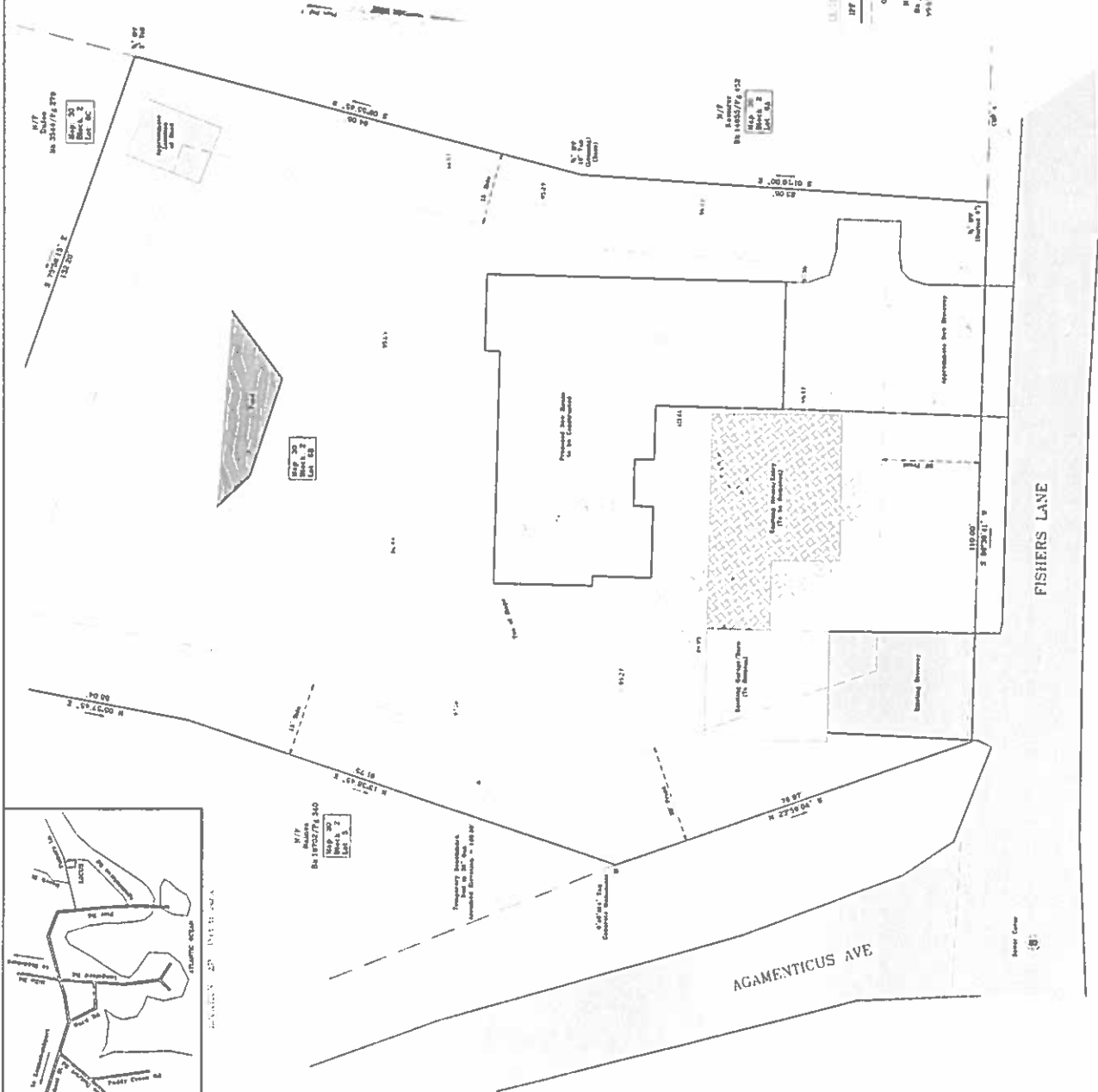
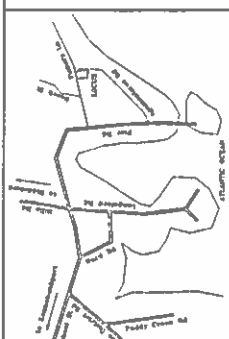
APPROVED

Highway Superintendent: [Signature]
Selectmen: _____
Selectmen: _____
Date Approved: _____

Selectmen: _____
Selectmen: _____
Selectmen: _____

*Please attach map or sketch showing the location and size of any cuts to be made; a bond; and proof of insurance.

Application Fee: \$25.00
Date Paid: 11-2-18
Amount Paid: 25.00
☐ Cash ☒ Check ☐ Money Order
28689



1 - This is a plan for Harold A. Babin, Kennebunkport, Maine, by Essey Engineering, dated April 4, 1988, recorded in the York County Registry of Deeds on April 6, 1988, in Plan Book 131, Page 28.

2 - This Plan is a Survey Grade Calculation of Divided Property of 8 Fishers Lane, Kennebunkport, Maine, dated April 4, 1988, by Essey Engineering, dated April 4, 1988, recorded in the York County Registry of Deeds on April 6, 1988, in Plan Book 131, Page 28.

1 - The lot area is identified on the Terms of Kennebunkport Tax Assessors Map 20, March 2 to Lot 48.

2 - The lot area is located in the Cape Porpoise East Shore, Maine, and both requirements for major family dwellings in this area are as follows:

Minimum Lot Area = 20,000 sq ft
Minimum Lot Coverage = 20%
Minimum Building Footprint = 1,000 sq ft
Minimum Setback = 10 feet
Minimum Rear Yard = 15 feet

3 - Easements shown are based on assumed observations.

4 - This plan is not the result of a standard boundary survey by Essey Engineering, Inc. (E.E.I.) Limited and research of the lot area and proposed building footprint was conducted by Essey Engineering, Inc. (E.E.I.) Limited.

5 - The lot area is located in the Cape Porpoise East Shore, Maine, and both requirements for major family dwellings in this area are as follows:

Minimum Lot Area = 20,000 sq ft
Minimum Lot Coverage = 20%
Minimum Building Footprint = 1,000 sq ft
Minimum Setback = 10 feet
Minimum Rear Yard = 15 feet

6 - Essey Engineering, Inc. (E.E.I.) Limited and research of the lot area and proposed building footprint was conducted by Essey Engineering, Inc. (E.E.I.) Limited.

7 - This plan has been prepared according to the Standards of Practice adopted by the Maine Board of Licensure for Professional Land Surveyors with the following exceptions:

- No new deed descriptions prepared

Total Lot Area	= 20,397 sq ft (0.46 ac)
Proposed House to Overlay	= 5,879 sq ft
Remaining Area	= 14,518 sq ft
Proposed Lot Coverage	= 28.8%
Percent Lot Coverage	= 28.8%

Spot Elevations		
97.18	98.03	98.97
97.26	98.03	99.97
101.03	99.95	99.27
Sum = 1077.34	11 = Ave	Grade =

- Top, Pipe, Fossil
- Property Line
- Abandonment Agreed Property Line
- Overlaid Utilities
- Boundary Line
- Boundary Line
- Boundary Line
- Boundary Line
- Spot Grade

LOWER VILLAGE SURVEY CO.
13 Western Avenue Kennebunk Maine
Phone: 888-222-1111 Fax: 888-222-1111

PROPOSED NEW CONSTRUCTION PLAN
AT FISHERS LANE
KENNEBUNKPORT, MAINE
ORDER BY
DAVE E. FALLOUT
Building Address



Land Surveyors • Foresters • Wetland Delineators



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/02/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tapley Insurance Agency Inc. 300 York Street PO Box 808 York ME 03909-0808		CONTACT NAME: PHONE (A/C, No, Ext): (207) 363-7894 FAX (A/C, No): (207) 363-4794 E-MAIL ADDRESS:		
INSURED Richard Moody & Sons Construction Co., LLC PO Box 366 Moody ME 04054		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Liberty Mutual		
		INSURER B: Netherlands		24171
		INSURER C: Peerless Insurance		24198
		INSURER D: Eastern Alliance Insurance		10724
		INSURER E:		
INSURER F:				

COVERAGES**CERTIFICATE NUMBER:** 18-19**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			BKW57871060	04/19/2018	04/19/2019	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 100,000	
			MED EXP (Any one person)				\$ 5,000	
			PERSONAL & ADV INJURY				\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			BAW57871060	04/19/2018	04/19/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			USO57871060	04/19/2018	04/19/2019	EACH OCCURRENCE	\$ 3,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$ 3,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE						\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			0000116551	04/19/2018	04/19/2019	PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF LIABILITY INSURANCE FOR WORK PERFORMED BY THE INSURED DURING THE POLICY PERIOD.

CERTIFICATE HOLDER**CANCELLATION**TOWN OF KENNEBUNKPORT
6 ELM STREET

KENNEBUNKPORT

ME 04046

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POWER OF ATTORNEY

The Ohio Casualty Insurance Company

Bond Number: 601141757

Principal: RICHARD MOODY AND SONS CONSTRUCTION, LLC

Agency Name: TAPLEY INSURANCE AGENCY INC

Ohligee: TOWN OF KENNEBUNKPORT, MAINE

Agent Code: 180029

Know All Men by These Presents: That The Ohio Casualty Insurance Company, pursuant to the authority granted by Article IV, Section 12 of the Code of Regulations and By-Laws of The Ohio Casualty Insurance Company, do hereby nominate, constitute and appoint: Christopher Huntress; Evelyn L. Cross; Wendy Tapley of YORK, Maine its true and lawful agent(s) and attorney(ies)-in-fact, to make, execute, seal and deliver for and on its behalf as surety, and as its act and deed any and all BONDS, UNDERTAKINGS, and RECOGNIZANCES, excluding, however, any bond(s) or undertaking(s) guaranteeing the payment of notes and interest thereon.

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of said Company at their administrative offices in Keene, New Hampshire, in their own proper persons. The authority granted hereunder supersedes any previous authority heretofore granted the above named attorney(ies)-in-fact.

In WITNESS WHEREOF, the undersigned officer of the said The Ohio Casualty Insurance Company has hereunto subscribed his name and affixed the Corporate Seal of said Company this 26th day of September, 2016.



David M. Carey

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA
COUNTY OF MONTGOMERY

On this 26th day of September, 2016 before the subscriber, a Notary Public of the State of Pennsylvania, in and for the County of Montgomery, duly commissioned and qualified, came David M. Carey, Assistant Secretary of The Ohio Casualty Insurance Company, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn deposes and says that he is the officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate Seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at the City of King of Prussia, State of Pennsylvania, the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 29, 2021
Member: Pennsylvania Association of Notaries

Teresa Pastella

Notary Public in and for County of Montgomery, State of Pennsylvania
My Commission expires March 28, 2021

This power of attorney is granted under and by authority of Article IV, Section 12 of the By-Laws of The Ohio Casualty Insurance Company, extracts from which read:

ARTICLE IV - Officers: Section 12. Power of Attorney

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bond, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary.

Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

This certificate and the above power of attorney may be signed by facsimile or mechanically reproduced signatures under and by authority of the following vote of the board of directors of The Ohio Casualty Insurance Company effective on the 15th day of February, 2011:

VOTED that the facsimile or mechanically reproduced signature of any assistant secretary of the company, wherever appearing upon a certified copy of any power of attorney issued by the company in connection with surety bonds, shall be valid and binding upon the company with the same force and effect as though manually affixed.

CERTIFICATE

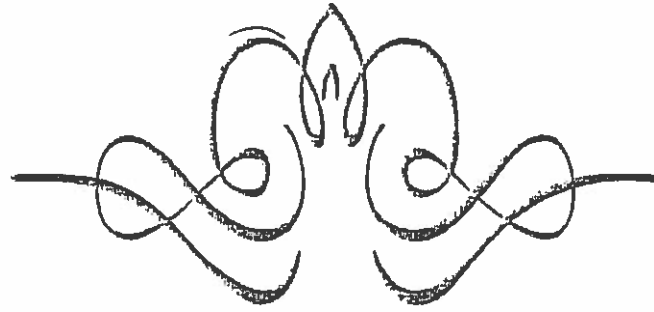
I, the undersigned Assistant Secretary of The Ohio Casualty Insurance Company, do hereby certify that the foregoing power of attorney, the referenced By-Laws of the Company and the above resolution of their Board of Directors are true and correct copies and are in full force and effect on this date.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Company this 2nd day of November, 2018.

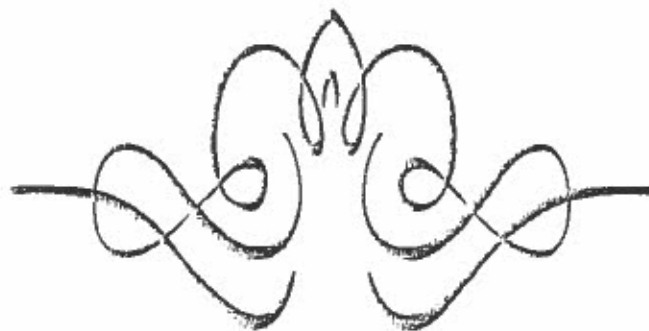


Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary



Agenda Item Divider



**Town of Kennebunkport - Fiscal Year 2020
July 2019 to June 2020 - Budget Development Schedule**

- **October 12, 2018** – Send out all applications to Social Service Agencies.
- **November 8, 2018** – Board of Selectmen to review proposed budget development schedule and *submit priorities and special requests.*
- **November 16, 2018** - Social service agency requests are due.
- **December 3, 2018** –Budget request sent to all departments.
- **December 6, 2018** – Forward all social service agency requests to Budget Board subcommittee.
- **December 7, 2018** - Budget requests sent to all committees and outside agencies.
- **January 4, 2019** – (Friday) All budget requests are submitted to Finance.
- **January 11, 2019** - Budget Board social service agency recommendations are given to Town Manager.
- **January 21, 2019** – Week of – Town Manager meets with all departments.
- **February 4, 2019** – Week of – Town Manager has follow-up meetings with all departments.
- **February 28, 2019** – (Friday) - Town manager submits capital and operating budget to the Board of Selectmen and Budget Board. THIS IS NOT A MEETING. It is a deadline for submitting information.
- **March 7, 2019 (Thursday @ 6:00 PM)** – **JOINT MEETING - Budget Board will meet at 5:30 to elect officers.** Town manager and department heads present overview and department operational budgets to the Board of Selectmen. The Budget Board will attend the meeting to hear all requests.
- **March 14, 2019 (Thursday @ 6:00 PM)** –**JOINT MEETING** – Presentation of department capital requests. **(Regular Board of Selectman Meeting to follow at 7 PM.)**
- **March 21, 2019 (Thursday @ 6:00 PM)** – **JOINT MEETING** - Presentation of Town Committee requests, outside agency requests and social service requests. Board of Selectmen meeting to review and consider all budget requests.
- **March 28, 2019 (Thursday @ 6:00 PM)** – **SELECTMEN** meet to review final budgets and take all recommendation votes. **(Regular Board of Selectman Meeting to follow.)**
- **March 29, 2019 (Friday)** – Submit all budget changes to Budget Board.
- **April 4, 2019 (Thursday @ 6:00 PM)** – **BUDGET BOARD** meet to review final budgets and take all recommendation votes.
- **April 11, 2019 (Thursday @ 6:00 PM)** – **JOINT MEETING** – *if necessary* – Last chance to make any adjustments in the budget or their recommendations. **(Regular Board of Selectman Meeting to follow.)**
- **April 19, 2019** – (Friday) Submit town report version of the budget to the printers.
- **April 25, 2019 (Thursday @ 6:00 PM)** – Board of Selectmen meeting to sign the warrant (Last possible day to sign will be April 25)
- **May 28, 2019** – (Tuesday) Distribution of town reports.
- **June 11, 2019** – (Tuesday) Annual town meeting - elections.
- **June 15, 2019** – (Saturday) Annual town meeting – Consolidated School.

Memorandum

To: Board of Selectmen

Fr: Laurie Smith, Town Manager

Re: FY 20 Budget Goals

Dt: November 5, 2018

Each year as we begin the budget process it is important to take stock of the work that was accomplished in the past year and also examine the challenges ahead. Town staff have begun that examination within our leadership team and we are seeking direction from the Board of Selectmen and the community about the issues and challenges that should be addressed within the FY 20 budget. Below is a list of items that either the Board of Selectmen have commented on in the past year or the Leadership Team has identified for FY 20 and beyond.

The budget document is a strategic plan that outlines where resources are needed in the community. At our meeting on November 8th, I am seeking input from the Board regarding your priorities for the coming years. We will take this direction and implement in the budget document for discussion between the Selectmen, Budget Board and our citizens.

- Master Plan for Village Parcel – The Town has requested proposals from companies to undertake a master planning process for calendar year 2019. This will require funding and public participation.
- Attracting year-round residents and families – As part of the housing study analysis, it became clear that our community continues to grow in seasonal population while decreasing in year-round population. What steps should Kennebunkport take to meet this goal?
- Addressing student population decreases at Kennebunkport Consolidated School – RSU 21 currently has an enrollment task force meeting to discuss this issue. What role should the Town play in supporting the need to increase enrollment at KCS?
- Protection of the waterfront – The Town is well known for our beaches, ports, and waterways. Protecting them from growth and development requires a review of our land use ordinances. We also need to monitor environmental impacts and access to the water.

- Maintaining aging infrastructure and equipment – The Town has a healthy capital plan and has successfully maintained our road infrastructure and invested in piers, wastewater, and buildings. Unfortunately, the amount of infrastructure and the cost to maintain or replace it places a financial toll on our community. Careful planning and weighing of priorities will be necessary as we look at the next 5, 10 and 20 year plan.
- Lack of space for personnel, storage, and parking at Town Hall – Parking at Town Hall has been a challenge over the past few years and it continues to grow. As we have consolidated our staff to one location to increase efficiencies and effectiveness it has created tight quarters for personnel. Meanwhile, storage demands for documents have forced some files to be in less than ideal environments. Even if we were to revitalize the old fire barn adding more personnel and storage space it would not increase parking availability. The Town needs to begin planning for a Town Hall that meets the needs of the future.
- Balancing an affordable tax rate with needs of Town and RSU 21 – Each year as we identify the needs in the budget process and examine the school priorities, we must all balance these with what the citizens can afford. Careful capital planning can integrate large costs into our operating budget without creating a taxing roller coaster effect.
- Unified facilities management amongst Town buildings with experienced review and planning for building needs – The Town owns several municipal buildings and leases two fire stations. Each building is overseen by the department managing the facility. This creates an individual approach to maintenance in each structure depending upon the skill set of each Department Director. It also means that various vendors are employed for the same type of work. The Town would benefit from a unified approach to facility maintenance in both the short term and long term.
- Training staff members on changes in profession and increasing our depth on the bench – Like most other professions, staff deal with a changing landscape. Staff need funding to attend training and time out of the office to maintain certifications and gain new skills. As with most small organizations, we also need staff to play different roles tackling projects and issues that aren't in their "job description". Creating broader depth with all staff members will allow us to tackle the challenges and create better outcomes.

- Balance seasonal and visitor demands with year-round residents – As our population grows during the summer season so do the demands on services and citizens. Year-round residents can feel outnumbered and overwhelmed by those who wish to visit our home. Event management during the summer season can also impact our community and its residents. As we welcome visitors and enjoy the benefits to our economy we must also balance the needs of our year-round citizens.
- Technology support and investment to handle workflows – Technology provides answers and tools that allow a small community to accomplish much more with fewer staff. Technology also creates its own need for support and training of staff. We must provide the necessary technical support to ensure our investment is maintained in a safe and secure manner and plan for future replacements as the technology changes.
- Continued support for Maine Health Beach and water quality analysis at Goose Rocks Beach – The water quality analysis this past summer has provided us important information; however, we still have many unanswered questions as to the impacts on our water quality. Maintenance of the water at GRB will be an ongoing challenge for the community and the protection of this important resource for residents and visitors should continue to be a public health priority.
- Implementing measures that create a resilient community - According to Wikipedia, resiliency is the sustained ability of a community to utilize available resources (energy, communication, transportation, food, etc.) to respond to, withstand, and recover from adverse situations (e.g. economic collapse to global catastrophic risks). Examination of annual challenges, planning, department teamwork, regional partnerships, community engagement, and fiscal sustainability will serve our community well when meeting these adverse situations.
- Ensuring that we engage in community events that build community – As our community has grown with visitors and seasonal residents, the desire for events that are focused on building community has remained strong and are necessary to attract a year-round population, engage with citizens, and build civic pride.
- Maintain and manage services without growing government – Oftentimes when addressing issues in the community, I hear that a new rule or regulation should be put in place. The thought process behind the suggestion is that the issue has been solved. In reality, each rule and

process requires staff or software to track it, monitor for compliance, and enforcement action. Increased regulation means increased costs and larger local government. We need to measure when new rules and regulations are necessary and prioritize costs with benefits.

- Staff recruitment and succession planning in a tight labor market as staff retire – As stated in the FY 2019 budget process, 25% of our staff will reach age 65 within the next five years. Keeping our pay competitive in the market place, maintaining a positive work culture, and attracting the best and brightest is an important goal in the coming years.
- Examining opportunities for year-round employment to encourage year-round citizens – The housing study highlighted the high number of residents (86%) who commute outside the Town for employment. Although our goal is not to be an industrial employment center, as we strive to attract year round citizens we need to seek options for telecommuting and small businesses that let people live, work and play in Kennebunkport.
- Communication with citizens (year-round and seasonal) – The days of hearing the local news from neighbors and the newspaper have almost disappeared. With a high level of seasonal residents and many commuting out of town, we need to find effective ways to communicate and engage with our citizens.
- Communication and teamwork amongst departments – This past year we combined wastewater and highway into the Public Works Department. This allowed us to communicate more effectively on similar issues and challenges and use our resources to serve all town departments. Expanded teamwork amongst all departments is necessary to allow us to effectively meet the challenges of today with a small-town crew.