

# TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

**Board of Selectmen Agenda  
Town Hall - 6 Elm Street  
November 20, 2018 – 9:00 AM**

1. Call to Order.
2. Approve the October 11, and November 8, 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. Consider supplemental sewer assessments.
5. Accept donation of \$1,000 from an anonymous donor to the public health general needs account.
6. Accept donation of \$100 from Debra and Brian Bonollo to the nurses general account.
7. Other business.
  - a. Critical dates for June 11, 2019, Annual Town Meeting
8. Approve the November 20, 2018, Treasurer's Warrant.
9. Adjournment.

**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:

<b>Vendor</b>	<b>Equipment</b>	<b>Price</b>	<b>Trade-In</b>
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**

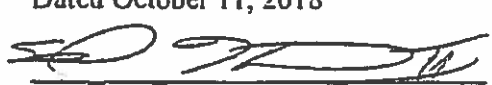
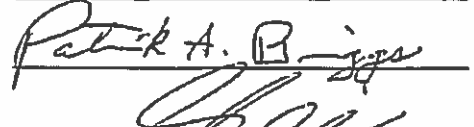
Whereas, at a Special Town Meeting duly called and held on September 19, 2018, the voters of the Town of Kennebunkport (the "Town") authorized the Board of Selectmen to issue general obligation bonds or notes of the Town in a principal amount not to exceed \$10,000,000 to pay costs to acquire parcels 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

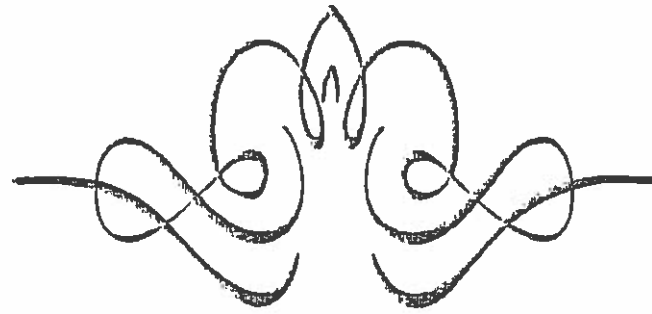
Now therefore, the Board of Selectmen hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the Town reasonably expects to use the proceeds of the Bonds to reimburse certain original expenditures from the Town's general or other fund, paid not 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

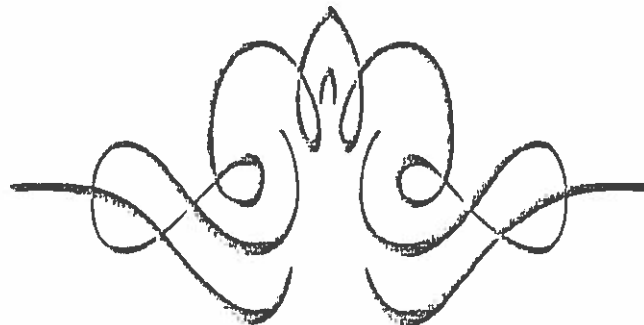
  
Patrick A. Briggs  
  
A majority of the Board of Selectmen

A true copy, attest:

  
Tracey O'Roak, Town Clerk



# Agenda Item Divider



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

Minutes of the Selectmen's Meeting of November 8, 2018

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

**Selectman Absent:** Stuart E. Barwise

**Others:** Marc Cote, April Dufoe, Mark Dufoe, Arlene McMurray, David Powell, Laurie Smith

**1. Call to Order.**

Chair Hutchins called the meeting to order at 6:03 PM.

**2. Approve the October 11, and 25, 2018, selectmen meeting minutes.**

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

**Motion** by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the October 25, 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.).**

There were no comments.

**4. Approve street opening permit for Jesse Malloch, 138 Main Street, for new water service.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve street opening permit for Jesse Malloch, 138 Main Street, for new water service. **Vote:** 4-0.

**5. Approve the street opening permit for Raven and Jonathan Fulford, 11 Fishers Lane, for reconnection of sewer.**

**Motion** by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the street opening permit for Raven and Jonathan Fulford, 11 Fishers Lane, for reconnection of sewer. **Vote:** 4-0.

**6. Adopt the FY2020 budget schedule.**

The Board received a draft of the FY2020 budget schedule.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs, to adopt the FY2020 budget schedule. **Vote:** 4-0.

**7. Discussion on FY2020 budget goals.**

Town Manager Laurie Smith read a list of budget goals. See exhibit A.

**8. Other business.**

Selectmen Daggett commented that although the Board has a lot on its plate, they have a great team.

Selectman Briggs announced that yesterday, Suzanne Stohlman and Michael Tarabilda received the Spirit of America Award. He said the event was well attended.

Selectman Matthews-Bull announced that the KBA will be decorating for Christmas and decorating the tree on November 19. She wished the veterans a happy holiday.

Ms. Smith mentioned that she and the Board received a letter from Jerry Collins commending Public Health Nurse Alisson Kenneway for the way she handled a lifesaving event this past weekend. He said the situation had a good outcome because she noticed there was a problem and immediately took charge and made the necessary arrangements.

Ms. Smith announced that Oceanside Rubbish has sold their business to Cassella on November 1, but we should not see any changes in service. She also invited everyone to the ribbon cutting ceremony for the new parks and recreation building tomorrow at 11:00 AM.

Selectman Hutchins invited everyone to come to the American Legion in Cape Porpoise for the Veteran's pancake breakfast to raise funds.

**9. Approve the November 8, 2018, Treasurer's Warrant.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the November 8, 2018, Treasurer's Warrant. **Vote:** 4-0.

**10. Adjournment.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs to adjourn.

The meeting adjourned at 6:17 PM.

Submitted by Arlene McMurray  
Administrative Assistant



**Exhibit A****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 8<sup>th</sup>, 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 station. 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 ser-

vices 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

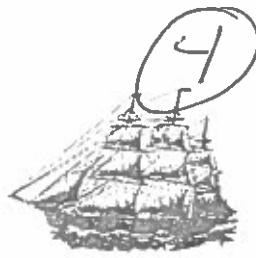
and prioritize costs with benefits.

- 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 tele-commuting 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.



# Agenda Item Divider





## KENNEBUNKPORT WASTEWATER DEPARTMENT

**Date:** 11/1/18

**To:** Laurie Smith

**From:** Chris Simeoni

**Re:** Supplemental sewer assessments

As a result of our review of questionable properties regarding sewer assessments, we recently discovered that the following residences have not been getting assessed a yearly sewer charge:

1. 11 Touchstone Drive, (8-3-1J)
  2. 42 South Maine Street (8-3-14A1)
  3. 42 South Maine Street (8-3-14A2)
  4. 42 South Maine Street (8-3-14A3)
  5. 42 South Maine Street (8-3-14A4)
  6. 19 Wildes District Road (9-10-24)
  7. 1 Wildes District Road (8-3-5)
  8. 8 Boatswain Lane (22-9-52C)
  9. 4 Glazier Lane (35-14-13)
  10. 13 Locke Street (12-1-5E)
- Sewer Department sewer service applications, lot plans and/or supporting documentation were found on file for all residences.
  - All properties have been owned by the current owner for at least the last three years. (Building permits were acquired 2015 or earlier.)
  - A check of Trio indicates the above properties were never billed yearly user fees for sewer service by the Town.
  - No language exists in the municipal Wastewater Use Ordinance that authorizes back-billing property owners three years.
  - There is no separate State statute that pertains to this issue that I'm aware of or been able to find.
  - According to Maine Municipal Association Legal Services Department, sufficient language may exist under Title 36 Section 713 Assessments (attached) that may be applied/authorize the Town to assess for the previous three years sewer fees.
  - In checking, the Town has set some precedence in back-billing property owners for changes in property (a split) that we haven't been aware of. (See attached letter for 1 Locke Street, *12-001-05C*) *Another recent supplemental assessment was authorized for 57 Wildes District Road at the October 11<sup>th</sup> Selectmen's meeting.*

Appropriate changes have been made in Trio and the subject properties will be billed for the current year and all future service. A review of all applicable existing residences and services will continue town-wide to include reviewing billing and permits. I recommend, based on past back-billing practice and Title 36 Section 713, that the Board of Selectmen authorize a supplemental assessment, for three years, of the sewer service charge on each of the subject

## KENNEBUNKPORT WASTEWATER DEPARTMENT

properties for the total amount of \$1331.00 each. No late fees or interest have been applied to this amount.

Thank you,  
*Christopher Simeoni*  
Christopher Simeoni  
Deputy Director Public Works

### • §713. Supplemental assessments

Supplemental assessments may be made within 3 years from the last assessment date whenever it is determined that any estates liable to taxation have been omitted from assessment or any tax on estates is invalid or void by reason of illegality, error or irregularity in assessment. A supplemental assessment may be made during the municipal year whenever, through error or inadvertance, the assessors have omitted from their assessment or commitment taxes duly raised by the municipality or its proportion of any state or county tax payable during the municipal year. In municipalities not a part of a primary assessing area, the assessors for the time being may, by a supplement to the invoice and valuation and the list of assessments, assess such estates for their due proportion of such tax, according to the principles on which the previous assessment was made. In primary assessing areas, the chief assessor may, by a supplement to the valuation list, certify the valuation of such estates to the municipal officers who shall assess such estates according to the principles upon which the previous assessment was made. [1979, c. 31, (AMD).]

Such supplemental assessments shall be committed to the collector for the time being with a certificate as provided in sections 709 and 709-A stating that they were invalid or void or omitted and that the powers in the previous warrant, naming the date of it, are extended thereto. The tax collector has the same power, and is under the same obligation to collect them, as if they had been contained in the original list. Interest shall accrue on all unpaid balances of any supplemental tax, beginning on the 60th day after the date of commitment of the supplemental tax to the collector or the date interest accrues for delinquent taxes under the original commitment, whichever occurs later. The rate of interest shall be the same as specified by the municipality for the current tax year, in accordance with section 505, subsection 4. [1979, c. 612, (AMD).]

All assessments shall be valid, notwithstanding that by such supplemental assessment the whole amount exceeds the sum to be assessed by more than 5%.

The lien on real estate created by section 552 may be enforced as provided in section 948.

Persons subjected to a tax under this section shall be deemed to have received sufficient notice if the notice required by section 706 was given.



# Agenda Item Divider





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## **Kennebunkport Public Health**

November 14, 2018

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

Please accept this generous gift of \$1000.00 from anonymous donor to the general needs account # 1-320-06. She requested that it be used to help seniors in need.

Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health



# Agenda Item Divider



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## **Kennebunkport Public Health**

November 14, 2018

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

Please accept this generous gift of \$100.00 from Debra Bonollo and Brain Bonollo to the Nurses general (G1—320-39) account.

Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health

DEBRA BONOLLO  
BRIAN M BONOLLO  
21 SUMMER ST.  
SHREWSBURY, MA 01545-5612

51-7031/2111

1272

DATE 11-8-18 MP

© 2018 DEBRA BONOLLO  
SPECIALTY BLANK MEDIA



PAY TO Town of Kennebunkport - Public \$ 100.00  
THE ORDER OF

One hundred and 00/100

DOLLARS

← Heat  
Reactive  
Ink

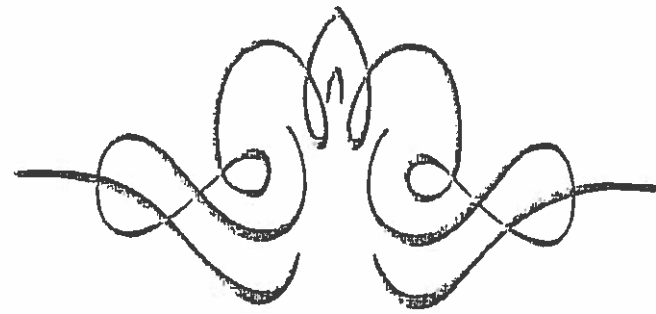
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MEMO \_\_\_\_\_

Debra P Bonollo MP

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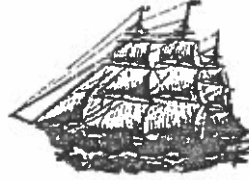
LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.



# Agenda Item Divider



79.



## TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

To: Board/Committee Chairs  
Department Heads  
Board of Selectmen

From: Laurie Smith, Town Manager

RE: Critical Dates for June 11, 2019 Annual Town Meeting

Date: November 12, 2018

With the busy November 2018 election behind us, it is now time to move forward and begin planning for the next Annual Town Meeting in June.

To assist you in this process, Tracey O’Roak, Town Clerk, has provided the critical deadline dates on the back of this memo. Adherence to these deadlines will help avoid last minute problems and ensure that proposed changes or additions to ordinances are placed on the June Annual Town Meeting Warrant. **Please note the first deadline of December 21<sup>st</sup>.** It is imperative that Tracey and I are aware of any proposed ordinance changes by this date in order to plan accordingly.

Please pass this information on to all your Board/Committee members. Also, myself or Tracey will be happy to answer any questions concerning these deadlines.

We hope this information will help make transition to the next Town Meeting a very successful one.

## **CRITICAL DATES FOR TOWN MEETING June 11 and 15, 2019**

- Dec. 21, 2018 Proposed ordinance changes to be submitted to Laurie Smith and Tracey O'Roak in memo format.
- Jan. 31, 2019 Paperwork of proposed ordinance changes (in underline/strike through format) due to Town Manager from Boards, Committees and Department Heads. [See Town Clerk in advance for assistance in formatting if necessary.]
- Feb. 14, 2019 Presentation to Board of Selectmen by Boards, Committees and Department Heads of proposed ordinance changes. [Afterwards, proposals sent to appropriate Boards, Committees and Legal for review.]
- Feb. 28, 2019 Public discussion and input at Board of Selectmen meeting.
- March 14, 2019 Suggested changes by Town Attorney presented to Board of Selectmen.
- March 28, 2019 Final draft presentation to the Board of Selectmen with any last minute changes.
- April 25, 2019 Last Selectman's Meeting to sign Warrant.
- April 25, 2019 Selectmen set Public Hearing Date. (Perhaps for May 9, 2019)
- April 26, 2019 The following documents due to Town Clerk: 30-A MRSA, Sec. 2528(5) - (45 Days)  
Warrant  
Certification of Proposed Ordinance  
Order to Post Copies of Ordinance  
Return of Warrant
- June 04, 2019 Last date to post Warrant of Town Meeting 30-A MRSA, Sec. 2523(4) (7 days)
- June 04, 2019 Last day to send Notice of Town Meeting to all boxholders (Admin Code)
- June 04, 2019 Last day to publish Notice of Town Meeting in newspaper and on cable channel.
- June 11, 2019 Town Meeting with polls open from 8:00 AM to 8:00 PM.
- June 15, 2019 Town Meeting re-convenes at 9:00 AM to consider remaining articles on Warrant.

## **CRITICAL DATES FOR PUBLIC HEARING (Minimum Requirements)**

- at least  
10 days prior to voting Public Hearing required. (Conducted by the Selectmen with the Growth Planning Committee and the Planning Board in attendance.) 30-A MRSA
- 7 days prior to P.H. Return to Town Clerk (last day to post Notice of P.H.)  
30-A MRSA, Sec. 2528(5)
- 7 days prior to P.H. Last day to publish notice of P.H. in newspaper  
30-A MRSA, Section 4352(9)(B)