TOWN OF KENNEBUNKPORT, MAINE

-INCORPORATED 1653-

Board of Selectmen Agenda
April 25, 2019
5:30 PM—Field Trip at Jeffreys Way
6:00 PM—Village Fire Station—32 North Street

1. Call to Order.

2. 5:30 PM—Field Trip at Jeffreys Way.

3. 6:00 PM—Approve the April 9 and 11, 2019, selectmen meeting minutes.

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.).

5. Consider a liquor license renewal application for Cape Arundel Inn, LLC, d.b.a. Cape Arundel Inn, 208 Ocean Avenue.

6. Consider a special amusement permit renewal application for Cape Arundel Inn, LLC, d.b.a. Cape Arundel Inn, 208 Ocean Avenue.

7. Consider a liquor license renewal application for Ivy One, LLC., d.b.a., The Clubhouse at Cape Arundel Inn, 8 Old Fort Avenue.

8. Consider a liquor license renewal application for Tides Beach Club, LLC, d.b.a. Tides Beach Club, 254 Kings Highway.

9. Consider a special amusement permit renewal application for Tides Beach Club, LLC, d.b.a. Tides Beach Club, 254 Kings Highway.

10. Consider a liquor license renewal application for The Boathouse of Kennebunkport, LLC, d.b.a. The Boathouse Hotel, 21 Ocean Avenue.

11. Consider a special amusement permit renewal application for The Boathouse of Kennebunkport, LLC, d.b.a. The Boathouse Hotel, 21 Ocean Avenue.

12. Consider a liquor license renewal application for Fishing Pole Lane, LLC., d.b.a. Hidden Pond, 354 Goose Rocks Road.

6 Elm Street, P.O. Box 566, Kennebunkport, Maine 04046
Tel: (207) 967-4243 Fax: (207) 967-8470

13. Consider a special amusement permit renewal application for Fishing Pole Lane, LLC., d.b.a. Hidden Pond, 354 Goose Rocks Road.

14. Consider a special amusement permit renewal application for Ivy One, LLC., d.b.a., The Old Fort Inn, 8 Old Fort Avenue.

15. Consider a liquor license renewal application for Lodge on the Cove, LLC., d.b.a. Lodge on the Cove, 29 South Main St.

16. Consider a special amusement permit renewal application for Lodge on the Cove, LLC., d.b.a., Lodge on the Cove, 29 South Main Street.

17. Consider a liquor license renewal application for Yachtsman Hospitality, LLC, d.b.a. the Yachtsman Hotel and Marina, 57 Ocean Avenue.

18. Consider a special amusement renewal application for Yachtsman Hospitality, LLC, d.b.a. the Yachtsman Hotel and Marina, 57 Ocean Avenue.

19. Authorize and sign the June 2019 Town Meeting Warrant.

20. Set public hearing date to consider the warrant articles for the June Town Meeting Ballot for May 9, 2019.

21. Certification of the ballot questions for the June Warrant.

22. Countersign the RSU 21 Budget Validation Referendum Election Warrant.

23. Consider Government Wharf budget.

24. Consider Wastewater budget.

25. Consider Pier budget.

26. Consider Cape Porpoise fee increases effective May 1, 2019.

    a. Moorings: $30–$45 $60–$90
    b. Fuel Markup: $0.25–$0.30
    c. Dues: CPI 2.2% + 2%
    d. Dealers, big boats, recreation, punts.

27. Consider Dock Square Parking Lot budget.

28. Consider Recreation Special Revenue Budget.

29. Presentation by Nina Pearlmutter on Kennebunkport as an arboretum.

30. Approve the Treasurer's Disbursement Warrant Policy.

31. Authorize write-offs for uncollectable bills.

32. Consider mission and goals for Solid Waste Committee.

33. Consider Goose Rocks Beach Advisory Committee recommendation to hire summer intern as Plover Volunteer Coordinator.

34. Other business.

35. Approve the April 25, 2019, Treasurer's Warrant.

36. Adjournment.

6 Elm Street, P.O. Box 566, Kennebunkport, Maine 04046
Tel: (207) 967-4243 Fax: (207) 967-8470

Town of Kennebunkport
Board of Selectmen Site walk
April 9, 2019 – 9:00 AM
Ebbs Cove Lane

Minutes of the Selectmen's Meeting of April 9, 2019

Selectmen attending: Stuart E. Barwise, Patrick A. Briggs, Ed Hutchins, and Sheila Mathews-Bull

Selectman absent: Allen A. Daggett

Others: Tom Boak, Ed Francis, Chris Mayo, Steve Riker, Larry Simmons, and Laurie Smith

1. Call to Order.

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

2. Site Walk at 22 Ebs Cove Lane, regarding application submitted by the Henry Family Trust for construction of a dock consisting of 4 ft x 150 ft elevated walkway, a 4 ft x 60 ft fixed pier, a 3 ft x 20 ft gangway, and an 8 ft x 16 ft float to a 6 ft x 48.5 ft fixed pier, a 3 ft x 24 ft gangway, and an 8 ft x 40 ft float located by two moorings;

The Board reviewed the application and location of the float.

3. Adjournment.

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

The meeting adjourned at 9:35 AM.

Submitted by

Laurie Smith
Town Manager

Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station – 32 North Street
April 11, 2019 – 6:00 PM

Minutes of the Selectmen's Meeting of April 11, 2019

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

Selectman Absent: Allen Daggett

Others: Barbara Barwise, Dan Beard, David Betses, Michael Claus, Michael Davis, Doug Dicey, Jay Everett, Werner Gilliam, Dimitri Michaud, Dawn Morse, Arlene McMurray, Michelle Powell, Steve Riker, Laurie Smith, Jim Stockman, residents of Reid Lane, and others

1. Call to Order.

Chair Hutchins called the meeting to order at 6:05 PM. Budget Board Chair Barbara Barwise also opened the Budget Board meeting.

2. Joint Meeting with Budget Board to review final budgets and recommendations.

Discussion about the $20,000 discrepancy between the Budget Board and Board of Selectmen regarding the KEMS's budget. The Board of Selectmen voted for $155,000 and the Budget Board voted for $175,000 at a previous meeting.

Jim Stockman, president of KEMS answered question on outstanding budget issues. He said so far KEMS received $24,000 from their subscription service in which 90 people enrolled and 40% were new people. KEMS's total endowment is $1,377,088.79. Of that amount, $1,611,147.80 is restricted, which means it can only be used for specific items. He said the driver's pay is mandated to go up $12 an hour, and in July 2021, KEMS would like to purchase a new ambulance which costs approximately $250,000. He said KEMS is basically asking the Town to fund 50% of their payroll. He explained there are many variables to consider. KEMS could get more people to subscribe or get more donations. Their revenue from services is down. They have never been over 500 runs.

The Board of Selectmen did not wish to reconsider its vote on KEMS budget.

3. Review June town meeting warrant and vote on warrant articles.

Town Clerk Tracey O'Roak went through the Town Meeting Warrant Articles that had not been voted on by the Board of Selectmen.

Warrant Article 20: To see what sum the Town will vote to raise and appropriate for the Kennebunkport Emergency Medical Services account.

Amount recommended by the Board of Selectmen is $155,000.
Amount recommended by the Budget Board is $175,000.

For **Articles 2 through 10, 41 – 43**, Selectman Barwise made the **motion** to adopt the Article as written for the Town Meeting Warrant. Selectman Matthews-Bull seconded the motion, and the **Vote** was 4-0.

Article 2: To see if the Town will vote to authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town to sell and dispose of Real Estate acquired by the Town for nonpayment of taxes thereon, and to execute quitclaim deeds on such terms as they deem advisable, and to authorize the Treasurer to discharge unmatured liens on payment of taxes, interest and costs.

Article 3: To see if the Town will vote to authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town, to waive the foreclosure of any tax lien mortgage by recording a waiver of foreclosure in the York County Registry of Deeds for any real estate title to which they deem not in the best financial interest of the Town to hold, said authorization to waive not to prevent the Town Treasurer, with the advice and approval of the Municipal Officers, from later foreclosing on said tax lien pursuant to law, as they deem advisable.

Article 4: To see if the Town will vote to make all real and personal property taxes due and payable upon presentment of bills and to charge nine percent (9.00%) per annum on the first half if unpaid after September 10, 2019 (or 45 days after the date of commitment if commitment is after July 28, 2019) and on the second half if unpaid after March 10, 2020.

Article 5: To see if the Town will vote to set the interest rate to be paid by the town on abated taxes at seven percent (7.00%) for the fiscal year 2020.

Article 6: To see if the Town will vote to pay for tax abatements and applicable interest granted during the fiscal year of 2019/2020 from Overlay. *(Explanation: The Selectmen, as Assessors, are authorized to raise Overlay under Title 36 MRSA section 710 but require voter authorization to spend Overlay. Overlay cannot be more than 5% of the Tax Commitment.)*

Article 7: To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

Article 8: To see if the Town will vote to authorize the Selectmen to accept easement deeds on behalf of the Town granting the Town the right to plant and maintain certain trees on private property located within the Town.

Article 9: To see if the Town will vote to authorize the Selectmen to accept unconditional and conditional gifts of money or property on behalf of the Town,

other than gifts of sewer extensions, subject to ratification by the Town at an annual or special town meeting held within one year of the Selectmen's acceptance, except that such ratification shall not be required for a donation of money to the Town to supplement a specific appropriation already made, to reduce the tax assessment, or to reduce the permanent debt.

Article 10: To see if the Town will vote to authorize the Board of Selectmen to enter into and perform a Road Maintenance Agreement with the Wallace Woods Homeowners Association, the Association of homeowners at Wallace Woods residential subdivision located on the easterly side of North Street (the "Subdivision"), regarding the agreement of the Town to undertake certain limited maintenance and repair work, including snowplowing, sanding and paving, with respect to designated portions of Reid Lane within the Subdivision, while expressly excluding other obligations within or in the vicinity of the road right-of-way which obligations shall remain the responsibility of the Wallace Woods Homeowners Association. (A true copy of the Road Maintenance Agreement is on file in the Town Clerk's Office and is incorporated by reference.)

Article 41: To see if the Town will vote to appropriate the sum of $2,777,800 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and to also use $200,000 from undesignated fund balance to reduce the property tax commitment.

Article 42: Shall the Town vote to authorize the Selectmen to apply for, accept and expend from the following categories of funds as provided by the State of Maine: Municipal Revenue Sharing, Educational Certification Block Grant, Educational Tax Relief Grant, Public Library State Aid, Urban Rural Road Initiative Program, Civil Emergency Funds, Snowmobile Registration Funds, Tree Growth Reimbursement, General Assistance Reimbursement, Veterans Exemption Reimbursement, Department of Economic & Community Development Grant Program, Maine Emergency Management Agency, Homestead Exemption Reimbursement, and all other state and federal grants and funds including, when necessary, the authority to sign grant contracts, documents or other paperwork?

Article 43: To see if the Town will vote to authorize the Selectmen to carry forward unencumbered surplus fund balances on June 30, 2019, for the purposes originally appropriated and to the extent they deem advisable, such determination to be made at a properly noticed meeting of the Board of Selectmen.

The Budget Board also voted on some of the Warrant Articles. The Budget Board Meeting adjourned at 6:32 PM.

4. Approve the March 21, 26, 27, and 28, 2019, selectmen meeting minutes.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the March 21, 2019, selectmen meeting minutes. **Vote**: 4-0.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the March 26, 2019, selectmen meeting minutes. **Vote**: 4-0.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the March 27, 2019, selectmen meeting minutes. **Vote**: 4-0.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the March 28, 2019, selectmen meeting minutes. **Vote**: 4-0.

5. **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.

6. **Consider a renewal liquor license submitted by RL Restaurant, LLC, DBA Salt and Honey, 24 Ocean Avenue.**

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal liquor license submitted by RL Restaurant, LLC, DBA Salt and Honey, 24 Ocean Avenue. **Vote**: 4-0.

7. **Consider a renewal liquor license submitted by OWR, LLC, Kathleen Spang DBA Oceanwoods Resort/PJ's Pub and Dining, 71 Dyke Road**. **Vote**: 4-0.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal liquor license submitted by OWR, LLC, Kathleen Spang DBA Oceanwoods Resort/PJ's Pub and Dining, 71 Dyke Road. **Vote**: 4-0.

8. **Consider a renewal special amusement permit submitted by OWR, LLC DBA Oceanwoods Resort/PJ's Pub and Dining, 71 Dyke Road.**

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal special amusement permit submitted by OWR, LLC DBA Oceanwoods Resort/PJ's Pub and Dining, 71 Dyke Road. **Vote**: 4-0.

9. **Consider the Dock Application for 22 Ebbs Cove Road.**

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the Dock Application for 22 Ebbs Cove Road. **Vote**: 4-0.

10. **Consider Road Maintenance Agreement for Wallace Woods.**

Chair Hutchins said the only thing he sees that needs to be changed on the agreement is that he will not be the Chair after Town Meeting. See Exhibit A.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve placing the Road Maintenance Agreement for Wallace Woods on the Town Meeting Warrant. **Vote**: 4-0.

11. Consider proposed revenue increase for FY2020.

Planning and Development Director Werner Gilliam went over his proposed updates for the Permit Fee Schedule. See Exhibit B.

Motion by Selectman Barwise, seconded by Selectman Briggs, to approve the proposed Building Permit Fee Schedule to go into effect May 1, 2019. **Vote**: 3-1/Selectman Matthews-Bull opposed.

Other proposed fee increases:

Liquor License fee increase from $100 to $150.
Victualer's License fee increase from $50 to $100.
Special Amusement Permit fee increase from $50 to $100.
Trolley Permit increase from $25 to $50 per application.
Horse-drawn carriage permit increase from $25 to $50 per application.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the other proposed fees. **Vote**: 4-0.

12. Authorize the Town Manager to sign the Animal Welfare Society Contract.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to authorize the Town Manager to sign the Animal Welfare Society Contract. **Vote**: 4-0.

13. Consider authorizing work 24/7 in Cape Porpoise Harbor for the dredge project between November 1, 2019, and March 30, 2020.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to authorize work 24/7 in Cape Porpoise Harbor for the dredge project between November 1, 2019, and March 30, 2020. **Vote**: 4-0.

14. Authorize award of brush truck.

Fire Chief Jay Everett said he send out 12 bid solicitations and received two back:

Vendor	**Bid**
Rowe Ford in Westbrook	$31,426.22

Casco Bay Ford in Yarmouth $38,600.00

Mr. Everett recommends the low bidder Casco Bay Ford.

Motion by Selectman Matthews-Bull, seconded by Selectman Barwise to award the bid for the brush truck to Casco Bay Ford at a cost of $38,600.00. **Vote**: 4-0.

15. Accept the following donations:

a. **Lucille and Roger Seavey donated $100 to the nurses fees account in memory of Ellen Dube.**

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to accept the donation of $100 from Lucille and Roger Seavey to the nurses fee account. **Vote**: 4-0.

b. **Kennebunk Portside Rotary donated $220 to general needs account.**

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to accept the $220 donation from Kennebunk Portside Rotary to the general needs account. **Vote**: 4-0.

c. **United Way donated $150 to the emergency fuel account.**

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to accept the donation of $150 to the emergency fuel account. **Vote**: 4-0.

d. **Madonna Chapter 144 donated $50 to the emergency food account.**

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to accept the donation of $50 from the Madonna Chapter 144 to the emergency food account. **Vote**: 4-0.

e. **Kennebunk High School Wellness Committee donated $190 to the emergency food account and $190 to the emergency fuel account.**

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to accept the donation from the Kennebunk High School Wellness Committee of $190 to the emergency food account and $190 to the emergency fuel account. **Vote**: 4-0.

16. Other business.

Public Works Director Michael Claus announced that today and tomorrow on North Street they are doing roadwork. They hope to have base pavement on Tuesday.

Mr. Claus also announced that at the intersection of Wildes District Road and Maine Street the Kennebunk, Kennebunkport, and Wells Water District is installing temporary water mains and services starting on April 15. Traffic will be disrupted until July.

Chair Hutchins thanked the Budget Board for their hard work.

17. Approve the April 11, 2019, Treasurer's Warrant.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the April 11, 2019, Treasurer's Warrant. **Vote**: 4-0.

18. Adjournment.

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

The meeting adjourned at 6:54 PM.

Submitted by Arlene McMurray
Administrative Assistant

EXHIBIT A - 4-11-2019 (10)

ROAD MAINTENANCE AGREEMENT

THIS ROAD MAINTENANCE AGREEMENT (this "Agreement") is entered into as of the _____ day of _____, 2019, by and between WALLACE WOODS HOMEOWNERS ASSOCIATION, a Maine nonprofit corporation, with a mailing address of 124 Fletcher Street, Kennebunk, Maine 04043 (the "Association"), and THE INHABITANTS OF THE TOWN OF KENNEBUNKPORT, a Maine municipality, with a mailing address of P.O. Box 566, Kennebunkport, Maine 04046 (the "Town").

RECITALS

WHEREAS, the Association is the Association of homeowners in Wallace Woods, a residential subdivision located on the easterly side of North Street in the Town of Kennebunkport, County of York, and State of Maine (the "Subdivision"), as shown on a plan entitled "Final Subdivision Plan of Wallace Woods" approved by the Town of Kennebunkport Planning Board on August 5, 2015, and recorded in the York County Registry of Deeds in Plan Book 377, Page 26 (the "Subdivision Plan"); and

WHEREAS, the Association is the owner of (a) the areas comprising Open Space 1 and Open Space 2 within the Subdivision, (b) the access road within the Subdivision commonly known as Reid Lane, and (c) certain other easements within the Subdivision appurtenant to the Open Space areas and the access road, all as more particularly described in a Deed from Porter Holdings, Inc., the developer of the Subdivision, to the Association, dated _____, 2019, and recorded in the York County Registry of Deeds in Book _____, Page _____; and

WHEREAS, the Town has agreed to assume certain limited maintenance and repair obligations with respect to Reid Lane.

NOW, THEREFORE, for good and valuable consideration, the receipt whereof is hereby acknowledged, and in consideration of the foregoing and subject to the terms and conditions hereof, the Association and the Town hereby agree as follows.

1. ACCESS EASEMENT TO THE TOWN. The Association hereby grants the Town the right and easement to enter upon Reid Lane and all Association easements appurtenant thereto with persons, equipment and machinery at any and all times as necessary to permit the Town to undertake all maintenance and repair obligations with respect to Reid Lane as set forth herein.

2. MAINTENANCE AND REPAIR OF REID LANE. The Town shall undertake the following maintenance and repair work with respect to Reid Lane:

(a) Snowplowing, sanding and other related work customarily undertaken by the Town with respect to Town roads; and

(b) Repair as necessary, together with periodic paving, in accordance with the Town's schedule for repairing and paving Town roads.

Provided, however, that the maintenance and repair work described above shall not extend to, and the Town shall have no obligations under this Agreement with respect to, that portion of Reid Lane extending easterly beyond the cul-de-sac and labeled "Private R.O.W., 9,145 S.F. 0.21AC." on the Subdivision Plan.

3. NO OTHER OBLIGATIONS. Except as specifically set forth in Paragraph 2 above, the Town shall have no other obligations with respect to Reid Lane including, but not limited to, any obligations with respect to the maintenance and repair of any sidewalks, landscaping, including any landscaping within the cul-de-sac, drainage ways and culverts, light poles, underground utilities, street signs, or any other facilities and improvements located over, under or within Reid Lane and any easements appurtenant thereto, which obligations shall remain the responsibility of the Association. Furthermore, the Association shall remain responsible for repairing any damage to Reid Lane and any easements appurtenant thereto resulting from the acts of the Association, its agents or employees, in connection with such maintenance and repair undertaken by the Association.

4. TERMINATION OF AGREEMENT. This Agreement may be terminated by either party upon notice to the other party as provided herein except that in the case of termination hereof by the Town, such termination shall be conditioned upon approval thereof by the voters of the Town at an Annual or Special Town meeting. In the event the Town seeks to obtain voter approval to terminate this Agreement, the Town shall provide the Association notice of the Town's intent to pursue such voter approval not less than sixty (60) days prior to the date of the Annual or Special Town meeting at which such approval shall be sought.

5. MISCELLANEOUS.

(a) This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.

(b) Any notice, demand and other communications hereunder shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the second business day after mailing if mailed to the party to whom notice is to be given by first class mail, postage prepaid, registered or certified, return receipt requested, addressed to the party to whom notice is to be given at the address set forth above. Either party may change its address for purposes hereof by giving the other party notice of the new address in the manner described herein.

(c) All paragraph headings in this Agreement are for convenience of reference only and are of no independent legal significance.

(d) This Agreement may not be modified, waived or amended except in a writing signed by the parties hereto. No waiver of any breach or term hereof shall be effective unless made in writing signed by the party having the right to enforce such a breach, and no such waiver shall be construed as a waiver of any subsequent breach. No course of dealing or delay or omission on the part of any party in exercising any right or remedy shall operate as a waiver thereof or otherwise be prejudicial thereto.

(e) Any and all prior and contemporaneous discussions, undertakings, agreements and understandings of the parties are merged in this Agreement, which alone fully and completely expresses their entire agreement.

(f) This Agreement may be simultaneously executed in any number of counterparts, each of which when so executed and delivered shall be an original, but such counterparts shall constitute one and the same instrument. This Agreement may be transmitted among the parties by facsimile machine or email attachment and signatures appearing on faxed or emailed instruments shall be treated as original signatures. Both a faxed or emailed Agreement containing either original or faxed signatures of all parties, and multiple counterparts of the same Agreement each containing separate original or faxed signatures of the parties, shall be binding on them.

(g) If any term or provision of this Agreement or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which this Agreement is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law provided that the invalid provision does not have a material adverse effect upon the overall purpose of this Agreement.

(h) It is expressly understood and agreed that time is of the essence in respect of this Agreement.

(i) This Agreement shall be governed by and construed and enforced in accordance with the laws in effect in the State of Maine.

IN WITNESS WHEREOF, WALLACE WOODS HOMEOWNERS ASSOCIATION has caused this Agreement to be executed by its President, _____, hereunto duly authorized, and THE INHABITANTS OF THE TOWN OF KENNEBUNKPORT has caused this Agreement to be executed by its Board of Selectmen, hereunto duly authorized, as of the date first set forth above.

[End of page. Execution page follows.]

WITNESS:

WALLACE WOODS HOMEOWNERS ASSOCIATION

_____

By: _____
Its President

_____
Print name

STATE OF MAINE
COUNTY OF YORK, ss.

_____, 2019

Personally appeared the above named _____, President of Wallace Woods Homeowners Association, and acknowledged the foregoing instrument to be his/her free act deed in his/her said capacity and the free act and deed of said Wallace Woods Homeowners Association.

Before me,

_____
Notary Public/Maine Attorney at Law

_____
Print name

My commission expires _____

WITNESS:

THE INHABITANTS OF THE TOWN
OF KENNEBUNKPORT

Deleted: UN

_____

By: _____
Edward W. Hutchins, Chair of
its Board of Selectmen

_____

By: _____
Allen A. Daggett, Vice Chair of
its Board of Selectmen

_____

By: _____
Stuart A. Barwise, Selectman

_____

By: _____
Patrick A. Briggs, Selectman

_____

By: _____
Sheila Matthews Bull, Selectman

STATE OF MAINE
COUNTY OF YORK, ss.

_____, 2019

Then personally appeared the above named Edward W. Hutchins, Chair of the Board of Selectmen of the Inhabitants of the Town of Kennebunkport, and acknowledged the foregoing instrument to be his free act deed in his said capacity, the free act and deed of the Inhabitants of the Town of Kennebunkport

Before me,

_____
Notary Public/Maine Attorney at Law

_____
Print name

My commission expires _____

(11)

EXHIBIT B – APRIL 11, 2019

Memo

To: Laurie Smith, Town Manager, Board of Selectmen
From: Werner Gilliam CFM Director of Planning and Development
RE: Proposed Updates to Permit Fee Schedule
Dt: April 1, 2019

Please see attached for your consideration proposed updates to the Building Permit Fee Schedule. It is presented in a strikeout /underline format so that you may compare our current schedule with the proposed changes. These changes are the result of discussions with staff on activities that needed clarification, research into surrounding communities fees, and recent budget discussions with the Board of Selectmen and the Budget Board. Notable changes include:

- Clarification on fees for Shoreland Zone landscaping projects. These types of projects oftentimes require just as much staff time and review as a construction project, and yet oftentimes are assigned the minimum fee of $40
- Standby Generators are fairly simple to review and issue, yet project costs can vary significantly. A standard $40 fee is representative of time spent.
- Docks and Piers have typically been done based on square footage. This change makes it consistent with all other construction permits.
- Residential New construction/renovation is modified based on budget board/selectmen discussions. Using construction costs allows fees to follow market demands.
- Commercial new construction/renovation fees have been changed to follow the same methodology as used for residential.

EXHIBIT B – APRIL 11, 2019

TOWN OF KENNEBUNKPORT BUILDING PERMIT FEE SCHEDULE
Effective ~~1/1/2019~~ 5/1/19

No building or use permit shall be issued by the Code Enforcement Officer without payment of the required fee according to the following schedule:

- Growth Permits are **$250.00** per dwelling unit
- Plumbing permit fee: **$15** per fixture
- Minimum Building Permit/Land Use Fee: **$40**
- Shoreland Zone Landscaping/Hardscape: **$ 10.00 per $1,000** of estimated project cost
- Standby Generators: **$40**
- Docks/Piers: **$10 per $1,000** of estimated project cost
- Residential new construction/renovation **$10.00 per $1,000** of estimated project cost
- ~~Residential decks/outbuildings (sheds, detached garages, etc.) under 400 square feet: **$.20** per square foot~~
- ~~Residential new construction: **$.80** per square foot~~
- ~~Residential renovation: **1%** of estimated project cost~~
- ~~Commercial new construction: **$1.50** per square foot~~
- ~~Commercial renovation: **1.5%** estimated project cost~~
- Commercial new construction/renovation: **$15.00** per $1,000 of estimated project cost
- Wireless Telecommunications co-locations and small cell facilities: **$250.00**
- Demolition or relocation of a building or interior demolition in preparation of remodeling or restoration: **$100**
- Sign Permit **$50** / Shop Opening **$50**
- Flood Plain **$100 non-refundable** application fee
- Condominium Conversion: **$250** per condominium unit, plus all applicable legal and professional services fees.
- Blasting fee: **$100**

EXHIBIT B – APRIL 11, 2019

Fee amounts will be rounded to the nearest dollar.

When work has begun prior to the issuance of a permit, the fees shall be DOUBLED.

Upon completion of a new building or major remodeling, a Certificate of Occupancy is required. There will be no charge for the first inspection. If a re-inspection is required due to failure to pass a previous inspection a re-inspection fee of $25.00 shall be required.

Agenda Item Divider

(5)

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES ☐ NO ☐	

PRESENT LICENSE EXPIRES: 5.15.2019

NEW application: ☐ Yes ☑ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☑ MALT ☑ VINOUS ☑ SPIRITUOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)

☐ HOTEL (Class I,II,III,IV) ☑ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)

☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Cape Arundel Inn LLC	Business Name (D/B/A) The Cape Arundel Inn
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: 208 Ocean Ave
DOB:	City/Town Kennebunkport State ME Zip Code 04046
Address 2 Livewell Dr Suite 203	Mailing Address 2 Livewell Dr Suite 203
City/Town Kennebunk State ME Zip Code 04043	City/Town Kennebunk State ME Zip Code 04043
Telephone Number 207.967.1519 Fax Number 207.967.516	Business Telephone Number 207.967.2125 Fax Number
Federal I.D. # 46-2133871	Seller Certificate #: or Sales Tax #: 1162110
Email Address: Please Print licenses@krcmaine.com	Website:

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 14

2. State amount of gross income from period of last license:

ROOMS $ 900K FOOD $ 900K LIQUOR $ 250K

3. 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.

4. Do you permit dancing or entertainment on the licensed premises? YES ☑ NO ☐

Agenda Item Divider

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653-

MAINE'S FINEST RESORT

APPLICATION

SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

Name of Applicant Cape Arundel Inn, LLC

Residence Address 2 Livewell Dr. Ste. 203 Kennebunk, ME

Home Telephone Number 207-967.1519

Name of Business Cape Arundel Inn

Business Address 208 Ocean Ave Kennebunkport, ME

Type of Business Inn / Restaurant

Business Telephone Number 207-967-2125

Nature of Special Amusement Live Music / Dancing

Has your liquor and or amusement license ever been denied or revoked?

Yes _____ No X

If yes, describe circumstances specifically. (Attach additional page if necessary)

1. Permit Fee: $ 50.00 (payable to the Town of Kennebunkport)
2. By making application for this permit and signing this application form, I acknowledge that I am familiar with the rules and regulations governing this permit.

applicant

P.O. Box 566, 6 Elm Street, Kennebunkport, Maine 04046 • Tel: (207) 967-4243 Fax: (207) 967-8470

Agenda Item Divider

7

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES ☐ NO ☐	

PRESENT LICENSE EXPIRES: 5.18.2019

NEW application: ☐ Yes ☑ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☑ MALT ☑ VINOUS ☑ SPIRITUOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)

☐ HOTEL (Class I,II,III,IV) ☑ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)

☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: IVU One LLC	Business Name (D/B/A) The Clubhouse at Cape Arundel Inn
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: 8 Old Fort Ave
DOB:	City/Town State Zip Code: Kennebunkport ME 04046
Address: 2 Livewell Dr Suite 203	Mailing Address: 2 Livewell Dr Suite 203
City/Town State Zip Code: Kennebunk ME 04043	City/Town State Zip Code: Kennebunk ME 04043
Telephone Number: 207.967.1519 Fax Number: 207.967.1516	Business Telephone Number: 207.967.5353 Fax Number
Federal I.D. #: 27.3545804	Seller Certificate #: or Sales Tax #: 017970
Email Address: Please Print licensesekrcmaine.com	Website:

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 10

2. State amount of gross income from period of last license:

ROOMS $ 500K FOOD $ 20K LIQUOR $ 10K

3. 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.

4. Do you permit dancing or entertainment on the licensed premises? YES ☑ NO ☐

Agenda Item Divider

8

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES ☐ NO ☐	

PRESENT LICENSE EXPIRES: 5.25.2019

NEW application: ☐ Yes ☑ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☑ MALT ☑ VINOUS ☑ SPIRITUOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)

☑ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)

☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Tides Beach Club LLC	Business Name (D/B/A) Tides Beach Club
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: 254 Kings Hwy
DOB:	City/Town Kennebunkport State ME Zip Code 04046
Address 2 Livewell Dr Ste 203	Mailing Address 2 Livewell Dr Ste 203
City/Town Kennebunk State ME Zip Code 04043	City/Town Kennebunk State ME Zip Code 04043
Telephone Number 207.967.1519 Fax Number 207.967.1516	Business Telephone Number 207.967.8223 Fax Number
Federal I.D. # 27.3545942	Seller Certificate #: or Sales Tax #: 1148421
Email Address: Please Print	Website:

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 21
2. State amount of gross income from period of last license:
   ROOMS $ 1M FOOD $ 700K LIQUOR $ 500K
3. 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.
4. Do you permit dancing or entertainment on the licensed premises? YES ☑ NO ☐

Agenda Item Divider

9

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653-

MAINE'S FINEST RESORT

APPLICATION

SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

Name of Applicant Tides Beach Club, LLC

Residence Address 2 Livewell Dr. Ste 203 Kennebunk, ME

Home Telephone Number 207-967-1519

Name of Business Tides Beach Club

Business Address 254 Kings Hwy Kennebunkport, ME

Type of Business Hotel / Restaurant

Business Telephone Number 207-967-3757

Nature of Special Amusement Live Music / Dancing

Has your liquor and or amusement license ever been denied or revoked?

Yes _____ No X

If yes, describe circumstances specifically. (Attach additional page if necessary)

1. Permit Fee: $ 50.00 (payable to the Town of Kennebunkport)
2. By making application for this permit and signing this application form, I acknowledge that I am familiar with the rules and regulations governing this permit.

Justin [illegible]
applicant

P.O. Box 566, 6 Elm Street, Kennebunkport, Maine 04046 • Tel: (207) 967-4243 Fax: (207) 967-8470

Agenda Item Divider

10

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES ☐ NO ☐	

PRESENT LICENSE EXPIRES: 5.14.2019

NEW application: ☐ Yes ☑ No
If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☑ MALT ☑ VINOUS ☑ SPIRITUOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☐ HOTEL (Class I,II,III,IV) ☑ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)
☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING
☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: TheBoathouse at Kennebunkport	Business Name (D/B/A) The Boathouse Hotel
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: 21 Ocean Ave
DOB:	City/Town Kennebunkport State ME Zip Code 04046
Address 2 Livewell Dr Suite 203	Mailing Address 2 Livewell Dr Suite 203
City/Town Kennebunk State ME Zip Code 04043	City/Town Kennebunk State ME Zip Code 04043
Telephone Number 207-967-1519 Fax Number 207-967-1516	Business Telephone Number 207-967-8223 Fax Number
Federal I.D. # 46-2111734	Seller Certificate #: or Sales Tax #: 1162111
Email Address: Please Print licenses@krcmaine.com	Website: www.boathouseme.com

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 25
2. State amount of gross income from period of last license:
   ROOMS $ 1.5 M FOOD $ 1M LIQUOR $ 1M
3. 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.
4. Do you permit dancing or entertainment on the licensed premises? YES ☑ NO ☐

Agenda Item Divider

11

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653-

MAINE'S FINEST RESORT

APPLICATION

SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

Name of Applicant Boathouse at Kennebunkport LLC

Residence Address 2 Livewell Dr. Ste. 203 Kennebunk ME

Home Telephone Number 207-967-1519

Name of Business The Boathouse Waterfront Hotel & Restaurant

Business Address 21 Ocean Ave Kennebunkport. ME

Type of Business Hotel / Restaurant

Business Telephone Number 207-967-8223

Nature of Special Amusement Live Music / Dancing

Has your liquor and or amusement license ever been denied or revoked?

Yes _____ No X

If yes, describe circumstances specifically. (Attach additional page if necessary)

1. Permit Fee: $ 50.00 (payable to the Town of Kennebunkport)
2. By making application for this permit and signing this application form, I acknowledge that I am familiar with the rules and regulations governing this permit.

Justin [signature]
applicant

P.O. Box 566, 6 Elm Street, Kennebunkport, Maine 04046 • Tel: (207) 967-4243 Fax: (207) 967-8470

Agenda Item Divider

(12)

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES ☐ NO ☐	

PRESENT LICENSE EXPIRES: 5.25.2019

NEW application: ☐ Yes ☑ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☑ MALT ☑ VINOUS ☑ SPIRITUOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)

☐ HOTEL (Class I,II,III,IV) ☑ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)

☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Fishing Pole Lane LLC	Business Name (D/B/A) Hidden Pond
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: 356 Goose Rocks Road
DOB:	City/Town Kennebunkport State ME Zip Code 04046
Address 2 Livewell Dr Suite 203	Mailing Address 2 Livewell Dr Suite 203
City/Town Kennebunk State ME Zip Code 04043	City/Town Kennebunk State ME Zip Code 04043
Telephone Number 207.967.1519 Fax Number 207.967.1516	Business Telephone Number 207.967.9050 Fax Number
Federal I.D. # 26.0629869	Seller Certificate #: or Sales Tax #: 1131323
Email Address: Please Print licenses@krlmaine.com	Website: www.hiddenpondmaine.com

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 36

2. State amount of gross income from period of last license:

ROOMS $ 3M FOOD $ 1M LIQUOR $ 500K

3. 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.

4. Do you permit dancing or entertainment on the licensed premises? YES ☑ NO ☐

Agenda Item Divider

13

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653-

MAINE'S FINEST RESORT

APPLICATION

SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

Name of Applicant Hidden Pond, LLC

Residence Address 2 Livewell Dr. Ste 203 Kennebunk ME

Home Telephone Number 207-967-1519

Name of Business Hidden Pond

Business Address 356 Goose Rocks Rd. Kennebunkport. ME

Type of Business Resort / Restaurant

Business Telephone Number 207-967-9050

Nature of Special Amusement Live Music / Dancing

Has your liquor and or amusement license ever been denied or revoked?

Yes _____ No X

If yes, describe circumstances specifically. (Attach additional page if necessary)

1. Permit Fee: $ 50.00 (payable to the Town of Kennebunkport)
2. By making application for this permit and signing this application form, I acknowledge that I am familiar with the rules and regulations governing this permit.

Justin [signature]
applicant

P.O. Box 566, 6 Elm Street, Kennebunkport, Maine 04046 • Tel: (207) 967-4243 Fax: (207) 967-8470

Agenda Item Divider

14

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653-

MAINE'S FINEST RESORT

APPLICATION

SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

Name of Applicant: Old Fort Clubhouse Ivy One LLC

Residence Address: 2 Livewell Dr Ste 203 Kennebunk ME

Home Telephone Number: 207.967.1519

Name of Business: Old Fort Inn

Business Address: 8 Old Fort Ave

Type of Business: Inn / Restaurant

Business Telephone Number: 207.967.5353

Nature of Special Amusement: Live Music / Dancing

Has your liquor and or amusement license ever been denied or revoked?

Yes _____ No ✓

If yes, describe circumstances specifically. (Attach additional page if necessary)

1. Permit Fee: $ 50.00 (payable to the Town of Kennebunkport)
2. By making application for this permit and signing this application form, I acknowledge that I am familiar with the rules and regulations governing this permit.

applicant

P.O. Box 566, 6 Elm Street, Kennebunkport, Maine 04046 • Tel: (207) 967-4243 Fax: (207) 967-8470

Agenda Item Divider

(15)

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES ☐ NO ☐	

PRESENT LICENSE EXPIRES: 6.6.2019

NEW application: ☐ Yes ☑ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☑ MALT ☑ VINOUS ☑ SPIRITUOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)

☑ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)

☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Lodge on the Cove LLC	Business Name (D/B/A) Lodge on the Cove
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: 29 S. Main Street
DOB:	City/Town Kennebunkport State ME Zip Code 04046
Address 2 Livewell Dr Suite 203	Mailing Address 2 Livewell Dr Suite 203
City/Town Kennebunk State ME Zip Code 04043	City/Town Kennebunk State ME Zip Code 04043
Telephone Number 207.967.1519 Fax Number 207.967.1516	Business Telephone Number 207.967.3993 Fax Number
Federal I.D. # 45 3448403	Seller Certificate #: or Sales Tax #: 1155294
Email Address: Please Print licenses@krcmaine.com	Website: www.lodgeonthecove.com

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 30

2. State amount of gross income from period of last license:

   ROOMS $ 800K FOOD $ 100K LIQUOR $ 35K

3. 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.

4. Do you permit dancing or entertainment on the licensed premises? YES ☑ NO ☐

Agenda Item Divider

16

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653-

MAINE'S FINEST RESORT

APPLICATION

SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

Name of Applicant Lodge On The Cove, LLC

Residence Address 2 Livewell Dr Ste 203 Kennebunk, ME

Home Telephone Number 207-967-1519

Name of Business Lodge On The Cove

Business Address 29 South Main St Kennebunkport, ME

Type of Business Hotel / Restaurant

Business Telephone Number 207-967-3993

Nature of Special Amusement Live Music / Dancing

Has your liquor and or amusement license ever been denied or revoked?

Yes _____ No X

If yes, describe circumstances specifically. (Attach additional page if necessary)

1. Permit Fee: $ 50.00 (payable to the Town of Kennebunkport)
2. By making application for this permit and signing this application form, I acknowledge that I am familiar with the rules and regulations governing this permit.

Just. [signature]
applicant

P.O. Box 566, 6 Elm Street, Kennebunkport, Maine 04046 • Tel: (207) 967-4243 Fax: (207) 967-8470

Agenda Item Divider

17

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES ☐ NO ☐	

PRESENT LICENSE EXPIRES: 5.30.2019

NEW application: ☐ Yes ☑ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☑ MALT ☑ VINOUS ☑ SPIRITUOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)

☐ HOTEL (Class I,II,III,IV) ☑ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)

☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Yachtsman Hospitality LLC	Business Name (D/B/A) The Yachtsman Hotel & Marina
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: 57 Ocean Ave
DOB:	City/Town Kennebunkport State ME Zip Code 04046
Address 2 Livewell Dr Suite 203	Mailing Address 2 Livewell Dr Suite 203
City/Town Kennebunk State ME Zip Code 04043	City/Town Kennebunk State ME Zip Code 04043
Telephone Number 207.967.1519 Fax Number 207.967.1516	Business Telephone Number 207.967.2511 Fax Number
Federal I.D. # 82-2988557	Seller Certificate # or Sales Tax #: 1190016
Email Address: Please Print licenses@krcmaine.com	Website:

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 30

2. State amount of gross income from period of last license:

   ROOMS $ 900K FOOD $ 10K LIQUOR $ 30K

3. 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.

4. Do you permit dancing or entertainment on the licensed premises? YES ☑ NO ☐

Agenda Item Divider

(18)

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653-

MAINE'S FINEST RESORT

APPLICATION

SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

Name of Applicant Yachtsman Hospitality LLC

Residence Address 2 Livewell Dr. Suite 203 Kennebunk ME

Home Telephone Number 207.967.1519

Name of Business The Yachtsman Hotel & Marina

Business Address 57 Ocean Ave Kennebunkport ME

Type of Business Hotel / Marina Bar / Marina

Business Telephone Number 207.967.2511

Nature of Special Amusement Live Music / Dancing

Has your liquor and or amusement license ever been denied or revoked?

Yes _____ No X

If yes, describe circumstances specifically. (Attach additional page if necessary)

1. Permit Fee: $ 50.00 (payable to the Town of Kennebunkport)
2. By making application for this permit and signing this application form, I acknowledge that I am familiar with the rules and regulations governing this permit.

applicant

P.O. Box 566, 6 Elm Street, Kennebunkport, Maine 04046 • Tel: (207) 967-4243 Fax: (207) 967-8470

TOWN OF KENNEBUNKPORT

WARRANT
ANNUAL TOWN MEETING
June 11 and 15, 2019

State of Maine County of York, SS

To: Tracey O'Roak, Constable of the Town of Kennebunkport, in the County of York, State of Maine.

GREETINGS:

You are hereby required in the name of the State of Maine to notify and warn the voters of the Town of Kennebunkport in said County of the Town Meeting described in this warrant.

To the voters of Kennebunkport: You are hereby notified that the Annual Town Meeting of this municipality will be held at the Village Fire Station, 32 North Street in said Town on Tuesday, the eleventh (11th) day of June A.D. 2019, at 8:00 o'clock in the forenoon for the purpose of acting on Articles numbered one (1) and one a (1a) as set out below. The polls for voting on Article 1 shall be opened immediately after the election of the Moderator at 8:00 a.m. on June 11, 2019, and shall close at 8:00 p.m. While the polls are open, the Registrar of Voters will hold office hours to accept the registration of any person eligible to vote, to accept new enrollments, and to make any necessary corrections or changes to any names or addresses on the voting list. The continuation of said meeting will be held in the auditorium of the Consolidated School building in said Town on Saturday, the fifteenth (15th) day of June A.D. 2019, at 9:00 o'clock in the forenoon for the purpose of acting on Articles numbered 2 through 43 as set out below.

ARTICLE 1a. To choose a Moderator to preside at said meeting.

ARTICLE 1. To elect under the provisions of Title 30-A, M.R.S.A. Section 2528, the following Town Officers: two Selectmen, Assessors, and Overseers of the Poor, each for a term of three years; one Director of R.S.U. #21, for a term of three years; and to vote on the following referendum Questions 1 and 2.

For Questions 1 and 2, a certified copy of the proposed ordinance is on file in the Town Clerk's Office and is incorporated by reference into each Question.

QUESTION 1
AMENDMENT TO STREET ORDINANCE

Shall an ordinance entitled "June 2019 Amendment to the Street Ordinance" be enacted?

[Note of explanation: This amendment clarifies how numbers will be assigned to two or more residences on a drive, to residences on corner lots, to front doors versus driveways, and how the ordinance will be enforced.]

QUESTION 2
AMENDMENT TO THE WATERFRONT ORDINANCE

Shall an ordinance entitled "June 2019 Amendment to the Waterfront Ordinance" be enacted?

[Note of explanation: This amendment requires mooring permit waiting list members to renew their waiting list application annually to retain placement on the waiting list.]

****

Article 2: To see if the Town will vote to authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town to sell and dispose of Real Estate acquired by the Town for nonpayment of taxes thereon, and to execute quitclaim deeds on such terms as they deem advisable, and to authorize the Treasurer to discharge unmatured liens on payment of taxes, interest and costs.

Selectmen recommend adoption of this article– Voted 4-0.

Article 3: To see if the Town will vote to authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town, to waive the foreclosure of any tax lien mortgage by recording a waiver of foreclosure in the York County Registry of Deeds for any real estate title to which they deem not in the best financial interest of the Town to hold, said authorization to waive not to prevent the Town Treasurer, with the advice and approval of the Municipal Officers, from later foreclosing on said tax lien pursuant to law, as they deem advisable.

Selectmen recommend adoption of this article– Voted 4-0.

Article 4: To see if the Town will vote to make all real and personal property taxes due and payable upon presentment of bills and to charge nine percent (9.00%) per annum on the first half if unpaid after September 10, 2019 (or 45 days after the date of commitment if commitment is after July 28, 2019) and on the second half if unpaid after March 10, 2020.

Selectmen recommend adoption of this article– Voted 4-0.

Article 5: To see if the Town will vote to set the interest rate to be paid by the town on abated taxes at seven percent (7.00%) for the fiscal year 2020.

Selectmen recommend adoption of this article– Voted 4-0.

Article 6: To see if the Town will vote to pay for tax abatements and applicable interest granted during the fiscal year of 2019/2020 from Overlay. *(Explanation: The Selectmen, as Assessors, are authorized to raise Overlay under Title 36 MRSA section 710 but require voter authorization to spend Overlay. Overlay cannot be more than 5% of the Tax Commitment.)*

Selectmen recommend adoption of this article– Voted 4-0.
Budget Board recommends adoption of this article – Voted 7-0.

Article 7: To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

Selectmen recommend adoption of this article– Voted 4-0.

Article 8: To see if the Town will vote to authorize the Selectmen to accept easement deeds on behalf of the Town granting the Town the right to plant and maintain certain trees on private property located within the Town.

Selectmen recommend adoption of this article– Voted 4-0.

Article 9: To see if the Town will vote to authorize the Selectmen to accept unconditional and conditional gifts of money or property on behalf of the Town, other than gifts of sewer extensions, subject to ratification by the Town at an annual or special town meeting held within one year of the Selectmen's acceptance, except that such ratification shall not be required for a donation of money to the Town to supplement a specific appropriation already made, to reduce the tax assessment, or to reduce the permanent debt.

Selectmen recommend adoption of this article– Voted 4-0.

Article 10: To see if the Town will vote to authorize the Board of Selectmen to enter into and perform a Road Maintenance Agreement with the Wallace Woods Homeowners Association, the Association of homeowners at Wallace Woods residential subdivision located on the easterly side of North Street (the "Subdivision"), regarding the agreement of the Town to undertake certain limited maintenance and repair work, including snowplowing, sanding and paving, with respect to designated portions of Reid Lane within the Subdivision, while expressly excluding other obligations within or in the vicinity of the road right-of-way which obligations shall remain the responsibility of the Wallace Woods Homeowners Association. (A true copy of the Road Maintenance Agreement is on file in the Town Clerk's Office and is incorporated by reference.)

Selectmen recommend adoption of this article– Voted 4-0.

Article 11: To see what sum the Town will vote to raise and appropriate for the Administration and Community Development account.
Amount requested: $1,031,220

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 12: To see what sum the Town will vote to raise and appropriate for the Administration and Planning capital expense and reserve account.
Amount requested: $197,000

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 13: To see what sum the Town will vote to raise and appropriate for the Administrative Boards account.
Amount requested: $6,850

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 14: To see what sum the Town will vote to raise and appropriate for the Administrative Professional Services account.
Amount requested: $361,142

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 15: To see what sum the Town will vote to raise and appropriate for the Planning and Development account.
Amount requested: $447,171

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 10-0 (1 abstention).

Article 16: To see what sum the Town will vote to raise and appropriate for the Police and Communications Department account.
Amount requested: $2,300,777

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 17: To see what sum the Town will vote to raise and appropriate for the Police and Communications Department capital expense account.
Amount requested: $30,000

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 18: To see what sum the Town will vote to raise and appropriate for the Fire Services account.
Amount requested: $417,258

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 19: To see what sum the Town will vote to raise and appropriate for the Fire Services capital expense and reserve account.
Amount requested: $188,500

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 20: To see what sum the Town will vote to raise and appropriate for the Kennebunkport Emergency Medical Services account.
Amount recommended by Board of Selectmen: $155,000 - Voted 5-0.
Amount recommended by Budget Board: $175,000 - Voted 7-4.

Article 21: To see what sum the Town will vote to raise and appropriate for the Public Safety Services account.
Amount requested: $55,714

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 22: To see what sum the Town will vote to raise and appropriate for the Piers, Rivers and Harbors reserve account.
Amount requested: $200,000

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 23: To see what sum the Town will vote to raise and appropriate for the Solid Waste account.
Amount requested: $488,242

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 24: To see what sum the Town will vote to raise and appropriate for the Health and Welfare Department account.
Amount requested: $191,146

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 25: To see what sum the Town will vote to raise and appropriate for the Social Service Agency account.
Amount requested: $22,400

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-4.

Article 26: To see what sum the Town will vote to raise and appropriate for the Shellfish Conservation account.
Amount requested: $3,671

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 27: To see what sum the Town will vote to raise and appropriate for the Public Restrooms account.
Amount requested: $32,500

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 28: To see what sum the Town will vote to raise and appropriate for the Public Works and Mechanic Department account.
Amount requested: $976,267

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 29: To see what sum the Town will vote to raise and appropriate for the Public Works Department capital expense and reserve account.
Amount requested: $6,000

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 30: To see what sum the Town will vote to raise and appropriate for the Road Improvement, Sidewalk and Special Projects capital expense and reserve account.
Amount requested: $677,600

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 31: To see what sum the Town will vote to raise and appropriate for the Utilities account.
Amount requested: $192,790

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 32: To see what sum the Town will vote to raise and appropriate for the Public Works Committees account.
Amount requested: $56,636

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 33: To see what sum the Town will vote to raise and appropriate for the Recreation Department account.
Amount requested: $283,002

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 34: To see what sum the Town will vote to raise and appropriate for the Recreation Department capital expense and reserve account.
Amount requested: $2,000

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 35: To see what sum the Town will vote to raise and appropriate for the Louis T. Graves Memorial Public Library and Cape Porpoise Library accounts.
Amount requested: $168,950

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 36: To see what sum the Town will vote to raise and appropriate for the Parson's Way account.
Amount requested: $4,000

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 37: To see what sum the Town will vote to raise and appropriate for the Contingency expense and reserve account for unanticipated expenses of the Town's operation.
Amount requested: $65,000

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 38: To see what sum the Town will vote to raise and appropriate for the Miscellaneous Agencies account.
Amount requested: $10,668

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 39: To see what sum the Town will vote to raise and appropriate for the payment of Bonds, Notes and Interest.
Amount requested: $627,662

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 40: To see what sum the Town will vote to raise and appropriate for the Goose Rocks Beach Advisory Reserve account and to authorize the Selectmen to disburse such funds as they deem necessary on behalf of the Town.
Amount requested: $44,000

Selectmen recommend the amount requested - Voted 5-0.
Budget Board recommends the amount requested - Voted 11-0.

Article 41: To see if the Town will vote to appropriate the sum of $2,777,800 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and to also use $200,000 from undesignated fund balance to reduce the property tax commitment.

Selectmen recommend the amount requested - Voted 4-0.
Budget Board recommends the amount requested - Voted 7-0.

Article 42: Shall the Town vote to authorize the Selectmen to apply for, accept and expend from the following categories of funds as provided by the State of Maine: Municipal Revenue Sharing, Educational Certification Block Grant, Educational Tax Relief Grant, Public Library State Aid, Urban Rural Road Initiative Program, Civil Emergency Funds, Snowmobile Registration Funds, Tree Growth Reimbursement, General Assistance Reimbursement, Veterans Exemption Reimbursement, Department of Economic & Community Development Grant Program, Maine Emergency Management Agency, Homestead Exemption Reimbursement, and all other state and federal grants and funds including, when necessary, the authority to sign grant contracts, documents or other paperwork?

Selectmen recommend the amount requested - Voted 4-0.
Budget Board recommends the amount requested - Voted 7-0.

Article 43: To see if the Town will vote to authorize the Selectmen to carry forward unencumbered surplus fund balances on June 30, 2019, for the purposes originally appropriated and to the extent they deem advisable, such determination to be made at a properly noticed meeting of the Board of Selectmen.

Selectmen recommend the amount requested - Voted 4-0.
Budget Board recommends the amount requested - Voted 7-0.

HEREOF FAIL NOT TO MAKE DUE SERVICE of this Warrant and a return of your doing thereon, at a time and place of said meeting.

GIVEN UNDER OUR HANDS this 25th day of April, 2019, Kennebunkport, Maine.

Edward W. Hutchins, II	Stuart E. Barwise
Allen A. Daggett	Sheila W. Matthews-Bull

Patrick A. Briggs

A majority of the Selectmen of the Town of Kennebunkport, Maine

A true attested copy of the warrant attest:

Tracey O'Roak, Town Clerk

Agenda Item Divider

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ORDER

VOTED: That it be and is hereby Ordered that the Questions set forth below be placed on the ballot of the Annual Town Meeting of the Town of Kennebunkport to be held on June 11, 2019, and that an attested copy of this Order be placed on file with the Town Clerk of the Town of Kennebunkport.

QUESTION 1
AMENDMENT TO STREET ORDINANCE

Shall an ordinance entitled "June 2019 Amendment to the Street Ordinance" be enacted?

[Note of explanation: This amendment clarifies how numbers will be assigned to two or more residences on a drive, to residences on corner lots, to front doors versus driveways, and how the ordinance will be enforced.]

QUESTION 2
AMENDMENT TO THE WATERFRONT ORDINANCE

Shall an ordinance entitled "June 2019 Amendment to the Waterfront Ordinance" be enacted?

[Note of explanation: This amendment requires mooring permit waiting list members to renew their waiting list application annually to retain placement on the waiting list.]

GIVEN UNDER OUR HANDS this 25th day of April, 2019, Kennebunkport, Maine.

Stuart E. Barwise	Sheila W. Matthews-Bull
Patrick A. Briggs	Allen A. Daggett

Edward W. Hutchins, II

A majority of the Selectmen of the Town of Kennebunkport, Maine

CERTIFICATION OF PROPOSED REVISIONS TO STREET ORDINANCE AND ORDER

The municipal officers of the Town of Kennebunkport hereby certify to the municipal clerk of the Town of Kennebunkport pursuant to 30-A M.R.S. § 3002 that attached hereto is a true copy of the proposed revisions to the ordinance entitled "Street Ordinance" (the "Revised Ordinance"), to be voted on at a town meeting of the Town of Kennebunkport on June 11, 2019 under the article, "Shall an ordinance entitled 'Street Ordinance' be revised?"

It is further Ordered, pursuant to 30-A M.R.S. § 3002(1) that the municipal clerk shall keep this certified copy as a public record and shall make copies of the Revised Ordinance available for distribution to the voters of the Town of Kennebunkport from the time of this certification. Copies of the Revised Ordinance shall also be attested by the Town Clerk and posted in the same manner as the warrant calling said town meeting and shall be made available to the voters at said town meeting.

Dated: April 25, 2019

_____

_____

_____

_____

_____

A majority of the municipal officers of the
Town of Kennebunkport

A true copy of the proposed revisions to the Ordinance entitled, "Street Ordinance" is attached hereto.

Attest: _____
Tracey O'Roak, Town Clerk
Town of Kennebunkport

TOWN OF KENNEBUNKPORT, MAINE

STREET ORDINANCE

PURPOSE: The purpose of this ordinance is to provide each street, road and way (hereinafter referred to as street) both public and private, with one official and approved name and all residences and businesses thereon assigned numbers that will enable quick, easy identification and location of same by police, fire, emergency medical personnel and mercantile delivery services, as well as the U. S. Postal Service address. Use of a Post Office Box for mail delivery does not defeat the purpose of this Ordinance.

ARTICLE I - AUTHORITY

This Ordinance is adopted pursuant to, and consistent with, the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A, M.R.S.A. Section 3001. Date of Adoption: January 9, 1997. **Amended: 6/12/2018**

ARTICLE II – NAMING SYSTEM

Roads that serve 2 structures may be named regardless of whether the ownership is public or private. All roads that serve three or more structures shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. A road name assigned by the municipality shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

1. No two roads shall be given the same name (ex. Pine Road and Pine Lane)
2. No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).
3. Each road shall have the same name throughout its entire length.
4. Roads named prior to the adoption of the Street Ordinance shall, unless requested, remain the same.
5. Should two roads/streets that are currently dead ends ever be connected to improve public safety conditions may keep their individual names up to the point of connection, unless the combined residences of the two roads wish to rename the newly configured road as outlined in Article VII of this ordinance.

PRIVATELY OWNED STREETS

All privately owned streets serving two (2) properties may be named. All privately owned streets serving three (3) or more properties ~~shall~~ will be named, either by the developer, sub-dividing property owner, ~~or~~ abutting property owners, or the Town. The Town will name privately-owned streets, that meet the

established criteria, if the developer, sub-dividing property owner or abutting property owners do not come to an agreement on an acceptable name that meets Town criteria. A developer, sub-dividing property owner or abutting property owners shall submit proposed street names with the development or sub-dividing plan. If all property owners use this right of way to access their occupancy, all occupancies on this street will be addressed using the new street name and the number assigned. Occupancies on a corner lot will follow Article III of this ordinance.

ARTICLE III- STREET NUMBERING

The following criteria shall govern the numbering system:

1. Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, as the numbers ascend. A 25-foot or less interval may be applied in more densely structured areas. Existing street numbers assigned on the 100' interval will remain, so long as there are no addresses containing the use of alpha or rear designate and reasonable conditions allow for new street numbers to be assigned.

2. Streets will be defined as "running from" one street "to" another street, dead end or Town line. The "from" end will be known as the "origin" of the street, the "to" end will be the "terminus". The numbering shall start at the origin of a street, with odd numbers on the right and even numbers on the left, in ascending order to the terminus of the street. Four (4) streets, River Road, Woodlawn Avenue, Arbor Ledge Drive and Poets Lane, have odd numbers on the left and even on the right are grandfathered.

3. The number assigned to each structure shall be that of the numbered interval falling closest to the ~~driveway~~ front door of said structure. If the front door cannot be seen from the main road the number assigned to that structure shall be that of the numbered interval falling closest to the driveway.
~~For structures situated on a corner of 2 streets, the structure will be numbered based on the driveway location.~~ For structures situated on a corner of 2 streets, the structure will be addressed (street and number) based on the front door location. If the front door is not visible from the street, the address (street and number) shall be on the street adjacent to the driveway.

4. Every structure with more than one principle occupancy ~~shall~~ may have a separate number for each occupancy, i.e. duplexes ~~will~~ may have two separate numbers. The decision of which structures are given one or two numbers is made by the Addressing Officer and not the property owner. If the decision is one number, each occupancy in the building would be given a unit designation that goes along with the single address number. If the decision is two numbers, each occupancy will have a single address number with no apartment designation. For example, with a single number, a duplex could have an address of 235 Maple Rd. Apt.1 or 2. With two numbers assigned to one structure, a duplex could have 235-237 Maple Rd, where each apartment is given a street number. In buildings with 3 occupancies or more, the building will have one street number and each occupancy will have its own unit number. ~~apartments will have one road number with an apartment number, such as~~ For example, an apartment building would be, 235 Maple Road, Apt ~~2.~~ 1, 2 or 3.

5. (Existing) Condominium complexes will be numbered from the access point, and assigned unit #'s., such as 272 Mills Road, Unit 1F, regardless of the size of the complex

6. Any new subdivision, approved by the planning board, will have all interior roads named as part of the application/plan process. In the case of the subdivision with condominium units, they will be numbered/addressed on the road as either a single structure or duplex.

7. An "in-home" business will have the same street number as the residence.

ARTICLE IV – COMPLIANCE

All owners of structures shall display and maintain in a conspicuous place on said structure, assigned numbers in the following manner:

1. Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the +residence or structure near the front door or entry.

2. Number at the Road Line. Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.

3. Size, Color, and Location of Number. Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height. Numbers shall be located to be visible from the road at all times of the year.

4. Proper number. Every person whose duty is to display an assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

5. Owners of properties failing to exhibit their assigned number(s) in accordance with this Article shall be notified by the Street Naming and Numbering Delegate ~~certified~~ through regular mail, using the current address to which the real estate tax assessment is mailed. The first notice of violation shall explain to the property owner that their assigned number display does not comply with this ordinance and they have 30 days from the Town's mailing date for the number display to be brought into compliance without any fine. If the property is not brought into compliance, a second notice of violation will be sent by certified mail. The second ~~Such~~ notice shall include a copy of this Ordinance, without Appendices, and advise that the owner is in default of this Ordinance and that a fine of ~~twenty-five ($25.00)~~ fifty ($50.00) dollars will be assessed to the property if compliance is not accomplished within forty-five (45) days of the date of the mailing of the certified letter. Additionally, a fine of one ($1.00) dollar will be assessed for each day after the forty-fifth (45th) day that the owner remains in non-compliance. It shall be the owner's responsibility to have compliance verified by the ~~appropriate official(s)~~ Street Naming and Numbering Delegate after notification of default.

6. All monies, if any, collected in accordance with Section 5 above will be used to administer this Ordinance. At the Annual Town Meeting, the balance, if any, at the end of the fiscal year shall either be re-appropriated to this account or designated as un-appropriated surplus.

ARTICLE V – RESPONSIBILITY

1. The Board of Selectmen, hereinafter referred to as "The Board", shall be responsible for approving the naming and numbering of streets. The Board may assign or delegate the approval process to the

CERTIFICATION OF PROPOSED REVISIONS TO WATERFRONT ORDINANCE AND ORDER

The municipal officers of the Town of Kennebunkport hereby certify to the municipal clerk of the Town of Kennebunkport pursuant to 30-A M.R.S. § 3002 that attached hereto is a true copy of the proposed revisions to the ordinance entitled "Waterfront Ordinance" (the "Revised Ordinance"), to be voted on at a town meeting of the Town of Kennebunkport on June 11, 2019 under the article, "Shall an ordinance entitled 'Waterfront Ordinance' be revised?"

It is further Ordered, pursuant to 30-A M.R.S. § 3002(1) that the municipal clerk shall keep this certified copy as a public record and shall make copies of the Revised Ordinance available for distribution to the voters of the Town of Kennebunkport from the time of this certification. Copies of the Revised Ordinance shall also be attested by the Town Clerk and posted in the same manner as the warrant calling said town meeting and shall be made available to the voters at said town meeting.

Dated: April 25, 2019

_____

_____

_____

_____

_____

A majority of the municipal officers of the
Town of Kennebunkport

A true copy of the proposed revisions to the Ordinance entitled, "Waterfront Ordinance" is attached hereto.

Attest: _____
Tracey O'Roak, Town Clerk
Town of Kennebunkport

Waterfront Ordinance

4.3.2 Waiting List :

The Harbor Master shall maintain a Mooring Permit Waiting List and a Mooring Relocation Waiting List each of which shall be available for inspection at the Harbor Master's office. The operation of all waiting lists shall conform to Title 38 M.R.S.A., § 7-A as amended. All persons desiring mooring space in Kennebunkport Waters shall place their name and the type of mooring desired on the Mooring Permit Waiting List. All Mooring Permittees desiring a different Mooring Site shall place their names and their desired mooring location on the Mooring Relocation Waiting List. A fee may be charged to be placed on the Mooring Permit Waiting List which shall be applied against the mooring permit fee as a credit the year the mooring is placed. The Mooring Permit Waiting List will be operated on a first come first serve basis, priority being given as stated below:

1. Commercial fishing vessel owners.
2. Shorefront property owners.
3. Recreational vessel owners.
4. Transient moorings to be operated by the Town of Kennebunkport.
5. Transient moorings to be operated by any other person.

Waiting list member must renew their waiting list application annually to retain placement on the waiting list. All information such as vessel type, and length, residency status, as well as contact information must be updated by the person on the list.

The Mooring Relocation Waiting List will be operated on a first come first serve basis. The Harbor Master shall attempt to accommodate any request for a relocated Mooring Site when, in the Harbor Master's discretion, conditions do not render the relocation undesirable, and the relocation is consistent with Section 4.2.

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Agenda Item Divider

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WARRANT AND NOTICE OF ELECTION
CALLING REGIONAL SCHOOL UNIT NO. 21
BUDGET VALIDATION REFERENDUM
(20-A M.R.S. § 1486)

TO: Jennifer Foy, a resident Regional School Unit No. 21 (the "Regional School Unit") composed of the Towns of Arundel, Kennebunk and Kennebunkport, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the Regional School Unit, namely, the Towns of Arundel, Kennebunk and Kennebunkport, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

TOWN OF KENNEBUNKPORT
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION

York County, ss. State of Maine

TO: Tracey O'Roak, Clerk of Kennebunkport: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF KENNEBUNKPORT: You are hereby notified that a Regional School Unit budget validation referendum election will be held at Village Fire Station, 32 North Street in the Town of Kennebunkport on Tuesday, June 11, 2019 for the purpose of determining the following articles:

Article 1A: To elect a moderator to preside at said meeting.

Article 1: Do you favor approving the Regional School Unit No. 21 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

Article 2: Do you wish to continue the budget validation referendum process in Regional School Unit No. 21 for an additional three years?

INFORMATIONAL NOTE ON ARTICLE 2:

A "YES" vote will require Regional School Unit No. 21 to continue to conduct a referendum to validate its annual school budget for the next three years.

A "NO" vote will discontinue the budget validation referendum for at least three years and provide instead that the annual school budget shall be finally adopted at a meeting of the voters of Regional School Unit No. 21.

The voting on Articles 1 and 2 shall be by secret ballot referendum. The polls will be opened immediately after election of the moderator following commencement of the meeting at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, February 4, 2019 at Kennebunk, Maine.

A majority of the School Board of Regional School Unit No. 21

A true copy of the Warrant and Notice of Election, attest:

Jennifer Foy
Resident of Kennebunk
Regional School Unit No. 21

Countersigned this _____ day of _____, 2019 at Kennebunkport, Maine.

A majority of the Municipal Officers of Kennebunkport, Maine

A true copy of the Warrant and Notice of Election, attest:

Tracey O'Roak, Municipal Clerk
Kennebunkport, Maine

Agenda Item Divider

Government Wharf Budget

		FY 18	FY 19	As of 2/28/19	FY 20	
Government Wharf Fund Balance		11,904.00	9,879.00 estimated			
Revenues						
14-73-06	Lobstermen	0.00	0.00	0.00	7,200.00	
14-73-07	Commercial dues	5,000.00	6,225.00	6,575.00	1,500.00	
14-73-08	Base dues	700.00	0.00	0.00	350.00	
14-73-09	Student dues	125.00	0.00	0.00	0.00	
14-73-20	Miscellaneous	0.00	0.00	0.00	0.00	
14-73-22	Use of Fund Balance	2,175.00	2,025.00	0.00	6,750.00	
		8,000.00	8,250.00	6,575.00	15,800.00	
Expenses						
47-06 15-01	Electricity	1,000.00	2,000.00	3,306.00	5,000.00	yearly costs
47-06 35-08	Float Maintenance	500.00	500.00	0.00	500.00	for minor repairs
47-06 35-09	Pier Maintenance	500.00	750.00	(147.44)	300.00	for minor repairs
47-06 60-04	Capital Equipment	6,000.00	5,000.00	0.00	10,000.00	ramp
		8,000.00	8,250.00	3,158.56	15,800.00	

	Category	annual dues	FY 19 actually billed	
New	Lobstermen	400.00	18	7,200.00
	Commercial dues	250.00	6	1,500.00
	Float access	175.00	2	350.00
	Student dues	125.00	0	0.00
				9,050.00
	Use of Fund Balance			**6,750.00**

23

Government Wharf

The Committee met and voted on the FY 20 budget on Monday, March 25, 2019.
After much discussion, it was decided to add a new category for dues members and raise the fees.
In hopes that this will ensure equity in the distribution of the cost share and maintain minimal increases in the future.

The committee recommended a new category for users called Lobstermen - this category is for the lobstermen and includes bait space in the cooler. We experienced rising costs due to the new cooler and wanted to reflect that in the users fees.
Commercial dues is now for commerical fishermen that use the hoist only.

It has been budgeted to use $6,750.00 of the fund balance. It is estimated at this time, that at fiscal year end to have a balance of $9,879.00 for any unforeseen expenses in the future. Using the budgeted amount of $6,750.00, the balance would be estimated at $3,129.00 at the end of fiscal year 20.

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-06 Enterprise funds / Government Wharf							
Utilities							
15-01 Electricity	1,000.00	2,487.94	2,000.00	3,745.82	5,000.00	3,000.00	150.00%
Increase due to new cooler system for bait spaces.							
Repairs & Maintenance							
35-08 Float Maintenance	500.00	45.84	500.00	0.00	500.00	0.00	.00%
Minor repairs to floats.							
35-09 Pier Maintenance	500.00	0.00	750.00	-147.44	300.00	-450.00	-60.00%
Minor repairs to the pier.							
Purchases							
60-04 Capital Equipment	6,000.00	0.00	5,000.00	0.00	10,000.00	5,000.00	100.00%
Replacement of ramp.							
Government Wharf	8,000.00	2,533.78	8,250.00	3,598.38	15,800.00	7,550.00	91.52%
Expense Totals:	**1,819,587.00**	**1,583,227.86**	**1,881,931.00**	**1,474,865.84**	**1,984,927.00**	**102,996.00**	**5.47%**

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 14-73 Enterprise / Govt Wharf							
06 Lobstermen	0.00	0.00	0.00	0.00	7,200.00	7,200.00	100.00%
18 Lobstermen @ $400 each							
07 Commercial Dues	5,000.00	6,225.00	6,225.00	6,623.67	1,500.00	-4,725.00	-75.90%
6 Commercial users @ $250 each.							
08 Base dues	700.00	0.00	0.00	0.00	350.00	350.00	100.00%
2 Float users @ $175 each.							
09 Student Dues	125.00	0.00	0.00	0.00	0.00	0.00	.00%
Student dues rate set at $125 each - currently no users in this category.							
22 Use of Fund Balance	2,175.00	0.00	2,025.00	0.00	6,750.00	4,725.00	233.33%
Use of fund balance to offset expenses.							
Govt Wharf	8,000.00	6,225.00	8,250.00	6,623.67	15,800.00	7,550.00	91.52%
Revenue Totals:	**1,819,587.00**	**2,801,586.43**	**1,881,931.00**	**1,013,477.75**	**1,984,927.00**	**102,996.00**	**5.47%**

Agenda Item Divider

24

PROPOSED SEWER DEPARTMENT BUDGET FY20

Account Number	Account	FY19 Budget	FY20	Inc/Dec	Percent Change
10-01	Salaries & Wages	$491,807	$473,339	(18,468.00)	-3.76%
10-10	Overtime	$10,000	$12,859	2,859.00	28.59%
12-01	FICA & Medicare	$40,780	$39,680	(1,100.00)	-2.70%
12-02	MSRS	$29,818	$27,314	(2,504.00)	-8.40%
12-03	ICMA	$20,261	$17,139	(3,122.00)	-15.41%
12-04	RHSP	$1,243	$4,544	3,301.00	265.57%
12-05	Health Plan BC-ME	$147,275	$113,406	(33,869.00)	-23.00%
12-06	Dues & Fees	$500	$500	0.00	0.00%
12-07	Travel (Mileage)	$300	$400	100.00	33.33%
12-08	Training & Education	$3,000	$3,000	0.00	0.00%
12-11	Vaccine	$100	$100	0.00	0.00%
12-12	Uniforms	$3,500	$3,500	0.00	0.00%
12-16	HRA & Fees	$14,070	$8,406	(5,664.00)	-40.26%
15-01	Electricity	$90,000	$90,000	0.00	0.00%
15-02	Telephone	$3,310	$5,000	1,690.00	51.06%
15-03	Fuel Heating	$7,000	$9,700	2,700.00	38.57%
15-05	Water	$1,200	$1,260	60.00	5.00%
15-06	Internet	$2,800	$2,800	0.00	0.00%
20-01	Printing	$800	$800	0.00	0.00%
20-04	Advertising	$500	$500	0.00	0.00%
20-06	Expert / Professional Services	$5,000	$8,000	3,000.00	60.00%
20-07	Audit	$1,500	$3,500	2,000.00	133.33%
20-08	Data Processing	$4,725	$4,725	0.00	0.00%
20-20	Maintenance - Wet Wells	$4,000	$6,000	2,000.00	50.00%
20-21	Maintenance-Contracts	$7,150	$7,150	0.00	0.00%
20-25	Radio & Alarms	$2,950	$2,950	0.00	0.00%
20-26	Licenses	$4,000	$4,000	0.00	0.00%
25-02	Workmen's Compensation	$23,680	$23,680	0.00	0.00%
25-03	Unemployment Insurance	$2,413	$2,413	0.00	0.00%
25-05	General Liability Insurance	$7,014	$7,720	706.00	10.07%
25-07	Fleet Insurance	$3,911	$4,396	485.00	12.40%
25-10	Public Officials	$833	$927	94.00	11.28%
30-01	Office Supplies	$1,800	$1,800	0.00	0.00%
30-03	Vehicle Supplies	$2,000	$2,000	0.00	0.00%
30-04	Postage	$2,200	$2,200	0.00	0.00%
30-05	Photocopier	$2,000	$2,340	340.00	17.00%
30-18	Hand Tools	$1,500	$1,500	0.00	0.00%
30-24	Gasoline	$4,125	$4,538	413.00	10.01%
30-25	Diesel	$7,500	$6,400	(1,100.00)	-14.67%
30-27	Composting	$3,750	$5,750	2,000.00	53.33%
30-28	Collection System	$18,000	$18,000	0.00	0.00%
30-29	Chemicals Process	$10,600	$10,600	0.00	0.00%
30-30	Lab Supplies	$12,000	$12,000	0.00	0.00%
30-31	Safety Equipment	$3,000	$7,004	4,004.00	133.47%
30-32	Maint. Supplies	$1,800	$1,800	0.00	0.00%
30-33	Bio-Ash	$10,000	$10,000	0.00	0.00%
30-34	Odor Control	$16,000	$16,000	0.00	0.00%
30-39	Billing & Liens	$2,600	$2,600	0.00	0.00%
35-01	Building Maintenance	$22,000	$22,000	0.00	0.00%
35-03	Vehicle Maintenance	$2,500	$4,000	1,500.00	60.00%
45-03	Sewer Bond 2003 Principal	$21,296	$21,681	385.00	1.81%

45-07	Sewer Bond 2003 Interest	$2,488	$2,081	(407.00)	-16.36%	
45-12	Sewer Bond 2018 Principal	$36,333	$0	(36,333.00)	-100.00%	
45-22	Sewer Bond 2018 Interest	$10,240	$0	(10,240.00)	-100.00%	
50-34	Transfer to general fund	$30,000	$30,000	0.00	0.00%	
50-92	Payroll Contingency	$18,830	$0	(18,830.00)	-100.00%	
60-04	Capital Equipment	$43,110	$126,050	82,940.00	192.39%	
60-05	Capital Reserve	$0	$0	0.00	0.00%	
	Sewer Assessment CCTV @ 15-year	$0	$50,000	50,000.00	100.00%	
Total		**$1,221,112**	**$1,250,052**	**$28,940**	**2.37%**	2.4%

Total **1,250,052.00**

Miscellaneous Revenue	4,000.00
Investment Income	20,000.00
Septic Fees	0.00
Sewer Fund Balance	35,000.00
Capital Replacement	0.00
Transfer in from general fund for debt	35,642.00
Sewer Res. Accounts	0.00
Sewer Extensions	0.00
Sewer Users Fees	1,155,410.00
Total	1,250,052.00

$0

User Fee FY20	**467.48**	$11.48
User fee FY19	456.00	
% Change	**2.52%**	

Sewer users	**2,471.55**

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 14-70 Enterprise / Sewer							
01 Sewer investment income	0.00	0.00	11,760.00	26,159.54	20,000.00	8,240.00	70.07%
Income earned on invested funds.							
03 Sewer transfers in	0.00	0.00	0.00	105,535.00	35,642.00	35,642.00	100.00%
Increased to reflect debt portion raised from property tax (principal $32,521 and interest $3,121).							
04 Sewer miscellaneous	4,000.00	6,432.04	4,000.00	1,895.78	4,000.00	0.00	.00%
Miscellaneous revenues for sewer.							
05 current sewer fees	1,112,500.00	1,128,935.20	1,125,402.00	13,310.00	1,155,410.00	30,008.00	2.67%
Sewer user fees.							
06 delinquent sewer fees	0.00	5,195.64	0.00	1,979.11	0.00	0.00	.00%
07 sewer abatements	0.00	-2,616.20	0.00	-1,323.76	0.00	0.00	.00%
09 sewer interest	0.00	23,324.45	0.00	2,149.95	0.00	0.00	.00%
11 Application fees	0.00	14,780.00	0.00	3,960.00	0.00	0.00	.00%
12 sewer fund balance	20,000.00	0.00	80,000.00	0.00	35,000.00	-45,000.00	-56.25%
Amount to transfer to the general fund and the use for the transitional year. Increase due to transitional year.							
13 capital reserve	68,000.00	0.00	0.00	0.00	0.00	0.00	.00%
14 Water Pollution Reserve	0.00	42,000.00	0.00	21,000.00	0.00	0.00	.00%
15 Sewer Ext./Connection Fees	0.00	3,500.00	0.00	0.00	0.00	0.00	.00%
16 Bond proceeds	0.00	943,508.23	0.00	325,773.32	0.00	0.00	.00%
Sewer	1,204,500.00	2,165,059.36	1,221,162.00	500,438.94	1,250,052.00	28,890.00	2.37%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer							
Personnel							
10-01 Salaries & wages	474,419.00	453,440.39	491,807.00	397,275.07	473,339.00	-18,468.00	-3.76%
Salaries and wages for 1/2 of the Director, 1/2 of the Deputy Director, Chief Plant Operator, Wastewater Maintenance Mechanic, Wastewater Lead Operator, Wastewater Plant Operators (3), and 30% (12 hours) of the Secretary's salary. Decrease due to reclassification of Administrative Assistant's time.							
10-10 Overtime	10,000.00	11,109.22	10,000.00	9,584.63	12,859.00	2,859.00	28.59%
Overtime wages for the Sewer Equipment Operators estimated at 240-250 hours for the year. This includes callbacks and the coverage for weekends and holidays. Increase due to scheduled/longevity and a contractual 3% increase.							
Benefits							
12-01 FICA	38,692.00	37,084.27	40,780.00	32,360.80	39,680.00	-1,100.00	-2.70%
Employer's contribution for FICA (7.65%).							
12-02 MSRS	27,531.00	23,872.57	29,818.00	20,648.55	27,314.00	-2,504.00	-8.40%
Employer's contribution for Maine State Retirement.							
12-03 ICMA	21,362.00	20,555.10	20,261.00	14,280.62	17,139.00	-3,122.00	-15.41%
ICMA 457 deferred compensation plan for all eligible employees. Decreased due to transition of new Chief Operator in FY 19.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
12-04 RHSP	2,445.00	0.00	1,243.00	6,824.13	4,544.00	3,301.00	265.57%
Retirement Health Savings Plan (RSHP) for all eligible employees.							
12-05 Health	150,952.00	142,845.50	147,275.00	91,220.77	113,406.00	-33,869.00	-23.00%
Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost.							
12-06 Dues & Fees	500.00	290.00	500.00	217.00	500.00	0.00	.00%
Dues for the Maine Wastewater Control Association, the Water Environment Federation and any subscriptions to professional and trade journals are paid from this account.							
12-07 Travel & Meetings	300.00	252.25	300.00	624.53	400.00	100.00	33.33%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging, and other means of travel.							
12-08 Training & Education	3,000.00	2,285.38	3,000.00	1,026.00	3,000.00	0.00	.00%
To pay for training that is required by the Maine DEP & the U.S. EPA. The Maine Wastewater Control Association, NEWPCA, and JETCC sponsor most of the training.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
12-11 Vaccine	100.00	0.00	100.00	0.00	100.00	0.00	.00%
To pay for vaccinations required for the staff.							
12-12 Uniforms	3,500.00	1,396.80	3,500.00	2,004.64	3,500.00	0.00	.00%
To purchase and replace employee uniforms.							
12-16 HRA & fees	0.00	0.00	14,070.00	4,732.35	8,406.00	-5,664.00	-40.26%
This benefit changes from year to year. The budgeted amount is an estimate based on prior years and expected time accrued.							
Utilities							
15-01 Electricity	90,000.00	82,956.62	90,000.00	76,816.16	90,000.00	0.00	.00%
The estimated costs for electricity to operate the treatment plant, pump stations, and the old Highway Garage on Beachwood Avenue.							
15-02 Telephone	3,500.00	4,128.00	3,310.00	4,150.43	5,000.00	1,690.00	51.06%
Treatment plant phones, toll calls (business phone lines, toll calls, pagers, cell phones). Increase due to addition of 2 ipads.							
15-03 Heating Fuel	5,282.00	5,053.13	7,000.00	7,774.63	9,700.00	2,700.00	38.57%
Heating oil for the treatment plant, we budget for 2,200 gallons of oil at $3.00/gallon and 2,200 gals of propane at $1.399 for the solids building. Decreased to reflect projected usage.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
15-05 Water	1,100.00	1,004.72	1,200.00	507.88	1,260.00	60.00	5.00%
KK&WWD for drinking water used at the treatment plant and at Kings Highway pump station at Goose Rocks Beach. Increased to reflect 5.0% increase in last quarter charges.							
15-06 Internet	2,000.00	2,992.80	2,800.00	2,263.28	2,800.00	0.00	.00%
Internet for the Treatment Plant.							
Services							
20-01 Printing	800.00	667.92	800.00	0.00	800.00	0.00	.00%
To purchase paper and printing supplies and to print any ordinance amendments, public notices, public informational materials.							
20-04 Advertising	500.00	885.20	500.00	1,414.62	500.00	0.00	.00%
Publication costs for recruiting and bid advertisements, and any public notices.							
20-06 Expert/professional	5,000.00	3,406.10	5,000.00	5,164.45	8,000.00	3,000.00	60.00%
Legal and other professional services needed to assist the staff. Includes $1,000 for IT services. Increase due to additional required DEP testing.							
20-07 Audit	1,500.00	1,500.00	1,500.00	3,500.00	3,500.00	2,000.00	133.33%
To pay for Sewer Department's portion of the Town's audit. Increase due to Federal Single Audit.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
20-08 Data processing	4,725.00	708.00	4,725.00	708.00	4,725.00	0.00	.00%
Computer equipment, programs, professional support services and internet access (Bigfoot, GPS Pathfinder, Terra Sync, Norton, ESRI, Auto Cad DLT, etc.).							
20-20 Maintenance Septic Tanks	4,000.00	1,897.50	4,000.00	4,442.50	6,000.00	2,000.00	50.00%
To hire a contractor with a vacuum truck to help clean the pump station wet wells. Increased for maintenance of wet wells to control odor complaints.							
20-21 Maintenance Contracts	7,150.00	6,343.00	7,150.00	1,352.80	7,150.00	0.00	.00%
To hire manufacturer's service representatives to work on equipment and to pay for any service contracts.							
20-25 Alarms	2,950.00	533.01	2,950.00	2,672.31	2,950.00	0.00	.00%
Alarm system & radio repairs. Specter (WIN-911) alarm system support.							
20-26 Licenses	4,000.00	2,271.95	4,000.00	2,698.74	4,000.00	0.00	.00%
To pay for all the licenses that are now required for the operation of the Sewer Dept. (Compost License, Compost Inspection Fee, Compost Annual Reporting Fee, Annual WW Discharge Fee, Plant Operators (5), Boiler & Air Tank Inspection, Water Quality IMP. Fund, Tier 2 Chemical Reporting).							
Insurance							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
25-02 Workers Comp	19,238.00	22,314.36	23,680.00	16,564.14	23,680.00	0.00	.00%
Sewer Department's share of the premium.							
25-03 Unemployment	2,413.00	1,231.40	2,413.00	646.13	2,413.00	0.00	.00%
Sewer Department's share of the premium.							
25-05 Liability	7,014.00	7,363.95	7,014.00	7,391.61	7,720.00	706.00	10.07%
Sewer Department's share of the premium. Increased to reflect projected actual.							
25-07 Fleet	3,911.00	3,738.90	3,911.00	3,986.33	4,396.00	485.00	12.40%
Sewer Department's share of the fleet insurance policy. Increased to reflect projected actual to include one new truck.							
25-10 Public Officials	883.00	0.00	883.00	636.84	927.00	44.00	4.98%
The department's share of the public officers' liability insurance (15% of the total). Increased to reflect projected actual.							
Supplies/Equipment							
30-01 Office supplies	1,800.00	1,021.07	1,800.00	2,093.66	1,800.00	0.00	.00%
Office supplies for administrative work.							
30-03 Equipment	2,000.00	3,987.37	2,000.00	920.07	2,000.00	0.00	.00%
Supplies for three trucks, loader and the sewer jetter.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
30-04 Postage	2,200.00	945.52	2,200.00	301.65	2,200.00	0.00	.00%
Postage cost for billing, correspondence, and shipping. The cost for postage for the sewer bills is now part of the printing costs.							
30-05 Photocopier	2,000.00	1,017.98	2,000.00	1,024.56	2,340.00	340.00	17.00%
Lease on the department's photocopier and printer. This account also pays for the paper and the maintenance of the copier. Increase due to new copiers and lease.							
30-18 Hand tools	1,500.00	716.05	1,500.00	410.54	1,500.00	0.00	.00%
To purchase the hand tools need for the repair and operation of the treatment plant and collection system.							
30-24 Gas	4,125.00	2,326.23	4,125.00	2,351.01	4,538.00	413.00	10.01%
Used to purchase gasoline @ 1,650 gallons for the department vehicles and equipment at $2.25/gallon. Decreased to reflect projected usage and price.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
30-25 Diesel	7,500.00	3,739.58	7,500.00	3,441.04	6,400.00	-1,100.00	-14.67%
To purchase fuel for the loader and the emergency generator at the treatment plant and the pump stations: Plant (1): 500 gallon tank, Pump Stations (2): 300 gallon tanks. It is difficult to estimate how much fuel we will need. It will depend on how many power outages there are. We estimate 2,200 gallons at the price of fuel at $3.00/gallon. We will also purchase propane for the generators at the pump stations. We now have six propane fueled generators. Decreased to reflect projected usage and price.							
30-27 Composting	3,750.00	2,287.13	3,750.00	2,388.72	5,750.00	2,000.00	53.33%
To purchase the supplies and equipment need to operate the compost operation. Increased due to supply needs and prices.							
30-28 Collection System	18,000.00	16,627.30	18,000.00	20,997.11	18,000.00	0.00	.00%
This account is used for the operation and maintenance of the collection system. This includes repairs and parts for the pump station and the grinder pumps. Increase due to projected needed repairs.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
30-29 Chemicals Process	14,600.00	16,775.26	10,600.00	6,670.66	10,600.00	0.00	.00%
To purchase the chemicals used for the operation of the treatment plant: Sodium Hypochlorite, Sodium Bisulfite, Polymer, Potassium Iodide. Polymer is used on the belt filter press in the production of bio solids. Sodium Hypochlorite is used to disinfect the effluent from the treatment plant. Sodium Bisulfate is used to remove the chorine from the effluent before it is discharged into the river. Potassium Iodide is used in the chlorine meters.							
30-30 Lab Supplies	12,000.00	12,993.29	12,000.00	11,890.79	12,000.00	0.00	.00%
Laboratory equipment and supplies required to do testing required by the Maine D.E.P. and the U.S. EPA. We also use this account to pay for any testing that has to be done by outside laboratories. Testing Costs: Metal's, PCB'S Sludge, Metal's, PCB'S Compost, Salmonella, Priority Pollutants, Effluent Toxicity Testing. The rest of the budget ($5,700) is used for miscellaneous equipment and supplies. Every five years we have to do four effluent toxicity tests.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
30-31 Safety Equipment	3,500.00	1,048.80	3,000.00	1,270.82	7,004.00	4,004.00	133.47%
For the purchase of safety equipment and the repair and maintenance of equipment that we all ready have. The sensor heads for the gas detector for the new screen room will be charged to this account. We have to exchange the sensor heads every year and to purchase the calibration gas to calibrate the detector and to make sure the heads are working properly. Increased to purchased necessary personal protective safety equipment (fall harnesses, and eye and hearing protection).							
30-32 Maintenance Supplies	1,800.00	1,678.61	1,800.00	414.60	1,800.00	0.00	.00%
Cleaning supplies for the treatment plant and pump stations.							
30-33 Bio-Ash	10,000.00	9,809.75	10,000.00	11,572.46	10,000.00	0.00	.00%
To purchase the Bio ash and supplies used in the composting operation. Approximately 1,900 yards of Bio Ash are used per year.							
30-34 Odor Control	12,000.00	11,647.12	16,000.00	11,594.88	16,000.00	0.00	.00%
To purchase supplies and equipment needed to control odors from the treatment plant and the collection system. We needed to increase the budget to cover the extra costs. Calcium Nitrate is used for odor control in the collection system.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
30-39 Billings & liens	2,600.00	1,884.76	2,600.00	817.00	2,600.00	0.00	.00%
Used to cover all costs for printing/mailing of sewer bills, the costs associated with filing of any sewer liens, and the Utility Billing module in Trio.							
Repairs & Maintenance							
35-01 Buildings	22,000.00	32,084.79	22,000.00	22,402.41	22,000.00	0.00	.00%
Parts and supplies for buildings and equipment at the treatment plant (nuts & bolts belts, pipes, and bearing's and lubrication supplies).							
35-03 Vehicles & Equipment	2,500.00	1,724.42	2,500.00	2,907.25	4,000.00	1,500.00	60.00%
To pay for the maintenance on the Department's vehicles, three trucks, portable generator sets, loader and the portable pumps. Increased for a set of tires for the service vehicle estimated at $1,200.							
Debt Service							
45-03 Sewer Bond 2003	20,929.00	20,928.26	21,296.00	53,239.49	21,681.00	385.00	1.81%
Maine Municipal Bond Bank: $1,000,000/20 years at 2.25%. This budget reflects 100% of the debt service expense, with 60% being funded by property taxes (you will find the offset as a transfer in in the revenues)(Maturity in FY 2024). Increase in principal as maturity approaches and to reflect the property tax portion of debt.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
45-07 Interest Sewer Bond 2003	2,929.00	2,928.96	2,488.00	6,218.67	2,081.00	-407.00	-16.36%
Maine Municipal Bond Bank: $1,000,000/20 years at 2.25%. This budget reflects 100% of the debt service expense, with 60% being funded by property taxes (you will find the offset as a transfer in in the revenues) (Maturity in FY 2024). Increase to reflect the property tax portion of debt.							
45-12 Sewer 2018	0.00	0.00	36,333.00	0.00	0.00	-36,333.00	-100.00%
45-22 Interest Sewer 2018	0.00	0.00	10,240.00	0.00	0.00	-10,240.00	-100.00%
Miscellaneous							
50-34 Use of fund balance	25,000.00	25,000.00	30,000.00	0.00	30,000.00	0.00	.00%
Transfer to the general fund to offset the administrative costs at the town office.							
50-86 Special Projects	0.00	0.00	0.00	0.00	50,000.00	50,000.00	100.00%
Increased for a new account to begin the video taping of the sewer collection system.							
50-92 Payroll Contingency	0.00	0.00	18,830.00	0.00	0.00	-18,830.00	-100.00%
Decreased as the Union contract was settled in FY 19.							
Purchases							
60-04 Capital Equipment	68,000.00	57,224.71	43,110.00	24,895.00	126,050.00	82,940.00	192.39%
Grinder pump replacement $27,000; replace loader $95,000 (total $135,000 less trade in of $41,500).							
60-05 Capital Res.	65,000.00	0.00	0.00	0.00	0.00	0.00	.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
Sewer	1,204,500.00	1,070,525.00	1,221,162.00	911,312.33	1,250,052.00	28,890.00	2.37%

Agenda Item Divider

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Cape Porpoise Pier
FY 20 Budget

	FY 19 Budget	FY 19 as of 3/26/19	FY 20 Budget
Revenues			
Mooring fees	7,000.00	1,740.00	8,820.00
Miscellaneous	-	226.12	-
Diesel	175,000.00	108,315.07	176,320.00
Gas	19,500.00	18,105.80	19,750.00
Dues	50,613.00	50,735.80	53,222.85
Lease	40,000.00	30,000.00	40,000.00
Use of fund balance	3,529.00	-	20,962.15
	295,642.00	209,122.79	319,075.00
Expenses			
Salaries/wages	61,247.00	36,978.30	62,117.00
FICA	5,507.00	3,006.80	6,153.00
MSRS	-	-	5,192.00
ICMA	2,944.00	2,329.29	-
Health	8,034.00	8,968.75	19,032.00
Travel/meetings	400.00	-	400.00
HRA & fees	-	19.10	1,706.00
Electricity	5,500.00	3,118.00	5,500.00
Telephone	850.00	573.26	850.00
Heating fuel	1,500.00	292.20	1,500.00
Water	750.00	131.39	650.00
Internet	1,330.00	1,029.07	1,330.00
Advertising	100.00	189.00	100.00
Expert/professional	-	276.00	800.00
Audit	500.00	500.00	500.00
Licenses	600.00	1,220.00	650.00
Waste removal	2,200.00	1,242.00	2,200.00
Insurance	4,000.00	4,020.00	4,140.00
Office supplies	300.00	319.24	150.00
Operating supplies	2,500.00	1,304.00	2,000.00
Gas	17,875.00	16,491.42	17,775.00
Diesel	162,500.00	88,536.61	159,790.00
R&M buildings	1,000.00	1,282.59	1,000.00
R&M vehicles/equip	4,000.00	8,059.62	1,500.00
Float maintenance	500.00	-	500.00
Pier maintenance	1,000.00	558.42	1,000.00
Miscellaneous	1,020.00	-	-
Diesel tax	2,800.00	1,982.62	3,540.00
Payroll contingency	1,685.00	-	-
Capital equipment	5,000.00	3,626.51	19,000.00
	295,642.00	186,054.19	319,075.00

The fund balance at June 30, 2018 was $37,269.00 and is estimated to be at $33,740.00 on June 30, 2019.

The approved Committee budget increases fees and decreases operating expenses to utilize less fund balance. Yhe fund balance on June 30, 2020 is expected to be $12,778.00. This leaves a fund balance for unforeseen expenses/emergencies.

The Committee approved budget increases to mooring, fuel and dues and decreases to building and pier maintenance, office and operating supplies and expert/professional

	FY19			FY 20		
	Fee	# of users	Totals	Fee	# of users	Total
Moorings increase						
Tidal waters	30.00	124	3,720.00	45.00	124	5,580.00
Deep waters	60.00	36	2,160.00	90.00	36	3,240.00
			5,880.00			8,820.00

Mooring increase of $2,940.01

	FY 19			FY 20		
Fuel	Markup	Gallons	Total	Markup	Gallons	Total
Gas	0.25	7,900	1,975.00	0.30	7,900	2,370.00
Diesel	0.25	55,100	13,775.00	0.30	55,100	16,530.00
			15,750.00			18,900.00

Fuel increase of $3,150.01

Dues

	FY 19			FY 20 with CPI 2.2% + 2%		
	Fee	# of users	Totals	Fee	# of users	Totals
Recreational	530.60	21.00	11,142.60	552.89	20	11,057.70
Big boats	829.05	36.00	29,845.80	863.87	36	31,099.32
Punt	530.60	9.00	4,775.40	552.89	9	4,975.97
Dealers	948.45	3.00	2,845.35	988.28	3	2,964.85
extra boats	5.00	178 feet	890.00	5.00	190 feet	950.00
extra drums	15.00	145 sets	2,175.00	15.00	145 sets	2,175.00
			51,674.15			53,222.85

Dues increase of $1,548.70

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-02 Enterprise funds / Cape Porpoise Pier							
Personnel							
10-01 Salaries & wages	60,727.00	49,741.16	61,247.00	41,801.82	62,117.00	870.00	1.42%
Salaries and wages for the Pier Manager and Parking attendents.							
Benefits							
12-01 FICA	5,465.00	5,108.27	5,507.00	3,336.53	6,153.00	646.00	11.73%
Employer's contribution for FICA (7.65%)							
12-02 MSRS	0.00	0.00	0.00	0.00	5,192.00	5,192.00	100.00%
Employer's contribution for Maine State Retirement. Increase due to actual employee participation.							
12-03 ICMA	2,913.00	2,600.25	2,944.00	2,858.66	0.00	-2,944.00	-100.00%
ICMA 457 deferred compensation plan for all eligible employees. Decrease due to actual employee participation.							
12-05 Health	8,034.00	7,798.28	8,034.00	10,875.00	19,032.00	10,998.00	136.89%
Health Insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2020. Employee contributes 15% of the cost. HRA costs have been reassigned to the Insurance HRA line. Increase due to actual employee participation.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-02 Enterprise funds / Cape Porpoise Pier CONT'D							
12-07 Travel & Meetings	400.00	100.00	400.00	0.00	400.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging and other means of travel.							
12-16 HRA & fees	0.00	0.00	0.00	88.93	1,706.00	1,706.00	100.00%
This benefit has been reclassified, it changes from year to year. Increase due to actual employee participation.							
Utilities							
15-01 Electricity	6,500.00	4,001.78	5,500.00	3,378.07	5,500.00	0.00	.00%
Electrical costs.							
15-02 Telephone	850.00	941.37	850.00	645.08	850.00	0.00	.00%
Telephone costs.							
15-03 Heating Fuel	1,500.00	714.17	1,500.00	449.07	1,500.00	0.00	.00%
940 gals propane @ $1.80.							
15-05 Water	700.00	547.79	750.00	131.39	650.00	-100.00	-13.33%
KKWWD charges for water. Decreased to reflect projected actual and an increased to reflect 5.0% increase in last quarter charges.							
15-06 Internet	1,330.00	1,273.37	1,330.00	1,161.16	1,330.00	0.00	.00%
Fees for internet access.							
Services							
20-04 Advertising	100.00	370.00	100.00	427.14	100.00	0.00	.00%
Advertising.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-02 Enterprise funds / Cape Porpoise Pier CONT'D							
20-06 Expert/professional	0.00	665.21	0.00	288.50	800.00	800.00	100.00%
Increase to include cooler yearly maintenance.							
20-07 Audit	500.00	500.00	500.00	500.00	500.00	0.00	.00%
To pay for Pier Department's portion of the Town's audit.							
20-26 Licenses	600.00	655.80	600.00	1,220.00	650.00	50.00	8.33%
Pier licenses. Increase due to additional license costs.							
20-28 Waste Removal	2,000.00	2,520.92	2,200.00	1,242.00	2,200.00	0.00	.00%
Waste removal.							
Insurance							
25-09 Other	3,900.00	3,918.00	4,000.00	4,020.00	4,140.00	140.00	3.50%
Wharfingers and marine coverage. Increased to reflect projected actual.							
Supplies/Equipment							
30-01 Office supplies	300.00	305.64	300.00	319.24	150.00	-150.00	-50.00%
Printer ink, miscellaneous supplies. Decrease to reflect projected actual.							
30-02 Operating supplies	1,500.00	445.58	2,500.00	1,304.00	2,000.00	-500.00	-20.00%
Miscellaneous hardware etc. Decrease to reflect projected actual.							
30-24 Gas	25,000.00	14,036.11	17,875.00	16,491.42	17,775.00	-100.00	-.56%
Gas for the tank. 7,900 gals @ $2.25. Decreased to reflect projected price per gallon.							
30-25 Diesel	190,000.00	112,737.60	162,500.00	88,536.61	159,790.00	-2,710.00	-1.67%
Diesel for the tank. 55,100 gals @ $2.90. Decreased to reflect projected price per gallon.							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-02 Enterprise funds / Cape Porpoise Pier CONT'D							
Repairs & Maintenance							
35-01 Buildings	1,000.00	1,086.92	1,000.00	1,282.59	1,000.00	0.00	.00%
Minor repairs and maintenance. Decreased to reflect projected actual.							
35-03 Vehicles & Equipment	4,000.00	1,506.19	4,000.00	8,059.62	1,500.00	-2,500.00	-62.50%
Repairs and maintenance on the boat. Decreased to reflect Pier Manager performing minor repairs inhouse.							
35-08 Float Maintenance	500.00	0.00	500.00	0.00	500.00	0.00	.00%
Repairs and maintenance on floats.							
35-09 Pier Maintenance	1,000.00	0.00	1,000.00	558.42	1,000.00	0.00	.00%
Repairs and maintenance on the pier.							
Miscellaneous							
50-01 Miscellaneous	1,020.00	0.00	1,020.00	19.18	0.00	-1,020.00	-100.00%
50-33 Diesel Tax	2,800.00	2,400.58	2,800.00	2,133.52	3,540.00	740.00	26.43%
State sales tax on based on estimated taxable diesel sales (37% of all diesel sales). Increase due to projected actual.							
50-92 Payroll Contingency	0.00	0.00	1,685.00	0.00	0.00	-1,685.00	-100.00%
Purchases							
60-04 Capital Equipment	13,000.00	11,975.00	5,000.00	3,626.51	19,000.00	14,000.00	280.00%
Replacement of a hoist $4,000 and purchase of a new boat $15,000 (total @ $23,000 less trade in of @ $8,000). Increase due to planned projects.							
Depreciation							
Cape Porpoise Pier	335,639.00	225,949.99	295,642.00	194,754.46	319,075.00	23,433.00	7.93%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 14-71 Enterprise / Pier							
02 Mooring fees	6,570.00	4,365.00	7,000.00	1,740.00	8,820.00	1,820.00	26.00%
Mooring fees. Increase to reflect fees changing from $30 to $45 for tidal waters and $60 to $90 for deep waters.							
04 Pier miscellaneous	0.00	400.45	0.00	215.90	0.00	0.00	.00%
05 Pier diesel	203,500.00	111,324.41	175,000.00	117,583.25	176,320.00	1,320.00	.75%
Diesel fuel sold. Increase due to markup on fuel going from $0.25 to $0.30 per gallon.							
06 Pier gas	26,900.00	17,051.55	19,500.00	18,135.98	19,750.00	250.00	1.28%
Gas fuel sold. Increase due to markup on fuel going from $0.25 to $0.30 per gallon.							
07 Pier dues	44,216.00	42,275.56	50,613.00	50,735.80	53,223.00	2,610.00	5.16%
Actual Pier dues to increase by COLA each year - December 2018 2.2% plus an additional 2%.							
09 Pier lease	40,000.00	30,000.00	40,000.00	30,000.00	40,000.00	0.00	.00%
Restaurant lease.							
11 Capital reserve	13,000.00	0.00	0.00	0.00	0.00	0.00	.00%
22 Use of Fund balance	1,453.00	0.00	3,529.00	0.00	20,962.00	17,433.00	493.99%
Pier	335,639.00	205,416.97	295,642.00	218,410.93	319,075.00	23,433.00	7.93%

Agenda Item Divider

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Dock Square Parking Lot FY 20 Budget

	FY 18	FY 19	FY 20	$ Diff.
Revenue				
Parking Fees	$ 400,000	$ 400,000	$ 400,000	$ -
Total:	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ -**
Operating Expense				
Wages	$ 17,010	$ 18,000	$ 23,000	$ 5,000
FICA	$ 1,301	$ 1,377	$ 1,760	$ 383
Electricity	$ 1,500	$ 1,200	$ 2,400	$ 1,200
Phone	$ 1,800	$ 1,800	$ -	$ (1,800)
Internet	$ 1,000	$ 1,000	$ -	$ (1,000)
Expert/professional-Bus Monitoring	$ -	$ -	$ 14,000	$ 14,000
Supplies	$ 9,000	$ 10,000	$ 9,000	$ (1,000)
Credit Card Fees	$ 8,500	$ 10,000	$ 15,000	$ 5,000
Repairs & Maint building	$ 3,500	$ 3,500	$ 1,000	$ (2,500)
Repairs & Maint equipment	$ -	$ -	$ 2,000	$ 2,000
Total:	**$ 43,611**	**$ 46,877**	**$ 68,160**	**$ 21,283**
Transfers to GF Budget				
General Fund Expense	$ 232,500	$ 230,000	$ 255,000	$ 25,000
Capital Expense	$ -	$ 80,000	$ -	$ (80,000)
Total:	**$ 232,500**	**$ 310,000**	**$ 255,000**	**$ (55,000)**
Total Expenditures:	**$ 276,111**	**$ 356,877**	**$ 323,160**	**$ (33,717)**
Operating Net after Transfers:	**$ 123,889**	**$ 43,123**	**$ 76,840**	

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-03 Enterprise funds / Dock Square Parking Lot							
Personnel							
10-01 Salaries & wages	15,000.00	20,918.84	18,000.00	21,090.31	23,000.00	5,000.00	27.78%
Salary and wages. Increased to reflect actual projected employees' time (2,850 hours = coverage from 11 am to 8 pm for 25 weeks) and an increase in miminum wage.							
Benefits							
12-01 FICA	1,148.00	1,607.92	1,377.00	1,613.50	1,760.00	383.00	27.81%
Employer's contribution for FICA (7.65%)							
Utilities							
15-01 Electricity	1,500.00	2,363.55	1,200.00	1,995.48	2,400.00	1,200.00	100.00%
Eelctrical costs. Increased to reflect projected actual.							
15-02 Telephone	1,800.00	4,487.49	1,800.00	7,540.26	0.00	-1,800.00	-100.00%
Telephone							
15-06 Internet	1,000.00	1,298.58	1,000.00	2,441.51	0.00	-1,000.00	-100.00%
Internet for credit cards processing.							
Services							
20-06 Expert/professional	0.00	771.60	0.00	1,731.67	14,000.00	14,000.00	100.00%
Increased due to reclassification of bus monitoring from the Police account.							
20-43 Credit Card fees	0.00	0.00	0.00	0.00	15,000.00	15,000.00	100.00%
Increased to account for credit card fees separately, previously netted against revenues.							
Supplies/Equipment							

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 47-03 Enterprise funds / Dock Square Parking Lot CONT'D							
30-01 Office supplies	9,000.00	22,147.61	10,000.00	6,198.97	9,000.00	-1,000.00	-10.00%
Maintenance $1,000 and Tickets $8,000.							
30-02 Operating supplies	8,500.00	67.50	10,000.00	0.00	0.00	-10,000.00	-100.00%
Repairs & Maintenance							
35-01 Buildings	3,500.00	0.00	3,500.00	0.00	1,000.00	-2,500.00	-71.43%
Minor repairs $1,000							
35-03 Vehicles & Equipment	0.00	556.00	0.00	595.00	2,000.00	2,000.00	100.00%
Increase due to reclassification of repairs to the ticket machine from the operating supplies account.							
Miscellaneous							
50-23 transfer out	230,000.00	230,000.00	310,000.00	310,000.00	255,000.00	-55,000.00	-17.74%
Decreased due to transfer to general fund per budget requests.							
50-94 Transfer to fund balance	0.00	0.00	0.00	0.00	76,840.00	76,840.00	100.00%
Dock Square Parking Lot	271,448.00	284,219.09	356,877.00	353,206.70	400,000.00	43,123.00	12.08%

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 14-72 Enterprise / DSP Lot							
05 P Lot fees	271,448.00	424,468.30	356,877.00	287,472.19	400,000.00	43,123.00	12.08%
20 P Lot miscellaneous	0.00	416.80	0.00	532.02	0.00	0.00	.00%
DSP Lot	271,448.00	424,885.10	356,877.00	288,004.21	400,000.00	43,123.00	12.08%

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Recreation Program Budget-FY 2020

Program	People	Freq	$/unit	Sponsors	revenue	expense	notes
Adult Programs							
Events					1,975	1,615	events salaries/FICA
Sports					800	50	
Trips					3,975	3,670	includes gas @170
After School							
Early Release	20	8	25.00	-	4,000	2,500	
KASA	25	170	9.00	-	38,250	11,798	after school salaries/FICA
New Horizons					3,500	3,115	includes salaries/FICA
Preschool					500	300	
Concessions					1,500	900	
Contractual Programs					1,600	1,500	
Events							
Art Night Out	8	5	30.00	-	1,200	1,050	
Cooking Classes	10	6	21.00	-	1,260	720	
Prelude Craft Fairs					12,000	300	
Special Events					7,760	4,660	
Family Programs							
Disk Golf					250	100	
Family Events					6,424	4,800	
Ski	50		160.00	-	8,000	6,650	
Fundraising/Scholarships					750	750	
Miscellaneous					4,635	6,095	includes software MyRec
Outdoor Adventure	20		800.00	-	16,000	6,450	includes gas @ 450
Summer Camp							
						50,100	Wages
						458	Vehicle fuel
						8,000	Field trips
Daily enrollment	500		32.00		16,000		
Post camp	55		135.00		7,425	4,000	
Super package	60		735.00		44,100		
Weekly enrollment	40		135.00		5,400		
Summer Enrichment							
Biking	10		25.00		250	60	
Fishing	10		25.00		250	60	
Golf	12		75.00		900	780	
Tennis	32		50.00	-	1,600	1,200	
Vacation Activities	25	10	30.00	-	7,500	2,645	includes diesel @ 145
Youth Sports							
Basketball	180		55.00	1,000	10,900	7,000	includes share w/Arundel
Cheerleading	10	1	30.00	-	300	150	
Lacrosse	46		57.00		2,622	900	
Soccer	50		65.00	1,000	4,250	4,000	
Spring Soccer	20		45.00		900	400	
Transfer to General Fund						80,000	
					216,776	216,776	

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 43-33 Special revenue funds / Recreation							
Personnel							
10-06 Summer Salaries	0.00	0.00	47,444.00	45,802.20	46,540.00	-904.00	-1.91%
Wages for summer program staff. Maintenance $1,000; Day camp leaders 9 for 8.5 weeks @ 40 hours @ $13/hr = 39,780; Day camp director 9 weeks @ 40 @ $16/hr = $5,760. Decreased due to staffing changes.							
10-08 After school salaries	0.00	0.00	10,588.00	7,499.50	10,588.00	0.00	.00%
Wages for the After-School staff $11/hr x 35 weeks @ 13.75 hrs x 2 employees.							
10-12 Program Events	0.00	0.00	3,000.00	1,544.13	3,000.00	0.00	.00%
Wages for programs that are not included in summer salaries or after school salaries.							
Benefits							
12-01 FICA	0.00	0.00	4,669.00	4,286.14	4,600.00	-69.00	-1.48%
Employer's contribution for FICA (7.65%). Decreased due to staffing changes.							
Supplies/Equipment							
30-24 Gas	0.00	0.00	788.00	951.37	788.00	0.00	.00%
Fuel for vehicle and equipment 350 gallons @ $2.25.							
30-25 Diesel	0.00	0.00	413.00	492.94	435.00	22.00	5.33%
Fuel for microbus 150 gallons @ $2.90.							
Repairs & Maintenance							
35-03 Vehicles & Equipment	0.00	0.00	550.00	9.16	0.00	-550.00	-100.00%

Budget Request

Expense

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 43-33 Special revenue funds / Recreation CONT'D							
Miscellaneous							
50-14 Program events	0.00	0.00	57,999.00	39,278.98	70,825.00	12,826.00	22.11%
Cost of various programs and offerings through the recreation department.							
50-23 transfer out	0.00	0.00	80,000.00	80,000.00	80,000.00	0.00	.00%
Transfer to general fund for cost share of full time employees.							
Recreation	0.00	0.00	205,451.00	179,864.42	216,776.00	11,325.00	5.51%
Expense Totals:	**0.00**	**0.00**	**205,451.00**	**179,864.42**	**216,776.00**	**11,325.00**	**5.51%**

Budget Request

Revenue

	2018 Budget	2018 Actual	2019 Budget	2019 YTD	2020 Manager	Man Req vs" Curr Bud Change $	Man Req vs Curr Bud Change %
Dept/Div: 10-33 Special Revenue Fund reve / Recreation							
05 concessions	0.00	0.00	1,000.00	712.03	1,500.00	500.00	50.00%
Proceeds from sale of concessions at Recreation Department events and programs.							
22 fees	0.00	0.00	204,451.00	161,600.59	215,276.00	10,825.00	5.29%
Fees received for participation in the Recreation Department events and programs.							
Recreation	0.00	0.00	205,451.00	162,312.62	216,776.00	11,325.00	5.51%
Revenue Totals:	**0.00**	**198,126.42**	**205,451.00**	**307,644.25**	**216,776.00**	**11,325.00**	**5.51%**

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TOWN OF KENNEBUNKPORT

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEE WAGES AND BENEFITS

Purpose. This policy allows designated municipal officers (selectmen or councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants, for wages and benefits only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits only:

☐ Current municipal officers. The municipal officers in office at the time of execution of this policy are: Stuart E. Barwise, Patrick A. Briggs, Allen A. Daggett, Edward W. Hutchins, and Sheila Matthews-Bull.

☐ Any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

☐ Either _____ or _____, acting alone, may review, approve, and sign such warrants.

☐ Only _____, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on the date indicated below.

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: April 25, 2019

Municipal Officers:

Edward W. Hutchins _____

Stuart E. Barwise _____

Patrick A. Briggs _____

Allen A. Daggett _____

Sheila Mathews-Bull _____

INSTRUCTIONS FOR USE OF FORM FOR POLICY REGARDING DISBURSEMENT WARRANTS FOR WAGES AND BENEFITS

To keep this policy in effect, state law requires that it be renewed annually. It is therefore recommended that it be made an item of business for the first, or organizational, meeting of the municipal officers held after annual elections. Therefore, before using this form or the original of a local revision of it, make copies for use for these annual renewals.

If your municipality has a board of five or seven municipal officers, revise the "checkmark" boxes on this form as you like to reflect that fact; you will also need to add blank lines to name all of the municipal officers in the paragraph captioned "Current municipal officers," and you will need to add signature lines at the foot of the form.

Among the boxes on the form that are designed for a "checkmark," select and check the appropriate box for the kind of authority being delegated, cross out the two choices that do not apply, and, if you elect the second or the third choice, fill in the names(s) of the municipal officers to whom authority is delegated.

Prepared by:
Ellerbe Cole
Staff Attorney
Legal Services
Maine Municipal Association

Originally prepared 6/14/93
Minor revisions 11/22/93

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Town of Kennebunkport

Memo

To: Laurie Smith, Town Manager, and the Board of Selectmen

From: Jennifer Lord, Treasurer

Date: 4/18/19

Re: Write Offs

Over the past few months, we have diligently been pursuing collections of the outstanding accounts. I mentioned at a previous meeting that I would prepare a listing of accounts that appear to be uncollectible due to unwanted permits, people who have moved, passed away, or not enough information to enforce collections.

I am requesting that the Board of Selectmen authorize me to write off the attached detail listing. Summarized as follows:

Type	# of Accounts	Amount
Cape Porpoise Pier Dues	8	$3,010.42
Government Wharf Dues	3	550.00
Government Wharf Hoist	1	143.00
14 Moorings	5	180.00
15 Moorings	11	360.00
16 Moorings	8	300.00
17 Moorings	6	240.00
18 Moorings	1	30.00
Cape Porpoise Fuel	1	74.46
Recreation	1	177.00
Alarm	1	50.00
Bench	1	744.01
Tree Work	2	929.25
		$6,788.14

Thank you for your consideration.

Town of Kennebunkport

Write Offs

4/18/2019

Dues

Last Name	First Name	Description	Amount	Reason for Write-Off
Eaton	Peter	14 CP Pier Dues	$40.00	Disputes Charge - Did not request bait space
Fletcher	Dylan	18 GW dues	$175.00	did not renew membership
Goulet	Dennis	18 GW dues	$250.00	Did not renew membership
Goulet	Dennis	18 GW hoist	$143.00	did not renew membership
Kezar	Todd	17 CP Dues	$424.48	Sold Boat - Gave up mooring 2016
Kezar	Todd	18 CP Dues	$530.60	Sold Boat - Gave up mooring 2016
Nelson	Robert	14 CP Dues	$400.00	Letter Dated 9/25/17 Disputes Charge - Did not renew sold boat
Nelson	Robert	16 CP Dues	$415.34	Letter Dated 9/25/17 Disputes Charge - Did not renew sold boat
Oliver	Richard	14 CP Pier Dues	$400.00	Did not renew per Email 12/21/17 & Phone call 1/3/19
Shorey	William	14 CP Dues	400.00	deceased
Spinney	Charles	18 GW dues	125.00	did not renew membership
Ward	Duane	13 CP Pier Dues	$400.00	Did not renew membership - suffered stroke
			$3,703.42	

Mooring

Last Name	First Name	Description	Amount	Reason for Write-Off
Brock	Derek	14 Mooring Fee	$30.00	Gave up mooring in Jan 2014 - Had Stroke
Brock	Derek	15 Mooring Fee	$30.00	Gave up mooring in Jan 2014 - Had Stroke
Hogan	Paul	17 Mooring Fee	$30.00	Gave up mooring in 2016
Joel	Bill	16 mooring fee	$30.00	mooring was removed in 2016
Joel	Bill	17 Mooring Fee	$30.00	mooring was removed in 2016
Kezar	Todd	17 Mooring Fee	$60.00	Sold Boat - Gave up mooring 2016
Malagodi	Richard	15 Mooring Fee GR12	$30.00	Deceased
Malagodi	Richard	15 Mooring Fee GR13	$30.00	Deceased
Malagodi	Richard	16 Mooring Fee GR12	$30.00	Deceased
Malagodi	Richard	16 Mooring Fee GR13	$30.00	Deceased
Matthews	Bill	14 Mooring Fee	$30.00	Disputes Charge - Says he never had mooring
Matthews	Bill	15 Mooring Fee	$30.00	Disputes Charge - Says he never had mooring
Mazeika	David	17 mooring fee	$30.00	Moved to Florida 2013 - Did not intend to renew mooring

Mazeika	Jennifer	14 Mooring Fee	$30.00	Moved to Florida 2013 - Did not intend to renew mooring
Mazeika	Jennifer	15 Mooring Fee	$30.00	Moved to Florida 2013 - Did not intend to renew mooring
Nelson	Robert	16 mooring fee	$60.00	Letter Dated 9/25/17 Disputes Charge - Did not renew sold boat
Nelson	Robert	17 Mooring Fees	$60.00	Letter Dated 9/25/17 Disputes Charge - Did not renew sold boat
Oliver	Richard	15 Mooring Fees	$60.00	Did not renew per Email 12/21/17 & Phone call 1/3/19
Oliver	Richard	16 Mooring Fees	$60.00	Did not renew per Email 12/21/17 & Phone call 1/3/19
Parrott	Charles	15 Mooring GR 31	$30.00	Moved 5 years ago
Parrott	Charles	15 Mooring GR 32	$30.00	Moved 5 years ago
Parrott	Charles	16 Mooring GR 31	$30.00	Moved 5 years ago
Parrott	Charles	16 Mooring GR 32	$30.00	Moved 5 years ago
Somers	Timothy	18 Mooring Fee	$30.00	applied in March sold boat prior to coming back to Maine
St. Laurent	Brad	15 mooring fee	$30.00	mooring removed in 2015
St. Laurent	Brad	15 mooring fee	$30.00	mooring removed in 2015
St. Laurent	Brad	16 mooring fee	$30.00	mooring removed in 2015
Stern	Ernest	17 Mooring Fee	$30.00	Finished with mooring in 2016
Worthley	Harold	14 Mooring Fee	$30.00	Hasn't had mooring for 'a few years'
Worthley	Harold	15 Mooring Fee	$30.00	Hasn't had mooring for 'a few years'
Zimmerman	Andrew	14 Mooring Fees	$60.00	Disputes Charge - Moved 4 years ago
			$1,110.00	
		Fuel		
Last Name	First Name	Description	Amount	Reason for Write-Off
Burnham	David	Fuel Prior Year	$74.46	Deceased
			$74.46	
		Other		
Brooks	Ericka	Recreation	$177.00	2012 fees - unable to locate
Duncan	B	alarm	$50.00	alarm fees moved
Jones	Cindy	bench	$744.01	Parson's Way bench - never happened
Adams	Wayne	tree work	$400.00	no agreement found
Kramer	Berri	tree work	$529.25	no agreement found
			$1,900.26	
			$6,788.14	**Grand Total**

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TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

MAINE'S FINEST RESORT

Kennebunkport Solid Waste Committee Mission Statement and Goals

Mission: Kennebunkport recognizes the importance of proactively engaging in the management of solid waste production and recycling efforts. As part of a bigger worldwide issue, it is important for residents and businesses to do their part to reduce, reuse and recycle products. The Town of Kennebunkport Solid Waste Committee shall review changes in state, regional and Federal recycling markets, policies, and law. The committee shall make recommendations to modify Kennebunkport's Solid Waste policies in accord with the goals and culture of Kennebunkport along with needed reaction to outside forces.

Operations

The Committee, in coordination with the Public Works Department, will study and develop recommendations for the sustainable management of Kennebunkport's solid waste. Their efforts will ensure that these management programs operate with efficiency, recognition of environmental and public health concerns, and meets the needs of the citizens and business community. The committee will review potential ordinance amendments to further our solid waste and recycling goals; and recommend these changes to the Board of Selectmen.

Education

- The Kennebunkport Solid Waste Committee provides residents, businesses, and town service agencies with information and tools to reduce waste and promote recycling, composting and waste prevention.
- The Kennebunkport Solid Waste Committee shall promote, publicize and educate the residents and the business community in methods to help accomplish our solid waste goals.
- The committee provides outreach and curriculum to schools and teaches student how to protect our environment through topics such as composting, zero waste, and recycling.

Waste Reduction

The Kennebunkport Solid Waste Committee provides tools and resources to help prevent waste before it begins:

- Food waste prevention tips
- Stop Junk Mail & Unwanted Phonebooks
- Consumer Responsibility
- Producer Responsibility

Eco Products and Services

The Kennebunkport Solid Waste Committee will maintain a list of environmentally preferable, or "green," products and share the best green purchasing information with those interested in products that will reduce solid waste by being recyclable, renewable and sustainable.

Beachwood Avenue, P.O. Box 566, Kennebunkport, Maine 04046 • Tel: (207) 967-5728 Fax: (207) 967-5372