



TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

MAINE'S FINEST RESORT

Board of Selectmen/Assessors Agenda Village Fire Station – 32 North Street January 12, 2017 – 6:00 PM

1. Call to Order.
2. Approve the December 20, 2016, selectmen meeting minutes.
3. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.).
4. Consider a renewal application for a liquor license submitted by R.E. Blood, Co., Inc. DBA Captain Fairfield Inn, 8 Pleasant Street.
5. Presentation of fiscal year 2016 audit by Runyon, Kersteen and Ouellette.
6. Consider application to construct a dock consisting of an access landing that connects to a permanent pier and a seasonal ramp and float for Linda Nash at 8 Church Street.
7. Continuc discussion on appointing a senior committee.
8. Authorize contract with the Orthoimagery Statewide Acquisition Program.
9. Meet as Assessors to consider the following abatement requests:

Property Owner	Location	Map	Blk	Lot(s)	Tax Abatements 2017
George & Janet Yankowski	6 South Street	10	5	8	\$327.06
Cynthia Fogarty	Squier Lane	22	1	1D	Denied
Total Abatement					\$327.06

10. Accept donations to the emergency fuel fund.
 - a. \$100 donation and a \$20 donation from anonymous donors.
 - b. \$2,006 donation from the Church on the Cape.
 - c. \$1,000 donation from Betsy Ames of Coldwell Banker Residential Brokerage.
 - d. \$360.30 donation from Nonantum's Prelude Cookie Walk.

11. Accept a \$2,500 donation to the Parks and Recreation program needs from the John R. & Carter A. Bryan Charitable Trust.

12. Other business.

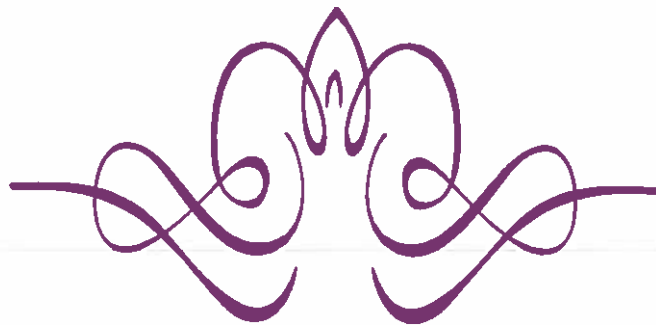
- a. FEMA flood maps update.
- b. Review of tax foreclosure list.

13. Approve the January 12, 2017, Treasurer's Warrant.

14. Adjournment.



Agenda Item Divider



**Town of Kennebunkport
Board of Selectmen Meeting
Town Hall, 6 Elm Street
December 20, 2016 – 8:30 AM**

Minutes of the Selectmen Meeting of December 20, 2016

Selectmen present: Stuart E. Barwise, Patrick A. Briggs, and Allen A. Daggett, Edward W. Hutchins, and Sheila Matthews-Bull

Selectman absent: Edward W. Hutchins

Others present: Amy Tchao, Arlene McMurray, and Laurie Smith

1. Call to order.

Chair Barwise called the meeting to order at 8:30 AM.

2. Executive Session pursuant to 1 M.R.S.A. § 405 (6) (E) for consultation with Town Attorney to discuss Goose Rocks Beach litigation.

Motion by Selectman Briggs, seconded by Selectman Matthews-Bull, to go into executive session per 1 M.R.S.A. § 405 (6) E to discuss Goose Rocks Beach litigation. **Vote:** 4-0.

The Board went into executive session at 8:30 AM and came out at 9:58 AM.

No action was taken.

3. Approve the December 8, 2016, selectmen meeting minutes.

Motion by Selectman Matthews-Bull, **seconded** by Selectman Daggett, to approve the December 8, 2016, selectmen meeting minutes. **Vote:** 4-0.

4. Accept donations to the emergency fuel fund.

a. Church on the Cape - \$417.00.

b. Kennebunkport Village Fire Company - \$1,082.11.

Motion by Selectman Matthews-Bull, **seconded** by Selectman Daggett, to accept the following donations to the emergency fuel fund: \$417 from the Church on the Cape and \$1,082.11 from the Kennebunkport Village Fire Company. **Vote:** 4-0.

5. Authorize the closing documents for the transfer of property at 11 Goose Rocks Road.

Motion by Selectman Daggett, **seconded** by Selectman Matthews-Bull, to authorize the closing documents for the transfer of property at 11 Goose Rocks Road. **Vote:** 4-0.

6. Other business.

Town Manager Laurie Smith passed around a memo from Kennebunk River Harbormaster Ray Billings which contained his recommendation for the dock application for 8 Church Street. He is not able to attend the site walk on January 11. She also mentioned that the auditors will give their presentation at the January 12 meeting.

The Board asked for a tour of the newly renovated police department.

The Board agreed to start the winter selectmen meetings at 6:00 PM.

7. Approve the December 20, 2016, Treasurer's Warrant.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the December 20, 2016, Treasurer's Warrant. **Vote:** 4-0.

8. Adjournment.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull to adjourn.

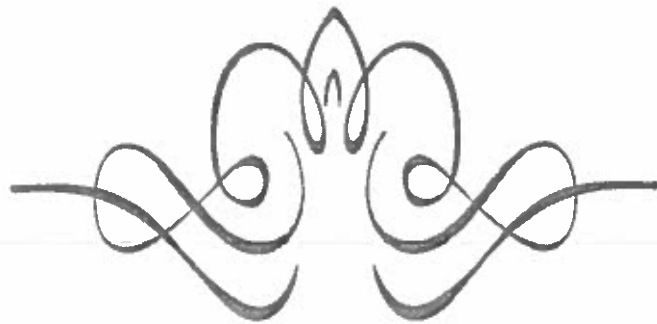
The meeting adjourned at 10:16 AM.

Submitted by

Arlene McMurray
Administrative Assistant



Agenda Item Divider



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Captain Fairfield Inn
11/2/17 meeting

Is application has been reviewed and approved by the following Municipal Officials,
whose signatures are on file with the Town Clerk:

☒ _____ Police Chief
☒ _____ Fire Inspector
☒ _____ Code Enforcement Officer

Tracy O'Leary _____ Town Clerk

8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES 1-26-2017

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 NO FOOD (Class I-A)
☐ CLUB w/o Catering (Class V) ☐ CLUB with CATERING (Class I) ☐ GOLF COURSE (Class I,II,III,IV)
☐ TAVERN (Class IV) ☐ QUALIFIED CATERING ☒ OTHER: Bed & Breakfast

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>R. E. Blood Co. Inc.</u>			Business Name (D/B/A) <u>Captain Fairfield Inn</u>		
APPLICANT(S) - (Sole Proprietor) <u>Leigh O. Blood</u>			Physical Location: <u>8 Pleasant St.</u>		
DOB: <u>5/14/77</u>			DOB:		
Address <u>P.O. Box 3089</u>			Mailing Address <u>P.O. Box 3089</u>		
City/Town <u>Kennebunkport</u>			City/Town <u>Kennebunkport</u>		
State <u>ME</u>			State <u>ME</u>		
Zip Code <u>04046</u>			Zip Code <u>04046</u>		
Telephone Number <u>207-967-7832</u>			Business Telephone Number <u>207-967-4454</u>		
Fax Number <u>N/A</u>			Fax Number <u>N/A</u>		
Federal I.D. # <u>00-0000000</u>			Seller Certificate #: or Sales Tax #:		
Email Address: Please Print <u>Leigh@larkhotels.com</u>			Website: <u>www.captainfairfield.com</u>		

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

Requested inspection date: _____ Business hours: _____

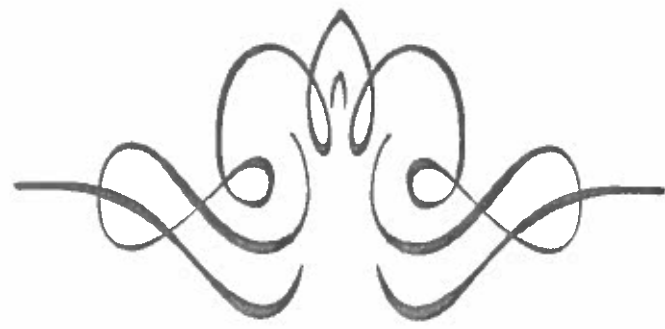
1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 9
2. State amount of gross income from period of last license: ROOMS \$510,505 FOOD \$1006.00 LIQUOR \$3048.00
3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

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 ☒
5. If manager is to be employed, give name: _____
6. Business records are located at: 29 Main St. Amesbury, MA 01913
7. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐
8. Is/are applicant(s) residents of the State of Maine? YES ☐ NO ☒

9. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
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Agenda Item Divider



Town of Kennebunkport

FINANCIAL OVERVIEW

Presented By: Hank Farrah
[RUNYON KERSTEEN OUELLETTE](#)

INSIDE

2. Summary of Audit Results
3. Fund Balances
4. General Fund - Revenues
5. General Fund - Expenditures
6. Unassigned Fund Balance as a Percentage of Expenditures
7. Revenue Distribution
8. Expenditure Distribution - 2016
9. Expenditure Distribution - 2015

About this presentation

This presentation is intended as a tool to assist the Board of Selectmen and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the comprehensive annual financial report and should not be used for any other purposes without the expressed consent of [RUNYON KERSTEEN OUELLETTE](#).

Please contact us at 207-773-2986 or 1-800-486-1784
20 Long Creek Drive, South Portland, ME 04106



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Town of Kennebunkport

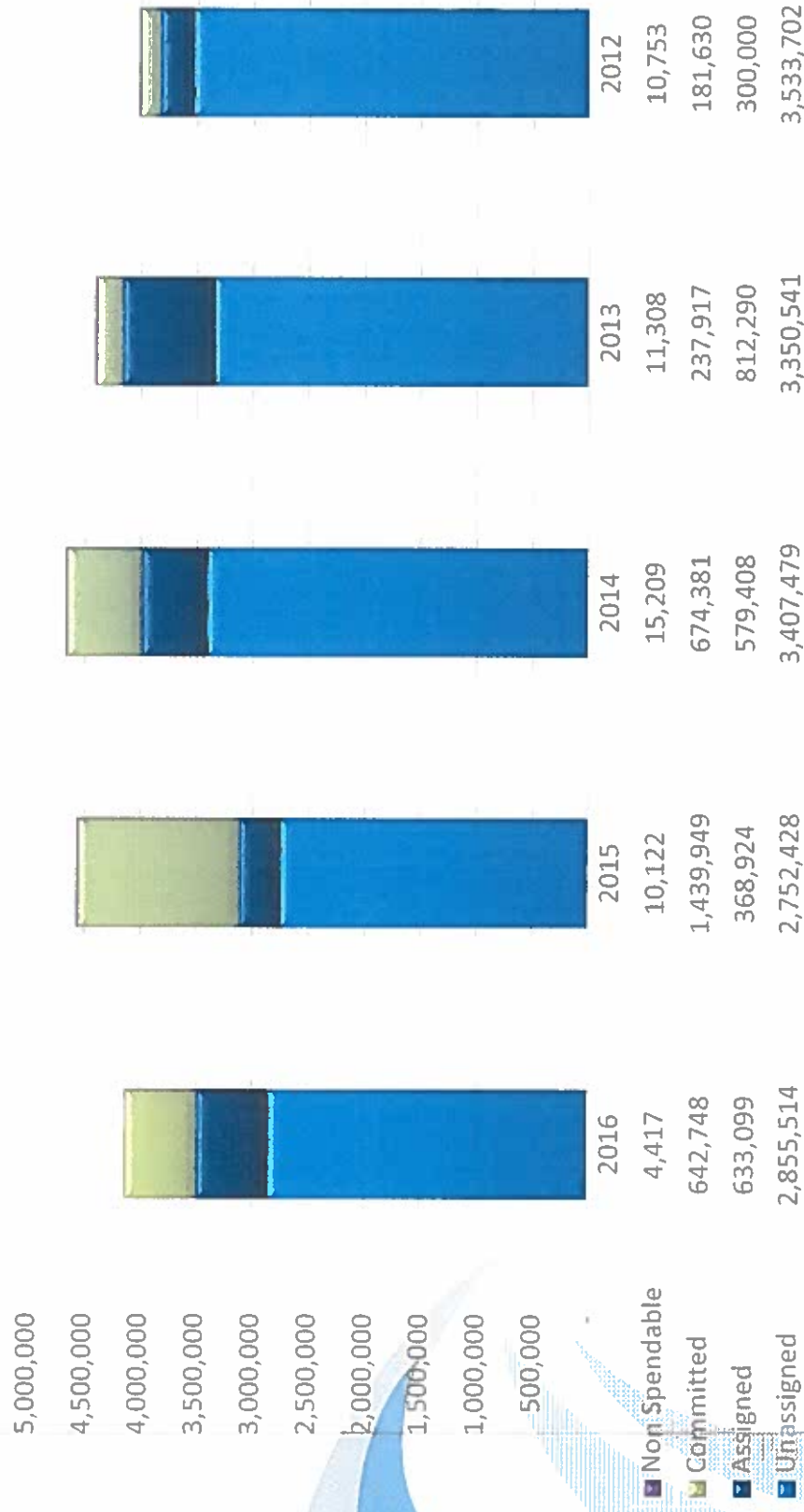
SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion - Unmodified
- Report Required by *Government Auditing Standards (GAS)*
 - No Material Weaknesses
 - No Significant Deficiencies



Town of Kennebunkport

FUND BALANCES



Observations:

- Total Fund balance decreased by \$435,645 to \$4,135,778 in the current year. **Note why**
- – State DOT revenue counted as a receivable in 2015
- See pages 48-49 of the financial statements for breakdown of fund balance.



Town of Kennebunkport

GENERAL FUND - REVENUES

	Budget	Actual	Variance
Property taxes	14,606,899	14,589,852	(17,047)
Excise taxes	834,100	948,096	113,996
Intergovernmental revenues	408,350	209,327	(199,023)
Licenses and permits	209,920	286,231	76,311
Charges for services	350,150	430,276	80,126
Interest earned	35,000	57,378	22,378
Other revenues	38,500	110,819	72,319
Total revenues	16,482,919	16,631,979	149,060
Transfers in	255,800	469,190	213,390
Utilization of prior year surplus	300,000	-	(300,000)
Utilization of carryforward balances	238,926	-	(238,926)
Total revenue and other financing sources	17,277,645	17,101,169	(176,476)

SUMMARY OF SIGNIFICANT VARIANCES

- The Town seen higher than expected collections of excise taxes.
- Intergovernmental was under budget due to not receiving a MDOT grant that was expected.
- Licenses and permits issued of more building permits than expected.
- Charges for services seen positive variances in parking tickets, Goose Rocks, and parks and rec.



Town of Kennebunkport

GENERAL FUND - EXPENDITURES

	Budget	Actual	Variance
General government	1,613,777	1,402,705	211,072
Public safety	2,349,755	2,262,117	87,638
Public works	1,088,698	1,082,822	5,876
Health and welfare	692,386	673,741	18,645
Recreation and culture	518,374	522,461	(4,087)
County tax	1,115,331	1,115,331	-
Education	8,015,486	8,015,486	-
Debt service	272,586	272,586	-
Capital improvements	1,169,973	1,350,568	(180,595)
Transfers out	441,279	1,128,172	(686,893)
Total expenditures and transfers	17,277,645	17,825,989	(548,344)

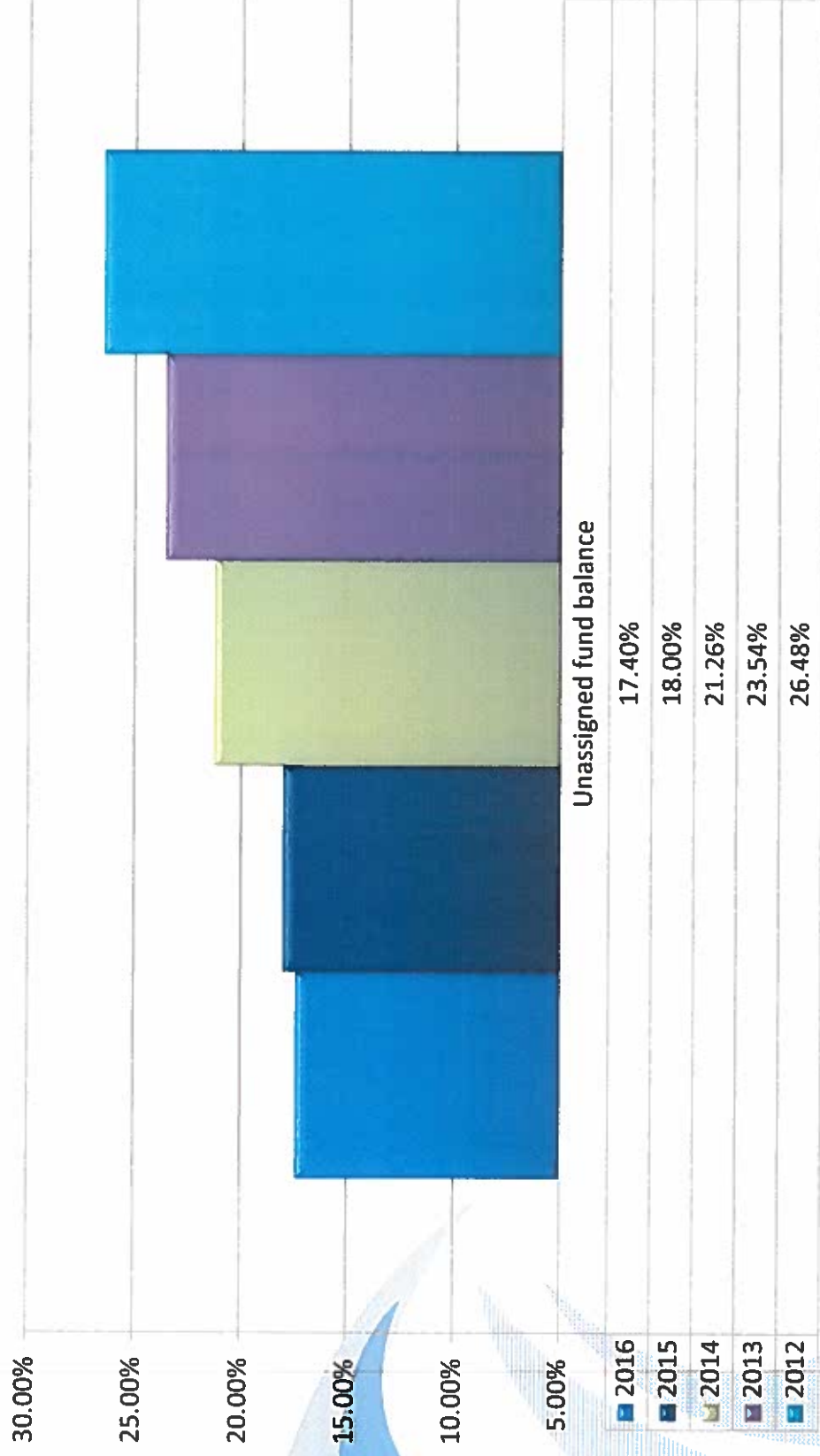
SUMMARY OF SIGNIFICANT VARIANCES

- General Gov't was under budget due to less legal fees than anticipated and unused contingency.
- Public safety were under budget due to savings in salary and training expenditures in the fire dept.
- Capital improvement expenditures were over budget due to the communications capital outlay.



Town of Kennebunkport

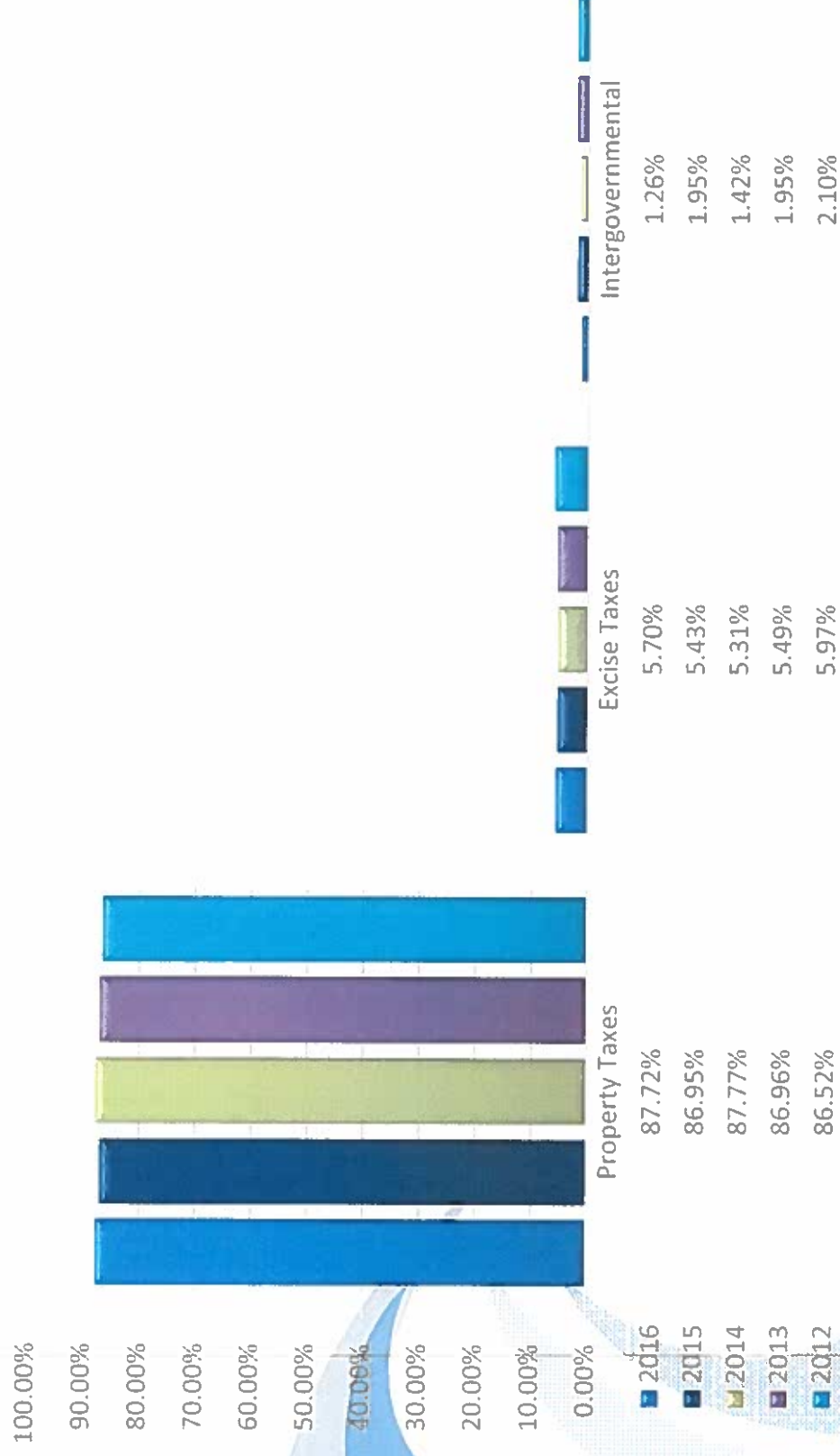
GENERAL FUND – Unassigned Fund Balance as a Percentage of Expenditures



Note in accordance with FBP

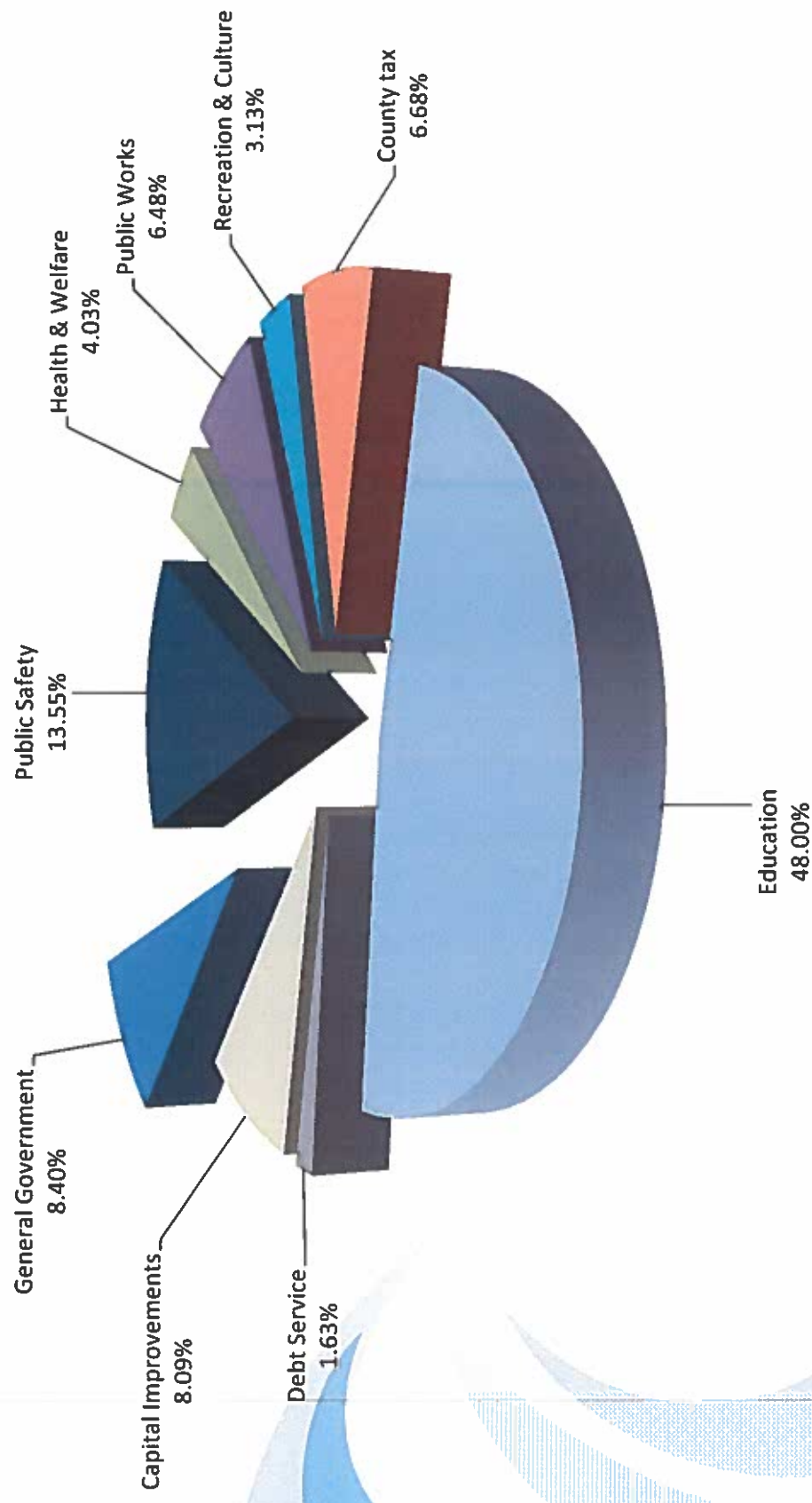
Town of Kennebunkport

GENERAL FUND – Revenue Distribution



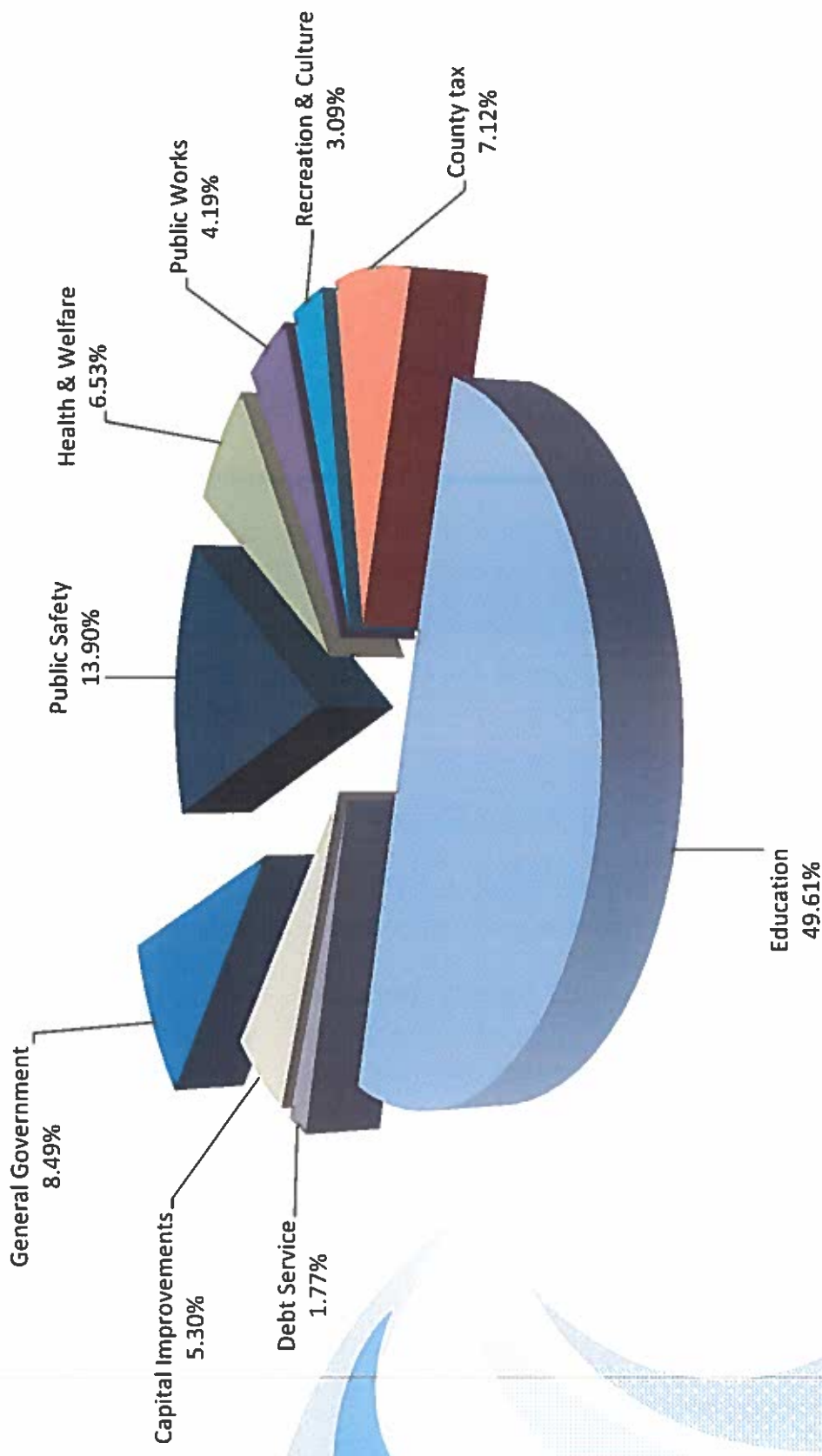
Town of Kennebunkport

GENERAL FUND – Expenditure Distribution - 2016



Town of Kennebunkport

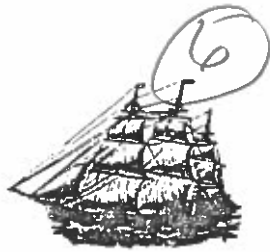
GENERAL FUND – Expenditure Distribution - 2015





Agenda Item Divider





TOWN OF KENNEBUNKPORT, MAINE

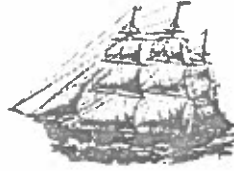
- INCORPORATED 1653 -

MAINE'S FINEST RESORT

Town of Kennebunkport

PUBLIC NOTICE

In response to an application to construct a dock consisting of an access landing that connects to a permanent pier and a seasonal ramp and float, the Kennebunk River Harbormaster and the Kennebunkport Board of Selectmen in compliance with 38 M.R.S.A., Section 1022, will conduct a Site Walk at property owned by Linda Nash, at 8 Church Street, Kennebunkport, Maine, on Wednesday, January 11, 2017, at 3:00 P.M. This application is available for review at the Town Office, 6 Elm Street, Kennebunkport.



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

MAINE'S FINEST RESORT

NOTICE TO ABUTTERS RECEIPT OF APPLICATION FOR SELECTMEN REVIEW WHARVES, DOCKS AND PIERS

You are receiving this notice of Site Walk because you are an abutting property owner.

Date: December 21, 2016

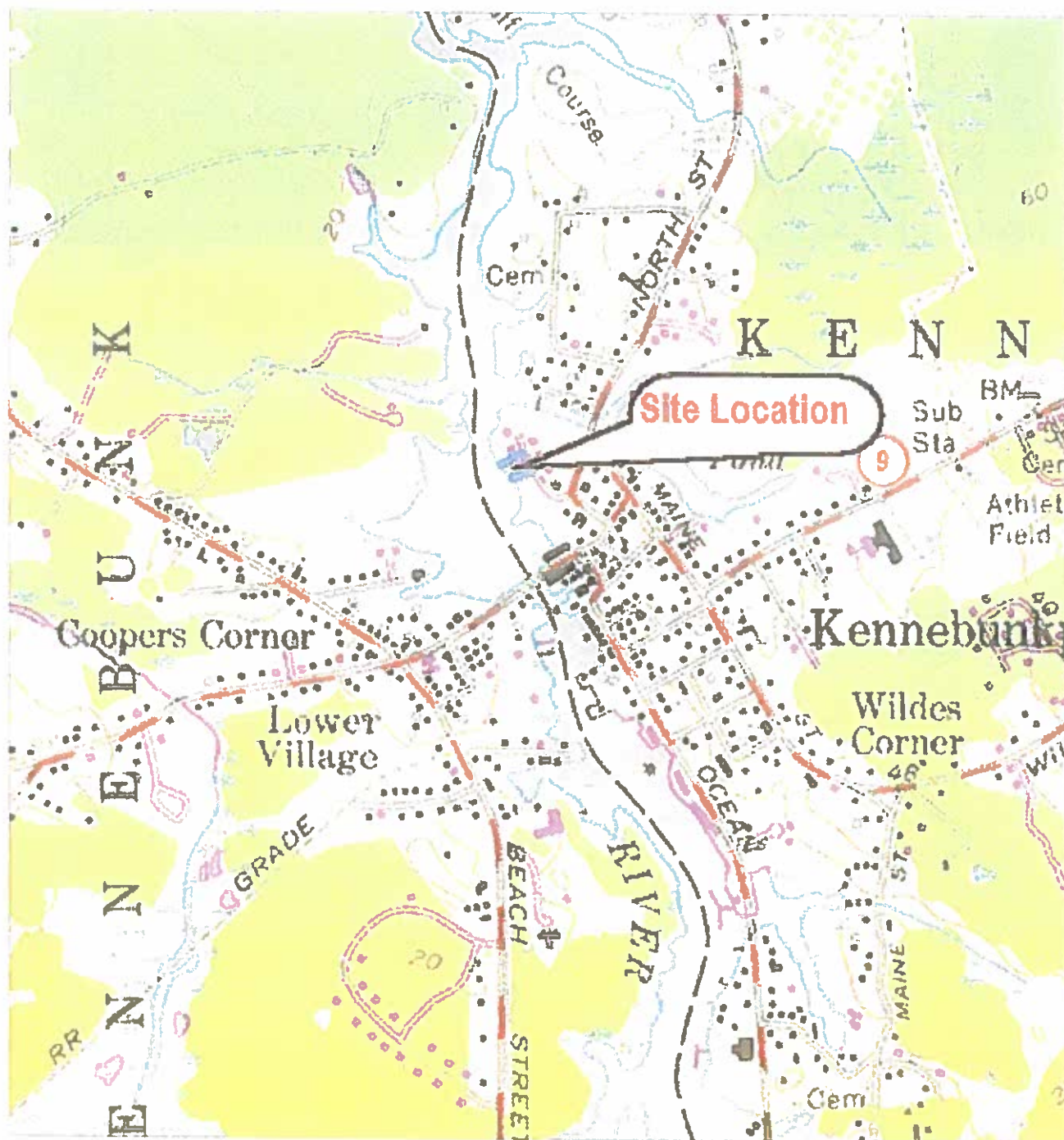
In accordance with Title 38 Section 1022 M.R.S.A., the Kennebunkport Board of Selectmen has received an application for review from Linda Nash. The subject property is located on 8 Church Street, identified as Assessor's Tax Map 11, Block 2, Lot 13. Our records indicate that you own property within 200 feet of the proposed site. A copy of the tax map is enclosed to assist you in locating the proposed site.

The applicant proposes to construct a dock consisting of an access landing that connects to a permanent pier and a seasonal ramp and float. The application is at the Kennebunkport Town Office for review..

All Site Walks regarding the placement of a Wharf, Dock, or Pier are open to the public. The Site Walk for this application is scheduled for Wednesday, January 11, 2017, at 3:00 P.M.


EXHIBIT 3.0

Location Map for Linda Nash, 8 Church Street in Kennebunkport, Maine.



Directions: From downtown Kennebunk, cross the bridge over the Kennebunk River into Kennebunkport. In 500 feet turn left onto Temple Street and continue to the end. Turn left onto Church Street. Subject property is the last on the left before the cul-de-sac.



Notes:			ECO-ANALYSTS, INC. ENVIRONMENTAL CONSULTANTS	
Maine Atlas & Gazetteer Map 3 (Section D-2) 43.363394°N 70.479288°W			P.O. BOX 224 BATH, MAINE 04530 (207) 837-2199 Fax (207) 386-0451 timforrester@comcast.net	
Date:		DWG Name:		
10/7/2016		Nash Site Location		

Nash Tax Map



Town of Kennebunkport,
Maine

Legend

- ☐ Parcels
- ☐ Road Labels
- ☐ Road ROW
- ☐ PrivateWay
- ☐ ROW
- ☐ Road
- ☐ Political Boundary
- ☐ Citations

Notes



1: 2,256

376.0 0 188.00 376.0 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

6

Town of Kennebunk, Maine



Raymond Billings
Harbormaster
Tel: (207) 205-4491
Fax: (207) 985-4619

Re:
Proposed Pier and float for,
Linda Nash
8 Church St.
Kennebunkport, Me.
04046

12/16/16

To Whom It May Concern:

I am unable to perform a site walk scheduled for 1/11/17 for a proposed access pier into the Kennebunk River at 8 Church St. Kennebunkport, but I have reviewed the pending application, and know that area of the river well.

I attended the Kennebunk River Committee meeting when the Committee reviewed the proposed application, and voted to approve it.

As the Harbormaster I agree the proposal indicates good anchorage of the pier, with no safety issues foreseen as the 30ft. ramp and 10 x 20ft. float will be removed in the winter months. The proposed pier location is in the best possible location for the homeowner, with no apparent impediment or disruption of any vessel traffic in the river channel, and it is also in comparison to existing neighboring piers.

If all proper permits, ordinances, and required setbacks Etc. are followed, I accept and approve this proposed pier.

Sincerely,



Raymond Billings

Harbormaster
Town of Kennebunk
1 Summer St
Kennebunk, Me 04043



Agenda Item Divider





Ad-Hoc Senior Advisory Committee

- I. Purpose: The Senior Advisory Committee is an ad-hoc committee of the Board of Selectmen, established on January 12, 2017 for a one year period. The committee will expire January 31, 2018 or when their tasks have been completed, whichever is sooner.

The committee is charged with assisting the Board of Selectmen with the development of a vision and plan for:

1. How the needs of the Kennebunkport senior citizens can be met.
2. What role the Town should have in offering and/or facilitating the delivery of services.
3. Offering recommendations for consideration by the Board of Selectmen including developing a list of programs, services and facilities that could be offered or enhanced and identify how those could be funded and implemented.
4. Identifying a list of current and future needs of senior citizens and how the Town should be prepared to respond to those needs.

II. Appointment:

- a. The Board of Selectmen shall make appointments to this advisory committee.
- b. The committee may consist of at least 5 members, but not more than 7 members.
- c. Committee members shall be residents of the Town of Kennebunkport.

III. Organization:

- a. The Board of Selectmen shall appoint the Chair of the committee.
- b. The chair shall call the meetings to order and set the agenda for each meeting.
- c. The secretary shall record the minutes and actions at each meeting.
- d. Meetings shall be posted via the methods normally used by the Town.

IV. Duties:

The Senior Advisory Committee will:

- a. Establish a liaison with other agencies and town departments which have relevant concerns.
- b. Gather information from seniors and interested entities working on behalf of seniors so that the committee may advise the Board of Selectmen.
- c. Identification of resources needed by resident seniors through partnering with other organizations and agencies, such as medical services, home maintenance, recreation, and senior housing.
- d. An educational effort to inform seniors regarding available services provided by the Town, State, and other agencies.
- e. Identified senior needs within our community that are currently not addressed by Town or other agency services.
 - (a) Needs will be separated into immediate concerns, and potential future issues.
 - (b) The committee will also address the difference between services not available, and those for which seniors may need financial assistance.
- f. Development of a volunteer base which may assist in the delivery of needed services.

The Senior Advisory Committee will provide a written report of their findings to the Board of Selectmen prior to the end of their term.



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Search Kennebunk



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Committee on Aging

This is a new committee, whose members were appointed by the Board of Selectmen on May 24, 2016.

We expect the committee will:

- gather relevant information pertaining to senior citizens residing in Kennebunk, pertaining to:
 - medical services
 - recreation centers for seniors
 - senior residences, nursing homes, rehab centers, hospices
 - nursing services, physician/elder care specialists
 - private groups concerned with elder care
- establish a liaison with other Town committees and departments which have relevant concerns
 - Social Service/GA Department
 - Town Committees (Affordable Housing, Community Garden, Festival, Recreation, Planning Board)
- gather information from seniors and interested entities working on behalf of seniors, so that the committee might advise Town officials about issues of immediate concern

Once the committee is established, committee members could recommend a name for the committee.

Membership

- | | |
|------------------------------|--|
| • Bevan Davies, Chair | • vacancy (2018) |
| • Edward Trainer, Vice Chair | • vacancy (2017) |
| • S. Sassy Smallman | • Karen Winton, General Assistance Rep. (Ex-Officio) |
| • Susan Pettit | • Judy Bernstein, Town Planner Rep. (Ex-Officio) |
| • Christina Bronzetti | • Candice Simeoni, Police Department Rep. (Ex-Officio) |
| • Donna Curtis-Binette | • Alaina LeBlanc Tridente, Chamber Rep. (Ex-Officio) |
| • Marti Hess-Pomber | • L. Blake Baldwin, Selectman Liaison |
| • Judith Metcalf | |
| • vacancy (2019) | |

Meetings

- 4:00 p.m.
- Second Thursday (Fourth Thursday if a second monthly meeting is needed)
- 1 Summer St.
Third Floor
Kennebunk, ME 04043

Agendas & Minutes

Agendas are available prior to the meetings. Minutes are available following approval. [Most Recent Agenda](#) | [View All Agendas and Minutes](#) (these fields will be established when agendas are posted)

Contact Us

Committee on Aging
1 Summer Street
Kennebunk, ME 04043

Town Clerk's Office
Ph: (207) 985-2102 ext. 1326
Fx: (207) 985-4609
[Email](#)

Calendar

Sat, Dec. 30
Committee on Aging Meeting

[View All](#)

Quick Links

- Elder Abuse Institute of Maine
- Centers for Medicare and Medicaid Services
- Family Caregiver Alliance
- Maine Aging and Disability Services: A resource guide
- Maine Council on Aging

[View All](#)

FAQs

- Where can I register to vote?
- Is there legal help for seniors offered for free or at reduced cost?

[View All](#)

[Affordable Housing Committee](#)

[Board of Assessment Review](#)

[Budget Board](#)

[CDBG Advisory Committee](#)

[Committee on Aging](#)

[Community Garden Committee](#)

[Comp. Plan & Zoning Ord. Update Committee](#)

[Conservation & Open Space Planning Commission](#)

[Dog Advisory Committee](#)

[Downtown Committee](#)

[Economic Development Committee](#)

[Energy Efficiency Advisory Committee](#)

[Fair Hearing Authority](#)

[Festival Committee](#)

[Historic Preservation Commission](#)

[Kennebunk River Committee](#)

[Lower Village Committee](#)

[Mathew J. Lanigan Bridge Advisory Committee](#)

[Planning Board](#)

[Recreation Committee](#)

[Shellfish Committee](#)

[Site Plan Review Board](#)

Skate Park Ad-hoc
Committee

Staff Review Committee

Treasure Chest Monitoring
Committee

Tree Committee

Join a Committee

Are you interested in joining this or another Town Committee?

- [Committee List](#)
- [Online Committee Volunteer Form](#)
- [Downloadable Committee Volunteer Form](#)

Forms can also be picked up at the Town Manager's Office and in the Town Office lobby
at:
1 Summer St.
Kennebunk, ME 04043

Engage your community - connect to news, events and information you care about. [View more information...](#)

[Sign In](#)

West Kennebunk Village
Committee

Zoning Board of Appeals



The only village in the world so named.

Town of Kennebunk, ME | 1 Summer St. | Kennebunk, ME 04043 | Ph: (207) 985-2102

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FALMOUTH MAINE

Published on *Falmouth ME* (<http://www.falmouthme.org>)

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Senior Advisory Committee

The Senior Citizen Advisory Committee, created by the Council in November of 2014, was charged to: assist the Town Council with the development of a vision and plan for how the needs of the Falmouth senior citizen community can be met; determine what role the Town should have with offering and/or facilitating the delivery of services and assistance to senior citizens; and offer recommendations for consideration by the Town Council including developing a list of programs, services, and facilities that could be offered or enhanced and identifying how those could be funded and implemented, as well as identifying current and future needs of senior citizens and how the Town should be prepared to respond to those needs.

Key Contact(s):

Board Members:

Jen DeRice
Joel Glass
Catherine L. Hannon
Carol Kauffman
Peggy McGehee
Dolores Vail
Herbert Hartley

Staff Contacts:

Amy Lamontagne

Phone:

207-699-5335

Address

271 Falmouth Road
Falmouth, ME 04105
United States
See map: [Google Maps](#)

Source URL: <http://www.falmouthme.org/senior-advisory-committee>

BOWDOINHAM

ON BEAUTIFUL MERRYMEETING BAY



HOME

GOVERNMENT

LIVING

BUSINESS

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Advisory Committee on Aging Bylaws

TOWN OF BOWDOINHAM

ADVISORY COMMITTEE ON AGING IN BOWDOINHAM

BYLAWS

Adopted November 13, 2012

Amended January 14, 2014

Amended January 13, 2015

I. Purpose

~~The Advisory Committee on Aging will create, where needed, a menu of opportunities to allow people to continue to live in Bowdoinham as they age. The mission of the Advisory Committee on Aging (COA) is to provide services and advocacy that enable older residents of Bowdoinham to live in their homes for as long as possible as well as provide programs geared to keeping older adults active and engaged in the community.~~

II. Appointment

The municipal officers shall make appointments to the Advisory Committee on Aging in Bowdoinham.

The Advisory Committee on Aging in Bowdoinham shall consist of ~~seven~~ at most nine voting members with two ~~alternatives~~ alternates.

The term of each member shall be three years, except the initial appointments which shall be two appointments for one year, two appointments for two years and three appointments for three years. Alternate members shall be appointed for three year terms. All newly designated committee members are to be sworn in by the Town Clerk.

A vote of a quorum may direct the action of the municipal officers to declare a permanent vacancy due to the unexcused absence of a member from three regular meetings of the Advisory Committee on Aging in Bowdoinham in a twelve-month period. When there is a permanent vacancy, the municipal officers shall within 60 days of its occurrence appoint a person to serve for the unexpired term.

III. Qualifications

Each member of the Advisory Committee on Aging in Bowdoinham shall be: a. A legal resident of the Town of Bowdoinham.

IV. Compensation

There shall be no compensation provided for the members of the Advisory Committee on Aging in Bowdoinham.

V. Duties; Responsibilities

The Advisory Committee on Aging in Bowdoinham has accepted, as its priorities the needs reported in the Aging in Bowdoinham Report 2012 and in subsequent findings:

1. Information and referral
2. Increased communication
3. Central gathering place

4. Development of a volunteer base
5. Promotion of inclusiveness

And identified the following duties and responsibilities:

1. Identification of what resources are in place and what could be added.
2. ~~Exploration of what caused W.A.I.T.E. to stop.~~
3. Work in partnership with other organizations.
4. Explore the possibilities of a ~~senior~~ community center.

VI. Organization

The Committee shall elect a chair, vice chair and secretary at the first regular meeting of each year for a one-year term.

The chair shall call the meetings to order and conduct all business. If both the chair and vice-chair are absent, the members present shall choose a chair for that meeting by majority vote.

The secretary shall take the minutes at each meeting. If the secretary is not present or elected, then an individual shall be appointed at each meeting to record minutes.

Any member who has a direct or indirect pecuniary interest or who for other reasons has a bias in any question on which he or she must decide must make full disclosure of that interest or bias on the record and must abstain from voting or attempting to influence a decision in his or her capacity as a member. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged. Such a member may participate as a member of the public.

The chair shall call at least one regular meeting each month unless there are no agenda items for a given regular meeting. The Committee may change the regular meeting day and/or start time by majority vote of its members. The chair may call special meetings when necessary.

Notice of special meetings shall be posted as required by law.

Whether by consensus or by vote, all decisions require at least a quorum of the committee to support it. No meeting shall be held without a quorum consisting of four members. If there be any vacancies, then a quorum shall consist of a simple majority of the current membership. In the event that a quorum is not present, committee may:

§ Reschedule the meeting to another date and adjourn the meeting; or

§ The committee may continue the meeting with the understanding that no official votes will be taken.

Notice of regular, special and rescheduled meetings shall be posted as required by law.

VII. Amendments

Ratification and amendments of these by-laws will be reviewed annually and amendments must be approved by a majority vote of the committee and the Select Board.

Severability

The invalidity of any section or provision of these Bylaws shall not be held to invalidate any other section or provision of these Bylaws.

Originally signed and adopted by the Board of Selectmen on November 13, 2012.

Amended by the Select Board on January 14, 2014.

Amended by the Select Board on January 13, 2015.

Wendy Cunningham, Chair

M. Theresa Turgeon, Vice-Chair

Brian Hobart

Anthony Cox

Douglas Tourtelotte

Attest:

William S. Post, Town Manager

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TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

MAINE'S FINEST RESORT

Memo

December 29, 2016

RE: OrthoImagery Acquisition 2017

From: Werner Gilliam CFM Director of Planning and Development

To: Laurie Smith Town Manager

As part of Kennebunkport's long term capital improvement planning, we have anticipated on a 5-year rotation the acquisition of updated Orthophotography. This high-resolution imagery is used daily by staff and the public primarily thru the Town's online GIS Services. The proposed purchase of updated imagery is done thru the Maine Library of Geographic Information's Orthoimagery Statewide Acquisition Program. The subcontractor obtaining the imagery is Woolpert which has provided these services for the State for many years. This program is designed to leverage state, federal, county and local resources, thus communities that participate in the program save an average of \$20,000 over the cost of acquiring the imagery on their own. In 2012 Kennebunkport was able to purchase 6" Orthophotography for \$5,259. That imagery was then processed by staff employed by the state to project the imagery in Maine State Plane Coordinates which is the coordinate system that all our GIS layers are tied to.

Kennebunkport's price for purchasing the 6" Orthophotography in 2017 is \$5,500. However due to staffing changes the state can no longer offer the processing into Maine State Plane. The additional cost for Woolpert to do the projection conversion is \$3,300, bringing out total cost for updated imagery to \$8,800. This projection conversion is necessary if we want the imagery to work well with all our other data.

The project timeline involves numerous tasks with specific deadlines:

Notice of Intent to Participate	December 30th 2016	Complete
Complete Memorandum of Agreement	January 30th 2016	Pending
1st Half Payment due to State Treasurer \$4,400	February 15th 2016	Pending
Delivery Order to Contractor Completed	March 15th 2016	Pending
Imagery Acquisition	April-May 2017	Pending
2nd Half Payment Due to State Treasurer \$4,400	July 1st 2017	Pending
Imagery Processing and Quality Checks	May -November 2017	Pending
Imagery Delivery	November 2017	Pending

I am requesting authorization to complete the Memorandum of Agreement with the Maine Library of Geographic Information for the Town of Kennebunkport for the acquisition of updated Orthophotography in 2017.



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