

TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda - Amended  
April 13, 2023 @ 6:00 PM  
VILLAGE FIRE STATION  
32 North Street**

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**This is an in-person meeting, but the public may join in Zoom webinar format**

Join by **computer or mobile device** and click on:

<https://us06web.zoom.us/j/81376622933>

or go to **Zoom** and enter the **webinar ID: 813 7662 2933**

By **phone** 1(929) 205 6099 US

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1. Call to Order.
2. Approve the March 23, and March 30, 2023, 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. Review of the St. Ann's easement deed for the June warrant.
5. Review and vote on the proposed warrant articles for Town Meeting in June.
- ~~6. Review of Parks Master Plan Concept Designs.~~
7. Enterprise budget presentations:
  - a. Recreation Special Revenue Budget
  - b. Wastewater Budget
  - c. Cape Porpoise Pier Budget
  - d. Dock Square Parking Lot Budget
  - e. Government Wharf Budget.
8. Consider fee and permit increases.
  - a. Building Permit Fees
  - b. Parking violations and late fees
  - c. Goose Rocks Beach permits

9. Approve the amendments to Pier Road boat launch conditions.
10. Appoint Justin Troiano to the Kennebunk River Committee as a Kennebunkport representative with an expiration date of July, 2023.
11. Consider the renewal liquor license submitted by the Arundel Marine Service d/b/a Arundel Wharf Restaurant, located at 43 Ocean Ave.
12. Accept a \$50.00 donation from an anonymous donor dedicated toward the Nurses' account.
13. Accept a \$500.00 donation from Patricia and Larry Keller dedicated towards the emergency fuel fund.
14. Accept a \$1,000.00 donation from Alisson's restaurant dedicated towards the general assistance fund.
15. Other Business.
16. Approve the April 13, 2023, Treasurer's Warrant.
17. Adjournment.

Town of Kennebunkport  
Board of Selectmen Meeting  
March 23, 2023  
6:00 PM

**MINUTES**

**Selectmen attending in person:** Edward Hutchins, Sheila Matthews-Bull, Jon Dykstra, Michael Weston.

**Selectmen attending via Zoom:** Allen Daggett.

**1. Call to Order:**

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

**2. Approve the March 9, 2023, selectmen meeting minutes and March 16, 2023, joint meeting with the Budget Board minutes:**

**Motion** by Selectman Dykstra, seconded by Selectman Matthews-Bull, to approve the March 9, 2023, selectmen meeting minutes and March 16, 2023, joint meeting with the Budget Board minutes. **Voted:** 5-0. **Motion passed.**

**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):**

No meeting attendees, either in the room or via Zoom, came forward with an issue.

**No motion was necessary. No motion was taken.**

**4. Review the final fiscal year 2024 budgets and make recommendations:**

Town Manager Laurie Smith said that she is requesting that the Board vote tonight on the budget. She noted that in the previous Budget Board meetings, there was concern about the tax rate and inquiries about ways to even that out and reduce it a bit. Suggestions were made regarding additional revenue sources and capital investment, particularly for new waste and recycling bins.

Laurie remarked that the Recreation Health Insurance was the only operational change she is bringing forward. The change is because we have a new employee, which changes the participation rate and allows for that savings without decreasing benefits.

Regarding capital changes, Laurie had several proposals for consideration by the Board:

- The street light fixture replacement project could be done over 5 years instead of 3 years. That would reduce the cost of the project to about \$50,000/year. We are unable to get replacement parts for the fixtures, but if we replace some fixtures, we

## March 23, 2023, BOS Meeting Minutes

can cannibalize those for parts for use with the remaining old fixtures still in use if needed.

- Regarding the waste and recycling bins, with a total one-time cost of \$385,000, we could get a three-year lease spreading the expense across three years but costing the Town an additional \$20,000 in interest over the course of the lease.

To increase revenue, it was requested that the following be examined:

- Increasing building permit fees from \$10 per thousand to \$12 per thousand.
- Increasing parking violation fees by \$7 to make the fee \$60 at Goose Rocks Beach and \$40 for other areas throughout town.
- Increasing the resident, seasonal and visitor daily Goose Rocks Beach parking stickers by \$5 to make them \$10 and \$30, respectively. This could potentially increase annual revenue by \$50,000.
- Transferring \$15,000 of Picavet funds to pay for the Police and Public Health building gutter replacement.
- Increasing the transfer from the Dock Square parking lot account by \$30,000 to pay for the paving of Pearl & Elm Streets.

If all of these changes were adopted, it would mean an estimated total adjustment of \$487,000, decreasing the current estimate of a 29-cent increase in the mil rate to a 15-cent increase.

The Selectmen discussed the building permit fees. Director of Planning and Development, Werner Gilliam, suggested that we could implement a tiered system with the permit fee rate based on the cost of the overall project. Selectman Weston countered that we should keep it simple to eliminate additional work for the Codes and Planning office.

**Motion** by Selectman Weston, seconded by Selectman Hutchins, to increase building permit fees from \$10 per thousand to \$12 per thousand. **Voted:** 4-1. **Motion passed.** Selectman Dykstra asked that the minutes reflect that he is opposed not because he opposes an increase but because he feels it should be a tiered rate increase based on total project cost.

Next, the Selectmen discussed Goose Rocks Beach parking sticker fee increases. They agreed that they would not increase the fee for seasonal resident stickers for the 2023 season because those have already started to sell. But they could increase the fee for non-resident daily stickers.

**Motion** by Selectman Dykstra, seconded by Selectman Weston, to increase the daily parking sticker rate from \$25 to \$35 for the 2023 season. Discussion ensued, starting with Laurie stating that she was more comfortable with \$30 rather than \$35. **Motion amended** by Selectman Dykstra, seconded by Selectman Matthews-Bull, to increase



the daily parking sticker rater from \$25 to \$30 for the 2023 season. **Voted: 5-0. Motion passed.**

The Selectmen then took up the proposal to increase the parking violation rates.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Daggett, to increase the fee to \$60 at Goose Rocks Beach and \$40 for other areas of Town. **Voted: 5-0. Motion passed.**

Next was the suggestion regarding the Picavet funds transfer.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Dykstra, to transfer \$15,000 of Picavet funds to pay for the Police and Public Health building gutter replacement. **Voted: 5-0. Motion passed.**

Last was the plan to transfer Dock Square parking lot funds to pay for the paving.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Weston, to increase the transfer from the Dock Square parking lot account by \$30,000 to pay for the paving of Pearl & Elm Streets. **Voted: 5-0. Motion passed.**

In reference to capital changes, the Selectmen discussed the street light fixture replacement project. Laurie stated that there is a total of 105 streetlights. Eric Labelle informed the selectmen that the fixtures cost \$2,300 each to replace. Laurie explained that this would mean a reduction of \$30,000 per annum if we extended the project from 3 years to 5 years.

**Motion** by Selectman Daggett, seconded by Selectman Weston, to extend the street light replacement project from 3 to 5 years. **Voted: 5-0. Motion passed.**

The Selectmen next discussed leasing the automated waste and recycling bins instead of making a one-time payment upfront for them. Selectman Weston stated that he was against the leasing option. Selectmen Dykstra & Matthews-Bull were more favorable to it as it would lower the tax rate.

**Motion** by Selectman Weston, seconded by Selectman Hutchins, that the Town not use the leasing option for the bin acquisition. **Voted: 3-2. Motion passed.**

Selectman Hutchins asked Laurie if notice and hearing are required for the hourly parking rate at the Dock Square parking lot to be increased for the 2023 season. She replied that notice and hearing are required. She also brought up the concern that some chaser tickets for resident-free parking hours had already been sent out to taxpayers in the community. Changing the rate now might complicate that process. Selectman Hutchins was under the impression that the gates opened late at night, allowing those who stayed in Dock Square late enough to leave the parking lot without paying. Chief Sanford clarified that this is not the case. The parking lot operates 24 x 7 in the summer season, requiring a patron to pay no matter what time they leave the lot.

## March 23, 2023, BOS Meeting Minutes

Laurie revisited the \$20,000 health insurance operational change; the addition of a new employee reduced the cost of benefits by this amount. The Selectmen agreed to accept this.

The Selectmen then proceeded to vote on the various items in the budget by category:

**Motion** by Selectman Daggett, seconded by Selectman Dykstra, to accept General Government Programming Expenses in the amount of \$2,313,526. **Voted: 5-0. Motion passed.**

**Motion** by Selectman Dykstra, seconded by Selectman Matthews-Bull, to accept Public Safety Program Expenses in the amount of \$3,389,796. **Voted: 5-0. Motion passed.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept Health & Welfare Program Expenses in the amount of \$827,319. **Voted: 5-0. Motion passed.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Dykstra, to accept Public Works Program Expenses in the amount of \$1,561,060. **Voted: 5-0. Motion passed.**

**Motion** by Selectman Daggett, seconded by Selectman Dykstra, to accept Recreation, Culture, Contingency & Miscellaneous Program Expenses in the amount of \$680,214. **Voted: 5-0. Motion passed.**

**Motion** by Selectman Daggett, seconded by Selectman Matthews-Bull, to accept Capital Expenses & Reserve Account and Debt Service Payments in the amount of \$3,557,280. **Voted: 5-0. Motion passed.**

### 5. Consider the renewal of liquor licenses submitted by Roma Pizza, 5 Union St:

**Motion** by Selectman Matthews-Bull, seconded by Selectman Dykstra, that the application be accepted.

Selectman Weston brought up that there was a mismatch of addresses in the application. This didn't factor into his approval of the application, but he wanted to be sure that there was no legal issue as these papers are submitted to the State. The Board agreed that they could approve the application provided that the applicant corrects the discrepancy.

Selectman Daggett inquired about a notation on the application made by Werner Gilliam, stating that he preferred the outdoor seating be limited to 12 customers, not 20. Werner explained that his concern was that you couldn't fit more than 12 people in the outdoor designated service area.

**Motion was withdrawn** by Selectman Matthews-Bull.

**Motion** by Selectman Weston, seconded by Selectman Matthews-Bull, that the application be accepted provided that the outside seating be limited to 12 people and that the addresses in the application be corrected. **Voted: 5-0. Motion passed.**

**6. Annual appointment of Town Officers:**

Chairman Hutchins stated that as they still have much to do in this meeting, he did not intend to enumerate the list of those appointed as Town Officers.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Dykstra, to approve the Town Officers as listed. **Voted: 5-0. Motion passed.**

**7. Request from St. Anne's Church for an easement to maintain their seawall:**

Bill Walsh from Walsh Engineering, representing St. Anne's Church, made a presentation including video, pictures, and diagrams showing damage to the seawall at St. Anne's Church from recent storms. Part of the wall itself is on Town property, and access to replace the seawall would necessitate an easement from the Town.

Selectman Weston inquired if an easement from the Town was granted, would that make the Town liable for applying for DEP permits along with St. Anne's. Mr. Walsh stated that it would not.

Selectman Daggett asked if, instead of an easement, the Town could grant a license to access the wall. Laurie responded that a license to do the work would be temporary and could be rescinded by a future Board of Selectmen. In order to be able to access the wall again in the future, should any repairs be required, Mr. Walsh indicated that a permanent easement would be preferred.

Laurie added that a Town Meeting vote would be required to grant the easement.

**Motion** by Selectman Weston, seconded by Selectman Dykstra, that the request for an easement for St. Anne's Church to maintain their seawall be approved and placed for a vote on the written ballot in June. **Voted: 5-0. Motion passed.**

**8. Other Business:**

None of the Selectmen nor Laurie Smith had another other business.

David James, attending the meeting via Zoom, asked Laurie if the budget number changes made at tonight's meeting would be updated for the Budget Board meeting next week. Laurie replied that they would be.

**9. Approve the March 23, 2023, Treasurer's Warrant:**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Dykstra, to approve the March 23, 2023, Treasurer's Warrant. **Voted: 5-0. Motion passed.**

10. **Executive Session per MRSA 1, §405-6C to consider the acquisition of real estate:**
11. **Executive Session per MRSA 1, §405-6E to consult with an attorney concerning pending or contemplated litigation:**

**Motion** by Selectman Dykstra, seconded by Selectman Matthews-Bull, to enter Executive Session per MRSA 1, §405-6C to consider the acquisition of real estate and to consult with an attorney concerning pending or contemplated litigation. **Voted:** 5-0. **Motion passed.**

Selectmen were in Executive Session for 90 minutes. Remotely attending Selectman Daggett did not return from Executive Session.

**Motion** by Selectman Dykstra, seconded by Selectman Matthews-Bull, to exit Executive Session. **Voted:** 4-0. **Motion passed.**

Chairman Hutchins commented that as an action taken from the Executive Session, they are going to schedule a Special Board of Selectmen meeting for next Thursday, March 30, 2023, at 6 PM, to discuss the purchase of land in Kennebunkport.

**12. Adjournment.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Weston, to adjourn. **Voted:** 4-0. **Motion passed.**

Submitted by,  
Dave Powell,  
Technology Specialist

Town of Kennebunkport  
Special Board of Selectmen and Budget Board Meeting  
March 30, 2023  
6:00 PM

## **MINUTES**

**Selectmen attending in person:** Edward Hutchins, Sheila Matthews-Bull, Jon Dykstra, Michael Weston.

**Selectmen attending via Zoom:** Allen Daggett.

**1. Call to Order:**

Selectman Hutchins called the meeting to order at 6:02 PM, noting that Selectman Daggett was attending remotely via Zoom.

April Dufoe called the Budget Board meeting to order, noting that ten board members were present in person, and Michelle Powell was attending remotely via Zoom.

**2. Authorization of Purchase and Sale Agreement, contingent upon Town Meeting approval, for Map 29, Lot 1-3:**

Chairman Hutchins described this proposal as an opportunity for the Town to purchase land to be used as a public boat launch. The Town has come to an agreement with Harold and Louise Mooney, with funds for the purchase to be taken from the Capital Reserve fund. This would not affect the property tax mil rate.

Selectman Dykstra headed a committee to look at possible locations for a public boat ramp and had a short presentation about the committee's efforts. Using the Town GIS, the committee identified 17 potential sites and examined the factors of ownership, tidal range, accessibility, shelter from the ocean, and parking potential. Ideally, they were hoping to find a site to launch both trailered boats and kayaks.

The committee looked at but eliminated sites along the Kennebunk River, as boat and kayak launch opportunities already exist there. They narrowed the search to Cape Porpoise as they wished to provide access to the local commercial fleet and wanted to have access to the Cape Porpoise islands.

The "Langsford Road 1" site was ranked as the most desirable choice. It is on the East side of the road, about a third of a mile from the Cape Porpoise town center, next to the Langsford Road Lobster and Fish House. The property will be used as a Town managed and controlled launch site for trailered boats only. There will be no parking permitted at the site, and it will operate as a "dump and go" or "fetch and go" facility.

Selectman Dykstra, as spokesman for the committee, is recommending that the Langsford Road 1 property be purchased from the Mooneys for the negotiated price of \$275,000, pending voter approval in June.

## March 30, 2023, BOS & Budget Board Meeting Minutes

Budget Board member Allan Evelyn asked if there is additional work that needs to be done to prepare the site and if there were any deeded right of way on the property. Selectman Dykstra replied that the site is currently used as a functional boat ramp, and there is no immediate need for significant work. There are no other deeded rights of way on the property.

Budget Board member Bob Wester asked how the ramp site would be managed. Selectman Dykstra responded that those details remain to be worked out. He and Chairman Hutchins stated that the ramp would be for the use of Town residents and those with moorings at Cape Porpoise only.

Harold Mooney was invited to speak, and he expressed that he was quite pleased to have the opportunity to make this sale to the Town and offer this resource to the community.

April Dufoe asked if the sale had been discussed with the neighbors. Dykstra replied that it had not. April asked for the current balance of the Capital Reserve Account, and Laurie Smith responded that it is approximately \$1.1 million. With this budget expending \$600,000 and the purchase of Mooney's property, there would be approximately \$250,000 remaining in the account.

Audience member John Green spoke at length about the proposal. He thinks the Town purchasing the lot from the Mooneys is a good idea but stressed that managing the boat ramp is critical.

**Motion** by Budget Board member David James, seconded by Bob Wester, to make the Budget Board recommendation to the Selectmen that they authorize the purchase agreement, contingent upon Town Meeting approval. **Voted: 11-0. Motion passed.**

**Motion** by Selectman Dykstra, seconded by Selectman Matthews-Bull, to enter into an agreement to purchase the Mooney's property for \$275,000 contingent upon voter approval. **Voted: 5-0. Motion passed.**

### 3. Adjourn (Board of Selectmen only):

**Motion** by Selectman Dykstra, seconded by Selectman Matthews-Bull, to adjourn the Selectmen's meeting. **Voted: 5-0. Motion passed.**

After a few minutes for the departure of the Selectmen and several audience members, the Budget Board meeting resumed.

**Motion** by Budget Board member David James, seconded by Ki Leffler, to approve the minutes of the previous Budget Board meeting. **Voted: 11-0. Motion passed.**

### 4. Review the final fiscal year 2024 budgets and make recommendations:

Town Manager Laurie Smith walked the Budget Board through the amendments made to the budget by the Board of Selectmen in their last meeting:

## March 30, 2023, BOS & Budget Board Meeting Minutes

- A reduction of \$20,000 in the Parks & Recreation operational budget due to a change in participation in the employee health insurance program.
- On the capital side, the street lights replacement program was reduced by \$30,000 per year – from \$80,000 to \$50,000 – by extending the program length from three years to five years.
- On the revenue side, the Selectmen agreed to increase the building permit fee from \$10 per thousand to \$12 per thousand, which generates \$90,000 in revenue.
- Parking violation fees were increased by \$7 to \$60 for violations at Goose Rocks Beach and \$40 for other areas of Town, generating another \$12,000 in revenue.
- An increase in daily and resident Goose Rocks Beach stickers by \$5, respectively, for the summer of 2024, and an increase by \$5 for daily stickers purchased at kiosks this summer (2023) to generate an additional \$50,000 in revenue.
- A transfer of \$15,000 from the Picavet funds to pay for the gutter replacement at the Public Safety building.
- An increase in the transfer from the Dock Square Parking Lot fund to pay for the paving of Pearl & Elm streets.

That revenue increases by a total of \$197,000 for a total change of \$247,000. This brings the tax rate down from \$6.29 to \$6.22.

Laurie explained that in the previous meeting, the Selectmen did examine the possibility of leasing the waste and recycling bins. The best offer was a lease over a three-year period for an additional \$20,000-\$25,000 in interest above the \$375,000 up-front purchase price. After much discussion, by a 3-2 vote, the Selectmen elected to proceed with the up-front purchase of the bins, saving what would have been the interest payment for other capital needs.

The Budget Board had questions about the lease vs. purchase of the bins. Selectman Weston (representing the majority vote) and Selectman Dykstra (representing the minority vote) briefly explained their respective rationales for voting as they did. There were a few questions and discussions amongst the Budget Board members about the two options.

Laurie Smith went on to describe recent developments in the RSU 21 School Board budget. The School Board is scheduled to meet to discuss and get feedback from the public on April 24<sup>th</sup>.

April Dufoe expressed appreciation to the Budget Board for getting the tax rate reduced by 15 cents from where it started. Her main concern is to keep the rate low so that the voters will be more inclined to approve a new Town Hall and Community Center in place of the old, run-down building that has functioned as the Town Hall for many years. She also thanked the Selectmen for finding ways to increase revenue. She recommended that the Selectmen look into additional ways to increase revenue in the future – for example, having tiered fees for liquor, victualer, and short-term-rental licenses based on the size of the business/number of customers.

## March 30, 2023, BOS & Budget Board Meeting Minutes

Marybeth Gilbert conveyed concern about future years' budgets and the predicted changes to come with per diem firefighters and public safety personnel. Laurie Smith shared Marybeth's concern and stated that one challenge she faces as Town Manager is Kennebunkport's unwillingness to be a regional partner. In her opinion, we need to look at changing the model of service delivery, and she hopes the Town will be open to that.

The Budget Board decided to vote on the budget based on the budget sections:

**Motion** by David James, seconded by Marybeth Gilbert, to approve General Government Program Expenses in the amount of \$2,313,526. **Voted:** 11-0. **Motion passed.**

**Motion** by Allan Evelyn, seconded by David James, to approve Public Safety Program Expenses in the amount of \$3,389,796. **Voted:** 11-0. **Motion passed.**

**Motion** by Carol Cook, seconded by Ki Leffler, to approve Health and Welfare Program Expenses in the amount of \$827,319. **Voted:** 11-0. **Motion passed.**

**Motion** by David James, seconded by David Betses, to approve Public Works Program Expenses in the amount of \$1,561,060. **Voted:** 11-0. **Motion passed.**

**Motion** by Rick Wakeland, seconded by David James, to approve Recreation, Culture, Contingency, and Miscellaneous Program Expenses in the amount of \$680,214. **Voted:** 11-0. **Motion passed.**

**Motion** by David Betses, seconded by Dimitri Michaud, to approve Capital Expenses and Reserve Account and Debt Service Payments in the amount of \$3,557,280. (This amount includes paying for the trash and recycling bins in their entirety in FY2024). **Voted:** 9-2. **Motion passed.**

Laurie Smith said that the Budget Board would not need to meet next week on April 6<sup>th</sup> but should meet on April 13<sup>th</sup> at 6 pm to vote on the Warrant Articles.

### 5. Adjourn:

**Motion** by David James, seconded by Marybeth Gilbert, to adjourn. **Voted:** 11-0. **Motion passed.**

Submitted by,  
Dave Powell,  
Technology Specialist



**MEMORANDUM**

To: Board of Selectmen

Fr: Laurie Smith, Town Manager

Re: St. Anne's request for an easement

Dt: April 10, 2023

During the December 23, 2022, storm, the seawall at St. Anne's church experienced quite a bit of damage. During the initial review and preparation for plans to repair the seawall, it was discovered that a portion of the seawall is on Town property. Before the church can move forward with the repairs, they need to show right, title, and interest in the property before the permitting agencies. Due to the cost and complexity of these permits and repairs, they are seeking an easement to allow them to repair and maintain the wall. The Board of Selectmen voted at your last meeting to place the question on the warrant.

Enclosed in the packet is the proposed easement agreement along with exhibits A & B, which were drafted by the attorney for St. Anne's and reviewed and edited by our team at Drummond Woodsum. The easement deed gives the church the right to repair and maintain the wall and bring it to a new height of 18'. Staff is seeking approval from the BOS, as this will become the legal document that the Town will vote upon.

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## EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the **INHABITANTS OF THE TOWN OF KENNEBUNKPORT**, a municipal corporation existing under the laws of the State of Maine, located in York County, Maine (“Grantor”) and **ST. ANN’S EPISCOPAL CHURCH**, a Maine church corporation, with a mailing address of P. O. Box 44, Kennebunkport, Maine, 04046 (“Grantee”).

WHEREAS, Grantor owns a certain lot or parcel of land situated southerly of Ocean Avenue and in the Town of Kennebunkport, York County, Maine generally in the area known as “Old Fort Beach” being of portion of the land more particularly described in the deed from Henry Parsons to the Town of Kennebunkport dated August 1, 1944 and recorded in the York County Registry of Deeds in Book 1018, Page 179 (the “Grantor’s Property”);

WHEREAS, Grantee owns a certain lot or parcel of land in said Town of Kennebunkport located at 167 Ocean Avenue, Kennebunkport, Maine known as the Rectory parcel described in the deed recorded in the York County Registry of Deeds in Book 9347, Page 225 and an abutting lot or parcel land known as the Church parcel described in the deed recorded in the York County Registry of Deeds in Book 1888, Page 688 (collectively, the “Grantee’s Property”).

WHEREAS, the parties have agreed to the terms and conditions of the following easement rights, to burden the Grantor’s Property and for the benefit of the Grantee’s Property.

NOW THEREFORE, for consideration paid, Grantor hereby GRANTS to Grantee, with Quitclaim Covenant, a non-exclusive permanent easement (the “Easement”) over the portion of Grantor’s Property described on the attached EXHIBIT A and shown on the sketch attached as EXHIBIT B (the “Easement Area”) for (i) the use, maintenance, repair and replacement of a sea wall as presently located on the Grantor’s Property (the “Sea Wall”), at Grantee’s sole cost and expense; and (ii) access to and from Ocean Avenue to the Sea Wall, including access by vehicles, heavy equipment and on foot for said purposes only.

Access over the Easement Area shall be at reasonable times and the Grantee shall have the obligation to obtain approval in advance, except in the event of an emergency, which approval shall not be unreasonably withheld, from the Town of Kennebunkport Select Board or Town Manager without the necessity of a town meeting vote, of (i) the person or persons entering the Easement Area, (ii) the nature of the work to be done and anticipated time line with

the intent of minimizing the impact on the Easement Area. Notwithstanding anything to the contrary in this Easement Agreement nor the maintenance, repair and replacement rights herein, Grantee acknowledges that the location, width, length and general appearance of the Sea Wall shall remain the same or substantially the same as presently constituted and the height of the Sea Wall shall be approximately eighteen (18) feet.

Grantee shall be responsible for obtaining any necessary permits and approvals required for such use or improvements made within the Easement Area, and such use or improvements shall comply with all laws, ordinances, and regulations pertaining thereto.

Grantee's, its agents' or contractors' use of the Easement Area shall be at Grantee's sole risk and Grantee hereby releases Grantor for any liability with respect to, or arising out of such use. Grantee shall indemnify and hold harmless Grantor from and against any and all claims, damages, costs and expenses arising from the use of the Easement by Grantee, its agents or contractors, including without limitation any injury to persons or damage to property. Without limiting the foregoing, Grantee shall repair any damage to the Grantor's Property caused by Grantee's, its agents' or contractors' use of the Easement Area to substantially the same condition as existed prior to such disturbance. The foregoing indemnity shall include an indemnity against any and all reasonable costs of litigation, including without limitation reasonable attorney's fees. Nothing in this paragraph shall constitute a waiver by Grantor of any provision of the Maine Tort Claims Act, 14 M.R.S. §8101 et seq.

Grantee shall not suffer or permit any mechanic's or materialmen's lien to attach to the Grantor's Property. In the event any such lien shall be filed and recorded, Grantee shall promptly take steps to remove such lien in any lawful manner.

Grantor reserves the right to use and enjoy the Grantor Property in any manner that shall not be inconsistent with or interfere with the Easement granted herein.

The Easement is further conveyed SUBJECT TO all rights, privileges, easements, obligations, conditions, covenants, reservations and restrictions set forth in deeds in record title to these areas of land insofar as such rights may be in force and effect.

The Easement herein granted shall run with the land and be binding upon and inure to the benefit of the parties hereto, their respective heirs, successors and assigns.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS THEREOF, the parties have set their hands, under seal, as of the date first

written above.

**INHABITANTS OF THE TOWN OF  
KENNEBUNKPORT**

By: \_\_\_\_\_  
Laurie Smith, Its Town Manager  
Duly authorized by Town Meeting vote

STATE OF MAINE  
COUNTY OF YORK

\_\_\_\_\_, 2023

Then personally appeared the above-named Laurie Smith, Town Manager of the Town of Kennebunkport, and acknowledge the foregoing instrument to be her free act and deed in said capacity,

Before me,

\_\_\_\_\_  
Notary Public

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

My commission expires:

**ST. ANN'S EPISCOPAL CHURCH**

By: \_\_\_\_\_  
Shephard Hill, Its Senior Warden,  
Duly Authorized by Church Vestry vote

STATE OF MAINE  
COUNTY OF YORK

\_\_\_\_\_, 2023

Then personally appeared Shephard Hill, Senior Warden of St Ann's Episcopal Church.  
and acknowledged the foregoing instrument to be his free act and deed in said capacity.

Before me,

\_\_\_\_\_  
Notary Public  
Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## **EXHIBIT A**

Inhabitants of the Town of Kennebunkport  
To  
St. Ann's Episcopal Church  
Ocean Avenue  
Kennebunkport

BEGINNING at a masonry nail set in a stone paver walkway, said masonry nail being located in the northeasterly boundary of land of the Grantee known as the Rectory parcel described in deed recorded in York County Registry of Deeds in Book 9347, Page 225, and at a corner of land of the Grantee known as the Church parcel described in deed recorded in said Registry in Book 1888, Page 688;

THENCE, running South 65° 52' 08" East, by said Rectory parcel of the Grantee, a distance of 43.00 feet to a masonry nail set in the sea wall;

THENCE, continuing South 65° 52' 08" East, by said Rectory parcel of the Grantee, a distance of 7.00 feet to a point near the high water line of the Atlantic Ocean;

THENCE, turning and running across land of the Grantor the following three (3) courses and distances:

1. North 14° 37' 24" East a distance of 67.39 feet;
2. North 63° 11' 06" East a distance of 64.58 feet;
3. North 33° 27' 32" East a distance of 81.70 feet to a point in the apparent southwesterly sideline of Ocean Avenue;

THENCE, turning and running North 57° 52' 00" West, along said Ocean Avenue, a distance of 19.28 feet to a point;

THENCE, turning and running across land of the Grantor the following three (3) courses and distances:

1. South 41° 31' 39" West a distance of 63.39 feet;
2. South 63° 31' 41" West a distance of 55.15 feet;
3. North 66° 50' 57" West a distance of 21.41 feet to a point in the southeasterly boundary of Church parcel of Grantee;

THENCE, turning and running South 23° 08' 53" West, by said Church parcel of the Grantee, a distance of 96.46 feet to the point of beginning.

ENCOMPASSING a permanent easement area of 7,697 square feet.

ALL bearings are oriented to Grid North per Maine State Plane Coordinate System West Zone.

The above description was derived from “Sketch Plan Showing Easement from the Inhabitants of the Town of Kennebunkport to St. Ann’s Episcopal Church, 167 Ocean Avenue, Kennebunkport, Maine” dated March 30, 2023, by Lower Village Survey Co., LLC, attached hereto as Exhibit B. Reference is also made to “Standard Boundary Survey, 167 Ocean Avenue, Kennebunkport, Maine, Owned by St. Ann’s Episcopal Church” dated April 1, 2022, by Lower Village Survey Co., LLC.

The above-described easement is located over land conveyed by Henry Parsons to the Inhabitants of the Town of Kennebunkport by deed dated July 29, 1944, recorded in said Registry in Book 1018, Page 179.

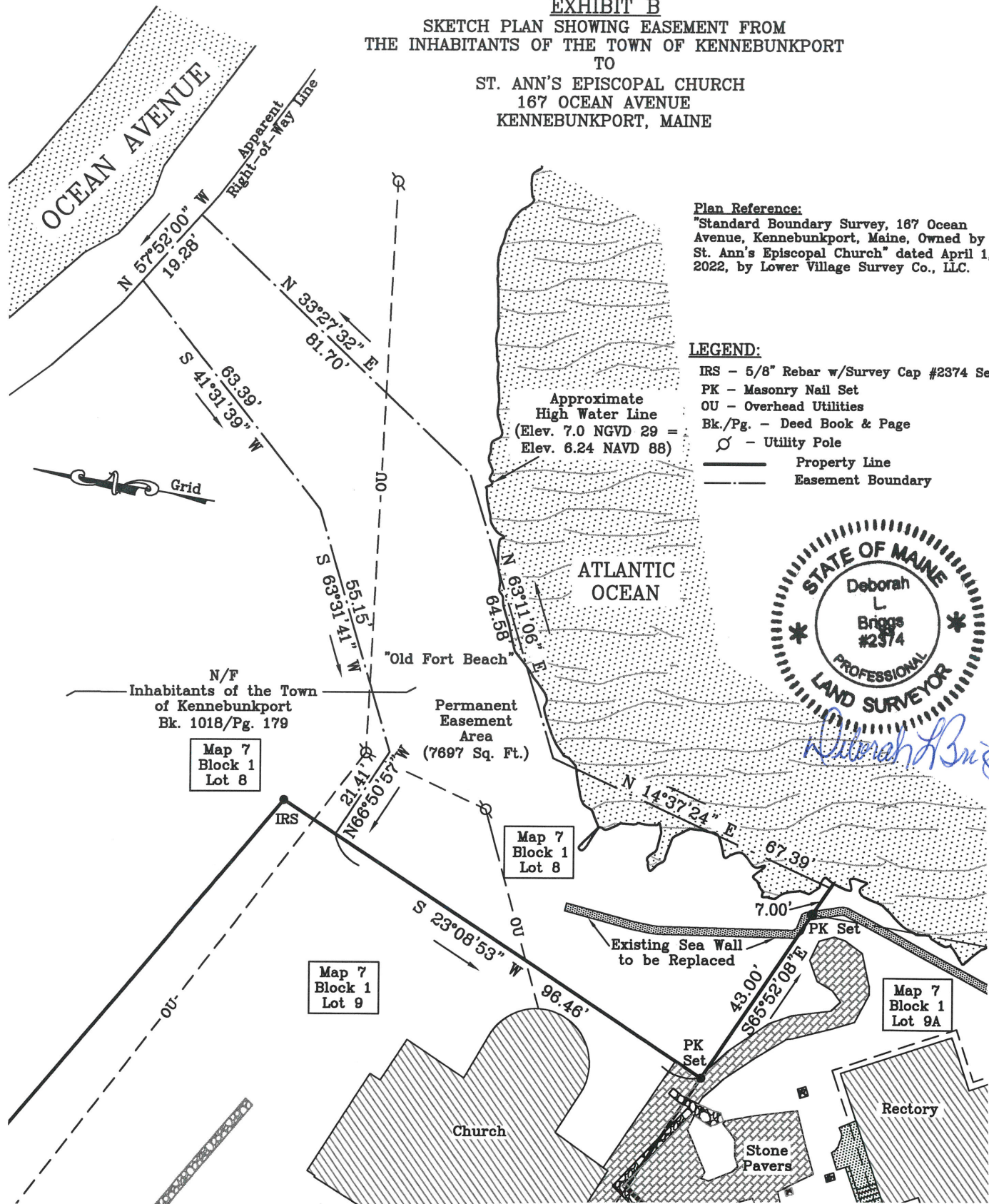
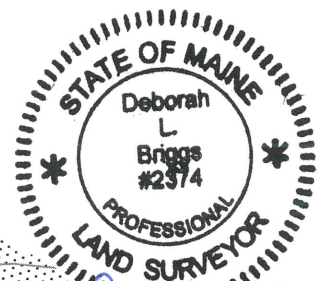


**EXHIBIT B**  
**SKETCH PLAN SHOWING EASEMENT FROM**  
**THE INHABITANTS OF THE TOWN OF KENNEBUNKPORT**  
**TO**  
**ST. ANN'S EPISCOPAL CHURCH**  
**167 OCEAN AVENUE**  
**KENNEBUNKPORT, MAINE**

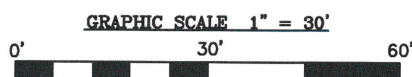
**Plan Reference:**  
 "Standard Boundary Survey, 167 Ocean Avenue, Kennebunkport, Maine, Owned by St. Ann's Episcopal Church" dated April 1, 2022, by Lower Village Survey Co., LLC.

**LEGEND:**

IRS - 5/8" Rebar w/Survey Cap #2374 Set  
 PK - Masonry Nail Set  
 OU - Overhead Utilities  
 Bk./Pg. - Deed Book & Page  
 ⦿ - Utility Pole  
 ——— Property Line  
 - - - Easement Boundary



Date: March 30, 2023  
 File No. 121-111  
 167 Ocean Ave SAEC  
 Esmt Deed Exh B



Prepared By  
 LOWER VILLAGE SURVEY CO., LLC  
 13 Western Avenue  
 Kennebunk, Maine

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**TOWN OF KENNEBUNKPORT**

**WARRANT  
ANNUAL TOWN MEETING  
June 13 and 17, 2023**

State of Maine

County of York, SS.

To: Rebecca Nolette, Constable of the Town of Kennebunkport, in the County of York, State of Maine.

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 and State of the Town Meeting described in this warrant.

**GREETINGS:**

To the voters of Kennebunkport: You are hereby notified that the Annual Town Meeting of this municipality will be held at Village Fire Station, located at 32 North Street, in said Town on Tuesday, June 13, 2023, at 8:00 a.m. for the purpose of acting on Articles numbered one a (1a) and one (1) 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 13, 2023, 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 gymnasium of the Kennebunkport Consolidated School located at 25 School Street on Saturday, June 17, 2023, at 9:00 a.m. for the purpose of acting on Articles numbered 2 through 12 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: one (1) Selectmen, for a term of three years and one (1) Director of Regional School Unit No. 21, for a term of three years; and to vote on the following referendum questions 1-6.

*For each Question 1 through 6, 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 THE KENNEBUNKPORT TOWN CODE,**  
**CHAPTER 5 – ADMINISTRATIVE CODE**

**Shall an ordinance entitled “June 2023 Amendment to the Administrative Code - Boards and Committees” be enacted?**

[Note of explanation: This amendment seeks to change the composition of the Cape Porpoise Pier Committee by having at least 75% of the membership made up of Commercial Fisherman instead of 75% of registered voters of Kennebunkport. It also adds a definition of Commercial fisherman.]

\*\*\*\*\*

**QUESTION 2**  
**AMENDMENT TO THE KENNEBUNKPORT TOWN CODE,**  
**CHAPTER 5 - ADMINISTRATIVE CODE**

**Shall an ordinance entitled “June 2023 Amendment to Administrative Code - Annual and Special town Meetings” be enacted?**

[Note of explanation: This amendment changes annual town meeting from the Saturday following the 2<sup>nd</sup> Tuesday in June to the Wednesday evening following the 2<sup>nd</sup> Tuesday in June.]

\*\*\*\*\*

**QUESTION 3**  
**AMENDMENT TO THE KENNEBUNKPORT TOWN CODE**  
**CHAPTER 240 - LAND USE ORDINANCE –**  
**TERMINOLOGY, ACCESSORY APARTMENTS**

**Shall an ordinance entitled “June 2022 Amendment to Kennebunkport Town Code, Chapter 240 -Terminology (regarding Accessory Apartments)” be enacted?**

[Note of explanation: This amendment would revise the standards that govern Accessory Apartments, for the principal purpose of bringing them into compliance with a recently enacted state law governing housing also known as LD 2003.]

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**QUESTION 4**  
**AMENDMENT TO KENNEBUNKPORT TOWN CODE,**  
**CHAPTER 240 - LAND USE ORDINANCE – TOWN-WIDE REGULATIONS**  
**(PRIVATE ROAD CONSTRUCTION)**

**Shall an ordinance entitled “June 2022 Amendment to the Kennebunkport Town Code, Chapter 240 – Land Use Ordinance – Town-wide Regulations (private road construction)” be enacted?**

[Note of explanation: This amendment would add performance standards and technical diagrams regarding turn around requirements for new or expanded private roads. The turnaround requirements are based on the needs of a new ladder truck for which the town has entered into a lease purchase arrangement.]

\*\*\*\*\*

**QUESTION 5**  
**AUTHORIZE EASEMENT DEED FOR ST. ANN’S EPISCOPAL CHURCH**

Shall the Town grant an easement over Town-owned property from Ocean Avenue over Old Fort Avenue (Map 7/Block 1/Lot 8) to St. Ann’s Episcopal Church for the Church to reconstruct and perform ongoing maintenance of the existing seawall.

[Note of explanation: This would grant St. Ann’s Episcopal Church an easement to access the seawall for maintenance and reconstruction.]

***Selectmen recommend adoption of this article– Voted: \_\_\_\_\_***

***Budget Board recommends adoption of this article – Voted: \_\_\_\_\_***

\*\*\*\*\*

**QUESTION 6**  
**AUTHORIZE PURCHASE & SALE AGREEMENT TO PURCHASE LAND ON**  
**LANGSFORD ROAD FOR BOAT ACCESS**

Shall the Town expend \$275,000 from the Capital Reserve Account to purchase a ~0.1-acre parcel of land situated on Langsford Road at Map 29/Block 1/Lot 3 to provide boat access to Cape Porpoise Harbor for Town residents and Cape Porpoise mooring holders?

[Note of explanation: This would authorize the Board of Selectmen to purchase land situated on Langsford Road to provide boat access to Cape Porpoise Harbor. This purchase would not increase the tax rate because the funds will come from the Capital Reserve Fund.]

\*\*\*\*\*

**ARTICLE 2:** To see if the Town will vote to approve the following:

- A. 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.
- B. 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.
- C. To make all real and personal property taxes due and payable upon presentment of bills and to charge eight percent (8.00%) per annum on the first half if unpaid after September 11, 2023 (or 45 days after the date of commitment if commitment is after July 21, 2023) and on the second half if unpaid after March 10, 2024.
- D. To set the interest rate to be paid by the Town on abated taxes at eight percent (8.00%) for the fiscal year 2024.
- E. To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers establishing a “tax club” payment plan for commercial and/or residential real estate property taxes. (*Explanation: This article allows the Town to establish a tax club for citizens, similar to a Christmas club. Citizens establish a payment plan so that they can make monthly payments throughout the year without risk of penalties or interest charges.*)

**Selectmen recommend adoption of this article– Voted: \_\_\_\_\_**

**ARTICLE 3:** To see if the Town will vote to approve the following:

- A. To authorize the Selectmen to pay for tax abatements and applicable interest granted during the fiscal year of 2023/2024 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.*)
- B. 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?

- C. To authorize the Selectmen to carry forward unencumbered surplus fund balances on June 30, 2024, for the purposes originally appropriated and to appropriate such fund balances for such purposes to the extent the Selectmen deem advisable, such determination to be made at a properly noticed meeting of the Board of Selectmen.

***Selectmen recommend adoption of this article– Voted: \_\_\_\_\_***

***Budget Board recommends adoption of this article – Voted: \_\_\_\_\_***

**ARTICLE 4:** To see if the Town will vote to approve the following:

- A. To authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.
- B. 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.
- C. 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: \_\_\_\_\_***

**ARTICLE 5:** To see what sum the Town will vote to raise and appropriate for General Government Program expenses.

**Amount requested: \$2,313,526**

*Selectmen recommend adoption of this article– Voted 5-0*

*Budget Board recommends adoption of this article – Voted 11-0*

Article # 5 General Government Program Expenses				
	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Administration				
Salaries & Wages	623,106	682,717	682,717	59,611
Selectmen	16,620	17,118	17,118	498
Town Meeting	5,350	7,370	7,370	2,020
Overtime	2,000	3,000	3,000	1,000
FICA	51,715	57,784	57,784	6,069
MSRS	63,761	65,937	65,937	2,176
ICMA	21,138	26,542	26,542	5,404
Health	168,894	166,784	166,784	(2,110)
Dues & Fees	16,500	18,350	18,350	1,850
Travel & Meetings	10,000	11,500	11,500	1,500
Training & Education	6,625	7,000	7,000	375
Contingency	8,000	8,500	8,500	500
Electricity	4,000	4,800	4,800	800
Phone/Internet	12,500	13,700	13,700	1,200
Heating Fuel	4,125	9,775	9,775	5,650
Water	420	420	420	0
Printing	3,500	4,500	4,500	1,000
Advertising	1,500	1,500	1,500	0
Expert/Professional	50,000	5,500	5,500	(44,500)
Audit	17,500	20,750	20,750	3,250
Technology/Software	31,745	41,450	41,450	9,705
Credit Card Fees	5,000	1,500	1,500	(3,500)
Office Supplies	12,500	12,500	12,500	0
Postage	16,000	14,000	14,000	(2,000)
Photocopier	8,540	7,000	7,000	(1,540)
Town Clerk	0	5,600	5,600	5,600
Computers	0	3,000	3,000	3,000
Ballot Machine	7,500	5,000	5,000	(2,500)
Buildings	10,000	9,000	9,000	(1,000)
Town Meeting Expenses	1,500	1,500	1,500	0
Total Administration	1,180,039	1,234,097	1,234,097	54,058



**Article # 5 General Government Program Expenses - continued**

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Zoning Board of Appeals				
Salaries & Wages	300	0	0	(300)
FICA	25	0	0	(25)
Training & Education	200	0	0	(200)
Advertising	500	0	0	(500)
<i>Total Zoning Board of Appeals</i>	<i>1,025</i>	<i>0</i>	<i>0</i>	<i>(1,025)</i>
Conservation Commission				
Expert/Professional	0	5,200	5,200	5,200
Office Supplies	1,350	0	0	(1,350)
<i>Total Conservation Commission</i>	<i>1,350</i>	<i>5,200</i>	<i>5,200</i>	<i>3,850</i>
Growth Planning Committee				
Expert/Professional	2,500	0	0	(2,500)
<i>Total Growth Planning Committee</i>	<i>2,500</i>	<i>0</i>	<i>0</i>	<i>(2,500)</i>
Legal Fees				
Ordinance Development	10,000	10,000	10,000	0
Ordinance Compliance	10,000	10,000	10,000	0
Enforcement & Appeals	30,000	30,000	30,000	0
Administration & General Ser	10,000	20,000	20,000	10,000
Personnel & Union	5,000	5,000	5,000	0
Special Proj & Contracts	3,000	5,000	5,000	2,000
<i>Total Legal</i>	<i>68,000</i>	<i>80,000</i>	<i>80,000</i>	<i>12,000</i>
Insurance				
RHSP	9,127	16,499	16,499	7,372
HRA & Fees	62,271	60,456	60,456	(1,815)
Workers Comp	82,000	85,100	85,100	3,100
Unemployment	4,000	4,000	4,000	0
Liability	42,500	43,620	43,620	1,120
Fleet	27,150	26,709	26,709	(441)
Public Officials	6,050	6,620	6,620	570
<i>Total Insurance</i>	<i>233,098</i>	<i>243,004</i>	<i>243,004</i>	<i>9,906</i>
Community Development				
Salaries & Wages	17,000	8,000	8,000	(9,000)
FICA	1,301	612	612	(689)
Travel & Meetings	100	0	0	(100)
Phone/Internet	9,200	7,100	7,100	(2,100)
Newsletter	5,800	5,800	5,800	0
Website	10,000	5,000	5,000	(5,000)
Expert/Professional	0	1,000	1,000	1,000
Operating Supplies	1,000	1,000	1,000	0
<i>Total Community Development</i>	<i>44,401</i>	<i>28,512</i>	<i>28,512</i>	<i>(15,889)</i>
Planning & Development				
Salaries & Wages	404,111	441,563	441,563	37,452
Overtime	1,000	1,000	1,000	0
Article # 5 General Government Program Expenses - continued				

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
FICA	32,193	35,020	35,020	2,827
MSRS	29,071	30,918	30,918	1,847
ICMA	7,928	7,412	7,412	(516)
Health	81,547	85,687	85,687	4,140
Dues & Fees	6,184	5,813	5,813	(371)
Travel & Meetings	4,200	4,200	4,200	0
Training & Education	2,700	2,900	2,900	200
Phone/Internet	4,100	5,200	5,200	1,100
Advertising	3,100	3,600	3,600	500
Expert/Professional	54,860	35,500	35,500	(19,360)
Technology/Software	11,661	35,000	35,000	23,339
GIS/Maps	14,400	16,950	16,950	2,550
Abstracts	1,000	1,000	1,000	0
Office Supplies	1,500	1,500	1,500	0
Postage	1,300	4,000	4,000	2,700
Photocopier	0	1,500	1,500	1,500
Computers	0	2,500	2,500	2,500
Gas	575	650	650	75
Vehicles & Equipment	800	800	800	0
<i>Total Planning &amp; Development</i>	<i>662,230</i>	<i>722,713</i>	<i>722,713</i>	<i>60,483</i>
<b>Total General Government</b>	<b>2,192,643</b>	<b>2,313,526</b>	<b>2,313,526</b>	<b>120,883</b>

**ARTICLE 6:** To see what sum the Town will vote to raise and appropriate for Public Safety Program expenses.

***Amount requested \$3,389,796***

***Selectmen recommend adoption of this article– Voted 5-0***

***Budget Board recommends adoption of this article – Voted 11-0***

<b>Article # 6 Public Safety Program Expenses</b>
---

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Police Dept				
Salaries & Wages	1,129,922	1,162,607	1,162,607	32,685
Summer Salaries	5,440	5,600	5,600	160
Overtime	74,205	78,441	78,441	4,236
FICA	95,089	98,758	98,758	3,669
MSRS	167,851	149,787	149,787	(18,064)
ICMA	26,101	36,504	36,504	10,403
Health	311,062	347,503	347,503	36,441

<b>Article # 6 Public Safety Program Expenses - continued</b>
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	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)

Dues & Fees	2,500	2,500	2,500	0
Travel & Meetings	1,300	1,300	1,300	0
Training & Education	8,500	8,500	8,500	0
Vaccine	500	500	500	0
Uniforms	10,500	10,500	10,500	0
Physicals	200	200	200	0
Phone/Internet	22,825	26,200	26,200	3,375
Printing	1,000	1,000	1,000	0
Advertising	300	300	300	0
Expert/Professional	2,352	0	0	(2,352)
Technology/Software	3,000	3,800	3,800	800
Office Supplies	3,000	3,000	3,000	0
Operating Supplies	5,450	5,450	5,450	0
Equipment	6,000	6,000	6,000	0
Postage	1,000	1,000	1,000	0
Photocopier	1,697	1,697	1,697	0
Ammunition Targets	3,000	3,000	3,000	0
Gas	23,375	29,250	29,250	5,875
Vehicles & Equipment	8,500	8,500	8,500	0
<i>Total Police</i>	<i>1,914,669</i>	<i>1,991,897</i>	<i>1,991,897</i>	<i>77,228</i>
<b>Communications</b>				
Salaries & Wages	263,068	270,204	270,204	7,136
Overtime	41,324	42,564	42,564	1,240
FICA	23,651	24,640	24,640	989
MSRS	23,948	23,977	23,977	29
ICMA	4,779	4,325	4,325	(454)
Health	80,472	76,287	76,287	(4,185)
Training & Education	1,000	1,000	1,000	0
Uniforms	800	800	800	0
Electricity	9,000	11,000	11,000	2,000
Phone/Internet	2,640	2,800	2,800	160
Heating Fuel	3,500	8,000	8,000	4,500
Water	595	595	595	0
Printing	100	100	100	0
Expert/Professional	14,925	0	0	(14,925)
Technology/Software	5,860	21,850	21,850	15,990
Maintenance Contracts	90,893	96,349	96,349	5,456
Office Supplies	1,000	1,000	1,000	0
Operating Supplies	750	750	750	0
Buildings	9,000	9,000	9,000	0
Radio Maintenance	500	500	500	0
Radio Replacement	500	500	500	0
<i>Total Communications</i>	<i>578,305</i>	<i>596,241</i>	<i>596,241</i>	<i>17,936</i>
<b>Article # 6 Public Safety Program Expenses - continued</b>				

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Fire Dept				
Salaries & Wages	151,936	157,975	157,975	6,039

Call Firefighters	100,000	105,000	105,000	5,000
FICA	19,589	20,443	20,443	854
MSRS	3,436	3,539	3,539	103
ICMA	4,123	4,247	4,247	124
Health	22,773	23,561	23,561	788
Dues & Fees	600	600	600	0
Travel & Meetings	300	300	300	0
Training & Education	6,000	6,000	6,000	0
Vaccine	500	500	500	0
Uniforms	500	500	500	0
Physicals	1,500	1,500	1,500	0
Recognition	4,500	5,500	5,500	1,000
Electricity	6,906	7,100	7,100	194
Phone/Internet	9,120	8,000	8,000	(1,120)
Heating Fuel	16,850	26,300	26,300	9,450
Water	550	550	550	0
Advertising	50	50	50	0
Expert/Professional	996	0	0	(996)
Technology/Software	4,100	4,350	4,350	250
Supplemental Insurance	2,380	2,380	2,380	0
Office Supplies	1,500	1,500	1,500	0
Equipment	5,700	5,700	5,700	0
Postage	200	200	200	0
Photocopier	585	585	585	0
Computers	0	1,500	1,500	1,500
Dry Hydrants	0	1,000	1,000	1,000
Gas	1,650	1,950	1,950	300
Diesel	3,000	5,850	5,850	2,850
Personal Protective Equipment	6,000	6,000	6,000	0
Buildings	7,500	8,000	8,000	500
Vehicles & Equipment	22,500	23,000	23,000	500
Goose Rocks Fire	26,068	26,850	26,850	782
Cape Porpoise Fire	21,546	22,192	22,192	646
<i>Total Fire</i>	<i>452,958</i>	<i>482,722</i>	<i>482,722</i>	<i>29,764</i>
<b>KEMS</b>				
KEMS	200,000	250,000	250,000	50,000
<i>Total KEMS</i>	<i>200,000</i>	<i>250,000</i>	<i>250,000</i>	<i>50,000</i>
<b>Emergency Management</b>				
Operating Supplies	1,500	1,500	1,500	0
<i>Total Emergency Management</i>	<i>1,500</i>	<i>1,500</i>	<i>1,500</i>	<i>0</i>

**Article # 6 Public Safety Program Expenses – continued**

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Animal Control Officer				
Salaries & Wages	5,464	5,628	5,628	164
FICA	418	431	431	13
Travel & Meetings	700	100	100	(600)

Operating Supplies	600	600	600	0
Animal Welfare Society	4,829	5,500	5,500	671
<i>Total Animal Control</i>	<i>12,011</i>	<i>12,259</i>	<i>12,259</i>	<i>248</i>
<b>Harbormaster</b>				
Salaries & Wages	14,481	14,011	14,011	(470)
FICA	1,130	1,093	1,093	(37)
MSRS	1,477	1,429	1,429	(48)
ICMA	290	280	280	(10)
Health	5,228	5,278	5,278	50
River Harbormaster	29,294	33,086	33,086	3,792
<i>Total Harbormaster</i>	<i>51,900</i>	<i>55,177</i>	<i>55,177</i>	<i>3,277</i>
<b>Total Public Safety</b>	<b>3,211,343</b>	<b>3,389,796</b>	<b>3,389,796</b>	<b>178,453</b>

**ARTICLE 7:** To see what sum the Town will vote to raise and appropriate for Health & Welfare Program expenses.

***Amount requested: \$827,319***

***Selectmen recommend adoption of this article– Voted 5-0***

***Budget Board recommends adoption of this article – Voted 11-0***

Article # 7 Health & Welfare Program Expenses				
	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Solid Waste				
Salaries & Wages	1,846	1,901	1,901	55
FICA	141	145	145	4
Tipping Fees	200,000	200,000	200,000	0
Curbside Waste	209,589	213,781	213,781	4,192
Curbside Recycling	37,500	37,500	37,500	0
Recycling Pickup	105,060	107,161	107,161	2,101
Operating Supplies	1,000	1,000	1,000	0
Unacceptable Waste	7,000	7,500	7,500	500
Monitoring	16,300	14,000	14,000	(2,300)
Total Solid Waste	578,436	582,988	582,988	4,552

**Article # 7 Health & Welfare Program Expenses - continued**

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Public Health				
Salaries & Wages	133,526	137,539	137,539	4,013
FICA	10,797	11,110	11,110	313
MSRS	8,890	9,157	9,157	267
ICMA	2,615	2,693	2,693	78
Health	5,000	5,000	5,000	0
Travel & Meetings	1,000	1,000	1,000	0
Training & Education	600	600	600	0
Wellness	300	300	300	0
Electricity	750	850	850	100
Phone/Internet	1,770	600	600	(1,170)
Heating Fuel	1,313	1,875	1,875	562
Expert/Professional	558	0	0	(558)
Technology/Software	1,200	700	700	(500)
Office Supplies	1,000	1,000	1,000	0
Operating Supplies	1,500	1,500	1,500	0
Postage	75	75	75	0
Photocopier	468	468	468	0
Buildings	1,000	1,000	1,000	0
Vehicle	200	200	200	0
Unacceptable Waste	800	800	800	0
Water Quality	500	500	500	0
COVID Supplies	5,000	2,000	2,000	(3,000)
Total Public Health	178,862	178,967	178,967	105
Welfare				
Training & Education	260	260	260	0
Office Supplies	75	75	75	0
Welfare	2,000	2,000	2,000	0
Total Welfare	2,335	2,335	2,335	0
Social Services				
YC Community Action	4,000	4,000	4,000	0
Caring Unlimited	1,089	1,089	1,089	0
ME Behavioral Healthcare	3,500	3,850	3,850	350
Kids Free to Grow	750	825	825	75
So ME Agency on Aging	2,000	2,200	2,200	200
American Red Cross	500	500	500	0
YC Shelters	5,000	5,000	5,000	0
Sexual Assault Response Servic	1,000	1,100	1,100	100
Church Community Outreach Serv	3,000	3,300	3,300	300
Lifeflight	868	908	908	40
MaineHealth Care at Home	1,000	1,000	1,000	0
Total Social Services	22,707	23,772	23,772	1,065

**Article # 7 Health & Welfare Program Expenses - continued**

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Shellfish Conservation				
Salaries & Wages	2,712	2,793	2,793	81
FICA	207	214	214	7
Travel & Meetings	250	250	250	0
Total Shellfish Conservation	3,169	3,257	3,257	88
Public Restrooms				
Dock Square Restrooms	30,000	30,000	30,000	0
Public Facility Upgrade	6,000	6,000	6,000	0
Total Public Restrooms	36,000	36,000	36,000	0
Total Health & Welfare	821,509	827,319	827,319	5,810

**ARTICLE 8:** To see what sum the Town will vote to raise and appropriate for the Public Works Program expenses.

***Amount requested: \$1,561,060***

***Selectmen recommend adoption of this article– Voted 5-0***

***Budget Board recommends adoption of this article – Voted 11-0***

<b>Article # 8 Public Works Program Expenses</b>
--

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Highway Dept				
Salaries & Wages	551,269	617,913	617,913	66,644
Overtime	46,441	47,834	47,834	1,393
Part-Time	10,240	10,240	10,240	0
FICA	48,099	52,923	52,923	4,824
MSRS	58,154	62,986	62,986	4,832
ICMA	11,608	13,416	13,416	1,808
Health	200,096	206,528	206,528	6,432
Travel & Meetings	0	800	800	800
Training & Education	0	5,000	5,000	5,000
Uniforms	5,220	5,220	5,220	0
Electricity	5,200	5,700	5,700	500
Phone/Internet	4,910	5,600	5,600	690
Heating Fuel	2,100	4,250	4,250	2,150
Advertising	500	500	500	0
Expert/Professional	7,248	6,000	6,000	(1,248)
Technology/Software	4,010	7,250	7,250	3,240
Rentals	7,600	4,000	4,000	(3,600)
Street Marking	9,500	10,000	10,000	500

<b>Article # 8 Public Works Program Expenses - continued</b>
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	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)

Alarms	300	300	300	0
Office Supplies	600	1,500	1,500	900
Operating Supplies	6,000	5,500	5,500	(500)
Equipment	6,000	6,000	6,000	0
Postage	0	600	600	600
Photocopier	380	400	400	20
Culverts	2,000	2,000	2,000	0
Gravel	2,000	2,000	2,000	0
Salt	70,000	85,800	85,800	15,800
Liquid Road Treatment	12,900	15,050	15,050	2,150
Patch	5,000	5,000	5,000	0
Signs	6,000	6,500	6,500	500
Tools	2,500	2,500	2,500	0
Gas	11,825	16,250	16,250	4,425
Diesel	30,000	45,000	45,000	15,000
Safety Equipment	1,000	1,000	1,000	0
Parks & Open Space Supplies	4,000	4,000	4,000	0
Buildings	6,000	6,000	6,000	0
Vehicles & Equipment	63,000	63,000	63,000	0
<i>Total Public Works</i>	<i>1,201,700</i>	<i>1,334,560</i>	<i>1,334,560</i>	<i>132,860</i>
<b>Hydrants</b>				
Fire Hydrants	144,324	144,324	144,324	0
<i>Total Hydrants</i>	<i>144,324</i>	<i>144,324</i>	<i>144,324</i>	<i>0</i>
<b>Shade Tree</b>				
Shade Tree Warden	633	652	652	19
FICA	48	50	50	2
Expert/Professional	2,500	2,500	2,500	0
Technology/Software	0	80	80	80
Planting	2,000	2,000	2,000	0
Tree Treatment	23,000	23,000	23,000	0
Cutting & Pruning	10,000	10,000	10,000	0
Fertilizing	3,000	3,000	3,000	0
Miscellaneous	500	500	500	0
<i>Total Shade Tree</i>	<i>41,681</i>	<i>41,782</i>	<i>41,782</i>	<i>101</i>
<b>Street Lights</b>				
Electricity	7,000	8,253	8,253	1,253
Expert/Professional	12,000	12,000	12,000	0
Operating Supplies	5,000	5,000	5,000	0
<i>Total Street Lights</i>	<i>24,000</i>	<i>25,253</i>	<i>25,253</i>	<i>1,253</i>
<b>Cemetery</b>				
Salaries & Wages	5,764	5,937	5,937	173
FICA	441	454	454	13
Cutting & Pruning	2,250	2,250	2,250	0
<b>Article # 8 Public Works Program Expenses - continued</b>				

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Miscellaneous	2,400	2,400	2,400	0
Arundel Cemetery	4,100	4,100	4,100	0



<i>Total Cemetery</i>	<i>14,955</i>	<i>15,141</i>	<i>15,141</i>	<i>186</i>
<b>Total Public Works</b>	<b>1,426,660</b>	<b>1,561,060</b>	<b>1,561,060</b>	<b>134,400</b>

**ARTICLE 9:** To see what sum the Town will vote to raise and appropriate for Recreation, Culture, Contingency and Miscellaneous Program expenses.

*Amount requested: \$680,214*

*Selectmen recommend adoption of this article– Voted 5-0*

*Budget Board recommends adoption of this article – Voted 11-0*

<b>Article # 9 Recreation, Culture, Contingency &amp; Miscellaneous Program Expenses</b>
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	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Recreation				
Salaries & Wages	195,437	199,784	199,784	4,347
Overtime	2,000	3,000	3,000	1,000
FICA	15,468	15,886	15,886	418
MSRS	20,141	20,687	20,687	546
ICMA	4,798	4,870	4,870	72
Health	77,557	45,536	45,536	(32,021)
Dues & Fees	970	1,015	1,015	45
Travel & Meetings	2,500	2,500	2,500	0
Training & Education	2,160	2,125	2,125	(35)
Uniforms	300	400	400	100
Electricity	3,500	4,000	4,000	500
Phone/Internet	4,775	4,200	4,200	(575)
Heating Fuel	120	120	120	0
Water	340	340	340	0
Advertising	0	200	200	200
Expert/Professional	4,079	800	800	(3,279)
Technology/Software	1,200	2,750	2,750	1,550
Office Supplies	1,350	1,350	1,350	0
Operating Supplies	2,000	2,500	2,500	500
Postage	50	50	50	0
Photocopier	100	100	100	0
Parks & Open Space Supplies	0	3,340	3,340	3,340
Buildings	2,000	5,335	5,335	3,335
Vehicles & Equipment	1,000	1,000	1,000	0
Article # 9 Recreation, Culture, Contingency & Miscellaneous Program Expenses - continued				

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Vehicles & Equipment	1,000	1,000	1,000	0
<i>Total Recreation</i>	<i>341,845</i>	<i>321,888</i>	<i>321,888</i>	<i>(19,957)</i>
<b>Graves Library</b>				
Library	155,000	185,000	185,000	30,000

<i>Total Graves Library</i>	<i>155,000</i>	<i>185,000</i>	<i>185,000</i>	<i>30,000</i>
<b>Cape Porpoise Library</b>				
Library	14,550	14,550	14,550	0
<i>Total Cape Porpoise Library</i>	<i>14,550</i>	<i>14,550</i>	<i>14,550</i>	<i>0</i>
<b>Parsons Way</b>				
Cutting & Pruning	3,800	6,000	6,000	2,200
<i>Total Parsons Way</i>	<i>3,800</i>	<i>6,000</i>	<i>6,000</i>	<i>2,200</i>
<b>GRB Advisory Reserve</b>				
Salaries & Wages	40,630	40,630	40,630	0
FICA	3,108	3,296	3,296	188
Expert/Professional	5,000	5,000	5,000	0
GRB Advisory Expenses	3,000	3,000	3,000	0
<i>Total GRB Advisory Reserve</i>	<i>51,738</i>	<i>51,926</i>	<i>51,926</i>	<i>188</i>
<b>Contingency</b>				
Salaries & Wages	15,000	15,000	15,000	0
Accrued Liabilities	10,000	10,000	10,000	0
Fuel	60,000	15,000	15,000	(45,000)
Miscellaneous	30,000	50,000	50,000	20,000
<i>Total Contingency</i>	<i>115,000</i>	<i>90,000</i>	<i>90,000</i>	<i>(25,000)</i>
<b>Miscellaneous Agencies</b>				
Memorial Day	1,600	1,600	1,600	0
Dock Square Monument	2,000	2,000	2,000	0
4th of July	4,125	4,500	4,500	375
So ME Veteran's Memorial	500	500	500	0
Senior Center Lower Villa	2,250	2,250	2,250	0
<i>Total Miscellaneous</i>	<i>10,475</i>	<i>10,850</i>	<i>10,850</i>	<i>375</i>
<b>Total Recreation, Culture</b>				
<b>Contingency &amp; Miscellaneous</b>	<b>692,408</b>	<b>680,214</b>	<b>680,214</b>	<b>(12,194)</b>

**ARTICLE 10:** To see what sum the Town will vote to raise and appropriate for Capital Expense & Reserve Account and Debt Service Payments.

**Amount requested: \$3,557,280**

*Selectmen recommend adoption of this article– Voted 5-0*

*Budget Board recommends adoption of this article – Voted 9-2*

Article # 10 Capital Expense & Reserve Account and Debt Service Payments				
	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Administration				
Historical Preservation	6,500	7,000	7,000	500
Special Projects	400,000	15,000	15,000	(385,000)
Total CO Administration	406,500	22,000	22,000	(384,500)
Police				
Equipment	6,800	19,000	19,000	12,200
Vehicles/Reserve	86,000	41,000	41,000	(45,000)
Total CO Police	92,800	60,000	60,000	(32,800)
Communications				
Building Improvements	0	15,000	15,000	15,000
Special Projects	37,000	0	0	(37,000)
Total CO Communications	37,000	15,000	15,000	(22,000)
Fire Reserve				
Equipment	35,000	40,000	40,000	5,000
Vehicles/Reserve	65,000	0	0	(65,000)
Apparatus Reserve	175,000	75,000	75,000	(100,000)
Firefighter PPE	20,000	23,000	23,000	3,000
Special Projects	0	110,000	110,000	110,000
Total CO Fire	295,000	248,000	248,000	(47,000)
Highway				
Equipment	0	4,500	4,500	4,500
Vehicles/Reserve	284,000	348,000	348,000	64,000
Total CO Highway	284,000	352,500	352,500	68,500
Road Improvement				
Road Improvements	472,000	716,000	716,000	244,000
Total CO Road Improvement	472,000	716,000	716,000	244,000
Sidewalk Construction				
Miscellaneous	80,000	125,000	125,000	45,000
Total CO Sidewalk Construction	80,000	125,000	125,000	45,000

<b>Article # 10 Capital Expense &amp; Reserve Account and Debt Service Payments - continued</b>		
		<b>FY24</b>

	<b>FY23 Budget</b>	<b>Budget Committee</b>	<b>Board of Selectmen</b>	<b>Increase (Decrease)</b>
<b>Emergency Management</b>				
Equipment	0	10,000	10,000	10,000
<i>Total CO Emergency Management</i>	<i>0</i>	<i>10,000</i>	<i>10,000</i>	<i>10,000</i>
<b>Recreation</b>				
Rec & Park Improvements	75,000	20,000	20,000	(55,000)
<i>Total CO Miscellaneous</i>	<i>75,000</i>	<i>20,000</i>	<i>20,000</i>	<i>(55,000)</i>
<b>Special Projects</b>				
Miscellaneous	285,000	535,000	535,000	250,000
<i>Total CO Miscellaneous</i>	<i>285,000</i>	<i>535,000</i>	<i>535,000</i>	<i>250,000</i>
<b>Piers</b>				
Reserve	153,000	107,500	107,500	(45,500)
<i>Total CO Piers</i>	<i>153,000</i>	<i>107,500</i>	<i>107,500</i>	<i>(45,500)</i>
<b>Debt Service</b>				
Sewer Bond 2003	33,882	34,152	34,152	270
Interest Sewer Bond 2003	1,605	1,242	1,242	(363)
Police Bldg 2017	40,372	41,293	41,293	921
Sewer 2021	59,331	59,331	59,331	0
P&R Bldg 2018	45,000	45,000	45,000	0
Radio Tower 2022	200,000	200,000	200,000	0
Principal Ocean Ave - Seawall	105,000	105,000	105,000	0
Prin Village Parcel	375,000	385,000	385,000	10,000
Interest PD Bldg 2017	4,820	3,899	3,899	(921)
Interest Sewer 2021	14,492	13,869	13,869	(623)
Interest P&R Bldg 2018	8,829	7,237	7,237	(1,592)
Interest Radio Tower 2022	25,000	23,109	23,109	(1,891)
Interest Ocean Ave Seawall	34,125	28,875	28,875	(5,250)
Interest Village Parcel	299,475	283,625	283,625	(15,850)
Sewer 2023 Interest	0	7,000	7,000	7,000
Fire Truck Lease Principal	0	93,938	93,938	93,938
Fire Truck Lease Interest	0	13,710	13,710	13,710
<i>Total Debt Service</i>	<i>1,246,931</i>	<i>1,346,280</i>	<i>1,346,280</i>	<i>99,349</i>
<b>Total Capital Expense &amp; Reserve</b>				
<b>and Debt Service Payments</b>	<b>3,427,231</b>	<b>3,557,280</b>	<b>3,557,280</b>	<b>130,049</b>

**ARTICLE 11:** To see if the Town will vote to appropriate \$3,705,979 from estimated non-property tax revenues, \$200,000 from undesignated fund balance, and \$600,000 from Capital Projects Reserve Account to reduce the property tax commitment.

**Selectmen recommend adoption of this article– Voted: \_\_\_\_\_**

**Budget Board recommends adoption of this article – Voted: \_\_\_\_\_**

**Article # 11 Non-Property Tax Revenues**

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
<b>Excise</b>				
Auto Excise	1,100,000	1,150,000	1,150,000	50,000
Boat Excise	14,000	14,000	14,000	0
<i>Total Excise</i>	<i>1,114,000</i>	<i>1,164,000</i>	<i>1,164,000</i>	<i>50,000</i>
<b>Intergovernmental</b>				
State Revenue Sharing	185,000	225,000	225,000	40,000
Homestead Exemption	100,000	100,000	100,000	0
Local Road Assistance	40,000	40,000	40,000	0
Tree Growth	6,000	6,000	6,000	0
Veterans Exemption	2,300	2,300	2,300	0
General Assistance	1,000	1,000	1,000	0
BETE Reimbursement	5,000	4,000	4,000	(1,000)
Rachel Carson Wildlife	3,500	3,500	3,500	0
RSU COPS Share	249,118	260,379	260,379	11,261
<i>Total Intergovernmental</i>	<i>591,918</i>	<i>642,179</i>	<i>642,179</i>	<i>50,261</i>
<b>Charges for Services</b>				
Interest on Taxes	40,000	40,000	40,000	0
Town Clerk Fees	9,000	10,000	10,000	1,000
Dogs	2,800	2,800	2,800	0
Agent Fees	15,000	15,000	15,000	0
Building Permits	550,000	640,000	640,000	90,000
Plumbing Permits	20,000	23,000	23,000	3,000
Board of Appeals	500	800	800	300
Planning Board	15,000	15,000	15,000	0
Liquor License	5,000	4,000	4,000	(1,000)
Victualers Licenses	5,000	5,000	5,000	0
Parking Violations	50,000	62,000	62,000	12,000
Police Special Detail	4,000	4,000	4,000	0
Dispatch Kennebunk Light & Power	5,000	5,000	5,000	0
Goose Rocks Beach Sticker	200,000	270,000	270,000	70,000
Nurses Fees	200	200	200	0
Shellfish Licenses	900	1,000	1,000	100
Short Term Rental License	160,000	170,000	170,000	10,000
<i>Total Charges for Services</i>	<i>1,082,400</i>	<i>1,267,800</i>	<i>1,267,800</i>	<i>185,400</i>
<b>Miscellaneous</b>				
Police Miscellaneous	2,000	2,000	2,000	0
Investment Income	30,000	150,000	150,000	120,000
Miscellaneous Income	10,000	10,000	10,000	0
Use of UFB	200,000	200,000	200,000	0
Dock Square Transfer	265,000	280,000	280,000	15,000
Conservation Donation	10,000	10,000	10,000	0
Sewer Transfer	30,000	30,000	30,000	0
Sale of Town Property	0	20,000	20,000	20,000
<b>Article # 11 Non-Property Tax Revenues - continued</b>				

	FY23 Budget	FY24		
		Budget Committee	Board of Selectmen	Increase (Decrease)
Transfer In - Picavet	0	34,000	34,000	34,000
Transfer In - Capital Projects	700,000	600,000	600,000	(100,000)
Transfer in - SR Recreation	60,000	60,000	60,000	0
<i>Total Miscellaneous</i>	<i>1,307,000</i>	<i>1,396,000</i>	<i>1,396,000</i>	<i>89,000</i>
<b>D S Restrooms - Transfer DS PL</b>				
Dock Square Transfer	36,000	36,000	36,000	0
<i>Total DS Restrooms-Transfer</i>	<i>36,000</i>	<i>36,000</i>	<i>36,000</i>	<i>0</i>
<b>Total Non-Property Tax</b>				
<b>Revenues</b>	<b>4,131,318</b>	<b>4,505,979</b>	<b>4,505,979</b>	<b>374,661</b>

**ARTICLE 12:** To see if the Town will vote to ratify the Selectmen's acceptance of a gift of a new 2025/26 Sutphen Monarch Pumper, with a 1500 GPM Pump and a 1,000-gallon water tank. The truck is equipped with a foam system and a 30-gallon foam cell. The gift is from the Port Village Fire Company, the Goose Rocks Fire Company, the Atlantic Volunteer Engine Company, and the Wildwood Volunteer Fire Company (This gift was originally funded through the Kittredge Family Fire Equipment Fund.), such gift having an approximate value of \$765,000 and such gift to be used by the Kennebunkport Fire Department.

***Selectmen recommend adoption of this article– Voted: \_\_\_\_\_***

**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 27th day of April 2023, Kennebunkport, Maine.

\_\_\_\_\_  
Edward W. Hutchins, II

\_\_\_\_\_  
Michael Weston

\_\_\_\_\_  
Allen A. Daggett

\_\_\_\_\_  
Sheila W. Matthews-Bull

\_\_\_\_\_  
Jon Dykstra

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

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# PARKS AND RECREATION

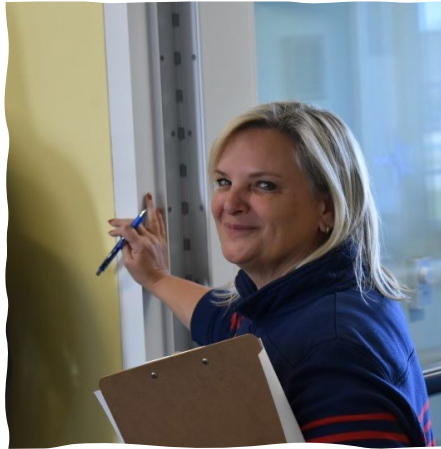
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FY 2024 Special Revenue Budget



# PARKS & RECREATION TEAM

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Stephanie Simpson  
Director of Parks & Rec



Andy Caswell  
Programmer



Brighton Bischofberger  
Programmer

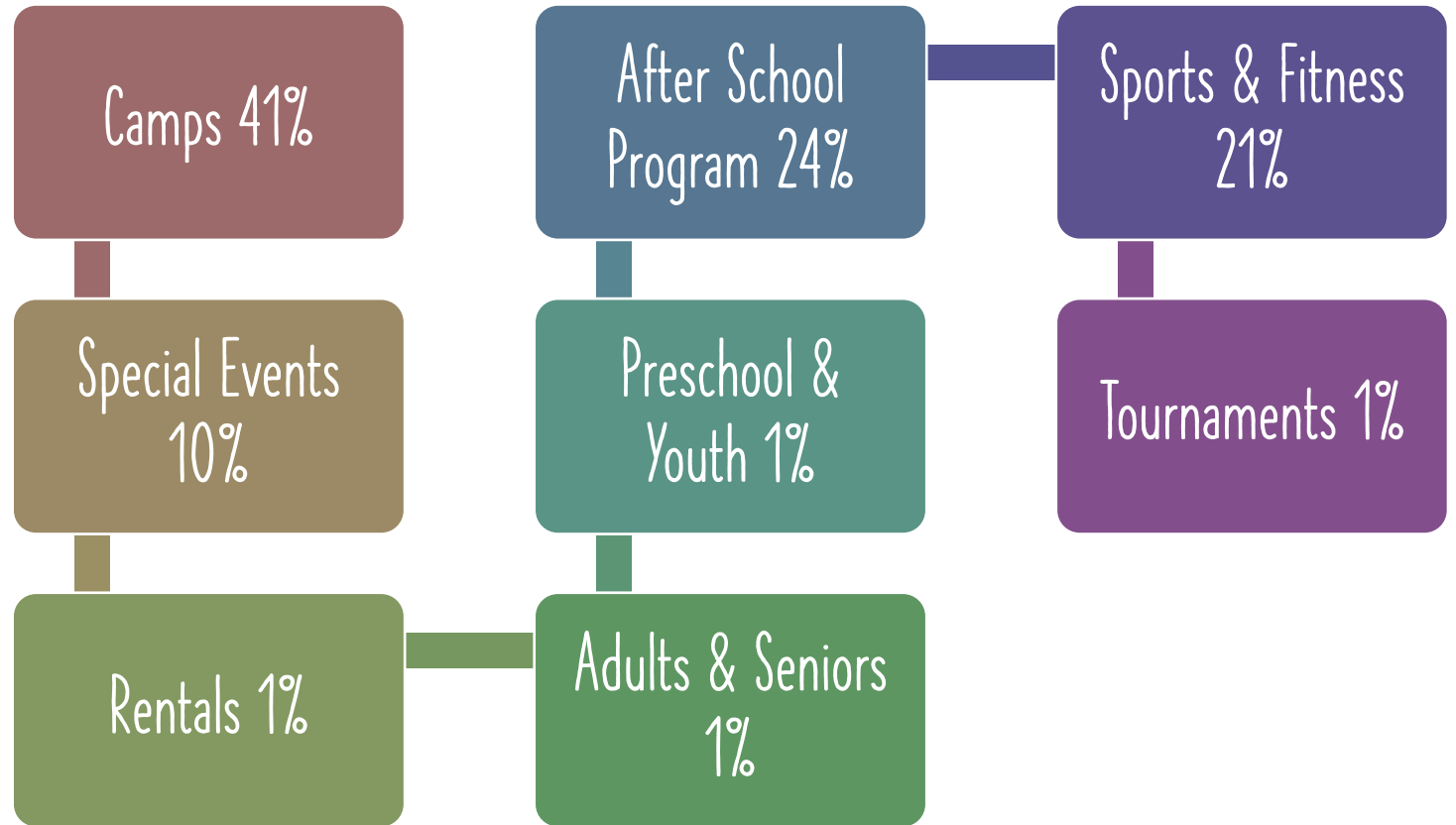
# SPECIAL REVENUE

Used for programs and related expenses

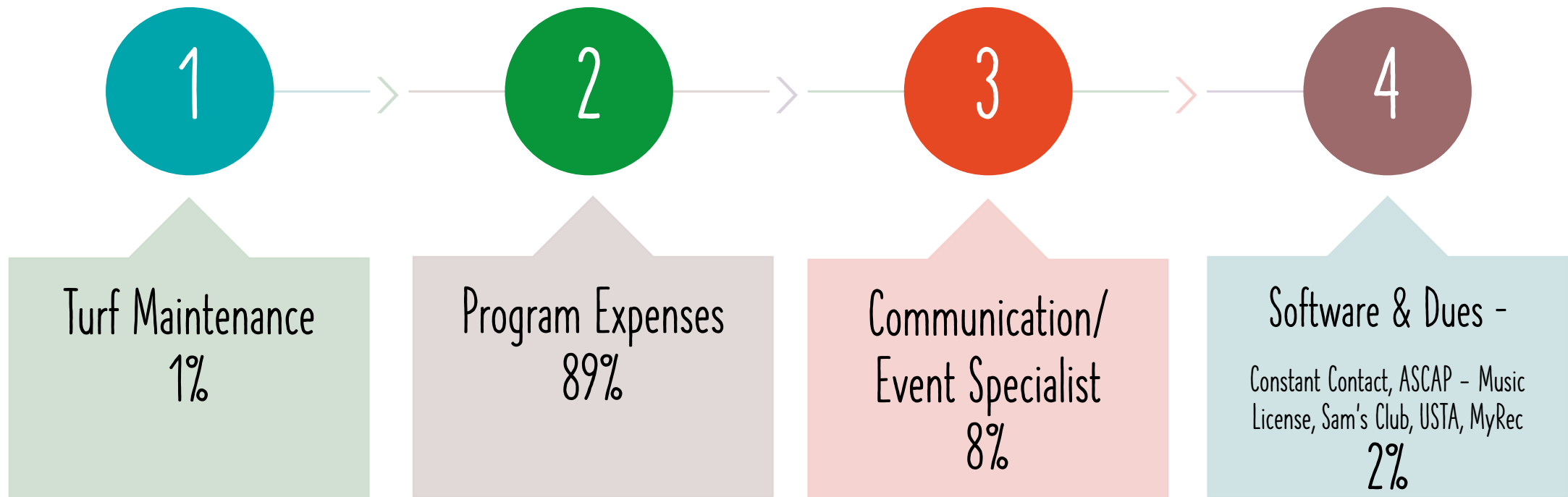
Ability to change with trends and new ideas

\$60,000 moved to General Fund

# PROGRAM REVENUE CATEGORIES



# EXPENSES





## Special Revenue Recreation FY24 Budget

### Revenues

After School Programs	100,043
Rentals	1,000
Special Events	39,470
Camps	171,485
Preschool & Youth	3,386
Adults & Seniors	5,148
Sports & Fitness	87,951
Tournaments	5,720
Net Program Income	414,203







## Recreation Special Revenue FY24 Budget

### Expenses

Salaries & Wages	(18,664)
FICA	(1,449)
MSRS	(1,442)
ICMA	(283)
Health	(2,424)
HRA & Fees	(347)
Software Fee	(4,900)
Dues	(1,305)
Program Expenses	(283,876)
Turf Maintenance	(3,885)
General Expenses	(318,575)

Net Budget	95,628
------------	--------

Transfer Out to General Fund	(60,000)
Balance	35,628





# COMMUNITY HAPPENS HERE

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It is the mission of the Kennebunkport Parks and Recreation Department to enhance life for the citizens of Kennebunkport by maintaining quality parks and recreational facilities while engaging with various town stakeholders to provide the finest programs, athletics, events, and leisure activities.



<b>Special Revenue Recreation FY24 Budget</b>
---

Revenues

After School Programs	100,043
Rentals	1,000
Special Events	39,470
Camps	171,485
Preschool & Youth	3,386
Adults & Seniors	5,148
Sports & Fitness	87,951
Tournaments	5,720
<b>Total Program Revenues</b>	<b>414,203</b>

Expenses

Salaries & Wages	(18,664)
FICA	(1,449)
MSRS	(1,442)
ICMA	(283)
Health	(2,424)
HRA & Fees	(347)
Software Fee	(4,900)
Dues	(1,305)
Program Expenses	(283,876)
Turf Maintenance	(3,885)
<b>Total Expenses</b>	<b>(318,575)</b>

Net +/-	95,628
---------	--------

Transfer Out to General Fund	(60,000)
Balance	35,628

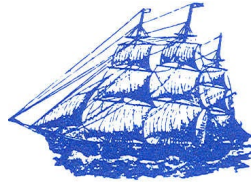


<p align="center"><b>Special Revenue Recreation</b></p> <p align="center"><b>FY24 Budget</b></p>
--

<b>Code</b>	<b>Project</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>
<b>1000</b>	<b>After School Programs</b>			
1001	After School Adventures	85,043	42,509	42,534
1002	Early Release Wednesdays	15,000	11,357	3,643
<b>Total After School Programs</b>		100,043	53,866	46,177
<b>2000</b>	<b>Rentals</b>			
2001	Rentals	1,000	311	689
2007	Carol Cook Garden	0	0	0
<b>Total Rentals</b>		1,000	311	689
<b>3000</b>	<b>Special Events</b>			
3002	Daughter Dance	2,070	1,645	425
3004	Egg Hunt	900	623	277
3006	Concerts	4,000	3,000	1,000
3007	Prelude Craft Fair	12,825	700	12,125
3309	Zombie Dash	2,620	500	2,120
3012	Chalk the Port	16,650	9,750	6,900
3012	Chalk the Port/Color Run	2,475	1,600	875
<b>Total Special Events</b>		39,470	16,173	23,297
<b>4000</b>	<b>Camps</b>			
4001	Summer Camp	117,550	105,372	12,178
4002	Marine Science Camp	18,900	15,960	2,940
4004	February Vacation Camp	6,000	4,545	1,455
4005	April Vacation Camp	7,500	5,363	2,137
4007	Specialty Summer Camp	7,560	6,480	1,080
4008	Outdoor Adventures	13,975	8,278	5,697
<b>Total Camps</b>		171,485	145,998	25,487
<b>5000</b>	<b>Preschool &amp; Youth</b>			
5001	Parents Night Out	810	448	362
5005	Language Classes	1,376	1,088	288
5007	Crafty Creations	1,200	1,050	150
<b>Total Preschool &amp; Youth</b>		3,386	2,586	800
<b>6000</b>	<b>Adults &amp; Seniors</b>			
6001	Senior Lunches	4,380	3,660	720
6002	Senior Trips	768	619	149
6003	Adult Enrichment	0	0	0
<b>Total Adults &amp; Seniors</b>		5,148	4,279	869

Code	Project	Revenue	Expense	Net
<b>7000</b>	<b>Sports &amp; Fitness</b>			
7001	Youth Basketball	4,750	878	3,872
7002	Adult Basketball	1,120	659	461
7004	Youth Fall Soccer	7,500	0	7,500
7005	Youth Spring Soccer	1,000	0	1,000
7007	Zumba	2,040	1,507	533
7008	Yoga	4,800	3,360	1,440
7009	Little Laxer	2,555	287	2,268
7010	Floor Hockey	500	0	500
7011	Pickleball	44,550	38,513	6,037
7011	Drop-In Pickleball	4,275	3,450	825
7012	Field Hockey	4,180	456	3,724
7013	Tennis	4,500	3,420	1,080
7014	Teen Ski Trips	3,400	1,551	1,849
7015	Rink Use	0	4,200	-4,200
7016	Run with Me	720	25	695
7017	Adult Softball	501	501	0
7019	Flag Football	780	125	655
7020	Empower Yoga	780	294	486
<b>Total Sports &amp; Fitness</b>		<b>87,951</b>	<b>59,226</b>	<b>28,725</b>
<b>8000</b>	<b>Tournaments</b>			
8001	Hockey Tournament	2,100	475	1,625
8002	Curling Tournament	900	306	594
8003	Dodgeball Tournament	2,720	656	2,064
<b>Total Tournaments</b>		<b>5,720</b>	<b>1,437</b>	<b>4,283</b>
<b>Total Program Revenues</b>		<b>414,203</b>	<b>283,876</b>	<b>130,327</b>
	Salaries & Wages			(18,664)
	FICA			(1,449)
	MSRS			(1,442)
	ICMA			(283)
	Health			(2,424)
	HRA & Fees			(347)
	Software Fee			(4,900)
	Dues			(1,305)
	Turf Maintenance			(3,885)
<b>Total Expenses</b>				<b>(34,699)</b>
	Transfer to Gen Fund			(60,000)
<b>Net +/-</b>				<b>35,628</b>

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## KENNEBUNKPORT WASTEWATER DEPARTMENT

### MEMORANDUM

**To:** Laurie Smith  
**Fr:** Chris Simeoni, Director of Public Works  
**Re:** Review and Consideration of Annual Wastewater Budget for FY24  
**Dt:** April 5th, 2023

Please find attached, a copy of the proposed Wastewater Budget for FY24. The proposed budget resulted in a 14.08% increase over FY23. The annual user fee for FY23 was \$499.52. The proposed annual user fee for FY24 is \$569.87, a difference of \$70.35 over last year.

The Wastewater Advisory Board met in person on Monday, April 3rd at 10:00am. The board voted unanimously to approve the budget. Please find attached, a copy of the minutes from the meeting.

## ES.4 FIVE-YEAR CAPITAL IMPROVEMENT PLAN

In most circumstances, determining whether asset repair/rehabilitation is cost-effective in comparison to complete in-kind replacement requires considerations of up-front capital cost, annual operations and maintenance (O&M) costs, and asset salvage value as well as the remaining expected useful life of the asset after rehabilitation and the expected useful life of a new unit. The Town is encouraged to review rehabilitation versus replacement options on a case-by-case basis as each asset is considered for renewal, when feasible. The costs presented in the asset inventory are planning-level estimates for in-kind replacement of the existing wastewater system assets. Sewer replacement costs are based on open-cut trench excavation construction methods to be conservative. Sewer relining may be feasible in some areas and should be reviewed during preliminary design.

The FSP scope did not include evaluating alternative treatment/collection technologies, increasing asset redundancy or expanding system capacity.

Table ES-5 summarizes the wastewater system replacement cost needs by timetable over the next 20 years.

**TABLE ES-5  
WWTF 20-YEAR REPLACEMENT COST SUMMARY<sup>1</sup>**

Asset Description	0-5 Years	6-10 Years	11-15 Years	16-20 Years	Asset Totals
WWTF	\$1,580,000	\$110,000	\$3,965,000	\$3,068,000	\$8,723,000
Pump Station	\$785,000	\$435,000	\$950,000	\$2,140,000	\$4,310,000
Collection System	\$3,620,000	\$5,093,000	\$5,775,000	\$3,405,000	\$17,893,000
<b>Timetable Subtotals</b>	<b>\$5,985,000</b>	<b>\$5,638,000</b>	<b>\$10,690,000</b>	<b>\$8,613,000</b>	--
<b>GRAND TOTAL</b>	--	--	--	--	<b>\$30,926,000</b>

1. Replacement costs do not include field surveys, engineering, construction management, and contingency costs

The background of the slide features a close-up, macro shot of water bubbles, creating a complex, organic pattern of thin, intersecting lines. A solid teal rectangular box is positioned on the left side, serving as a backdrop for the title text.

# Kennebunkpor t Wastewater Budget

FY 2024

In 2022,

The wastewater treatment plant processed a total of 122,505,000 gallons of wastewater.

The wastewater treatment process generated a total of 1,967,160 gallons of biosolids that was turned into 1,200 yards of compost.

Year	Gallons Treated	Gallons of Biosolids Produced	Yards of Compost Produced (Estimated)
2022	122,505,000	1,967,160	1200
2021	136,414,000	1,377,539	1200
2020	109,961,000	1,328,000	1200
2019	118,357,000	1,562,170	1200



# Climbing the mountain of reinvestment....

During the last six years, we have started to climb the mountain of reinvestment as it pertains to our wastewater infrastructure. This climb takes time...





Conquering the mountain takes time.... What have we accomplished?

Replacement of:

- ✓ Chick's Creek Pump Station
- ✓ Green Street Pump Stations

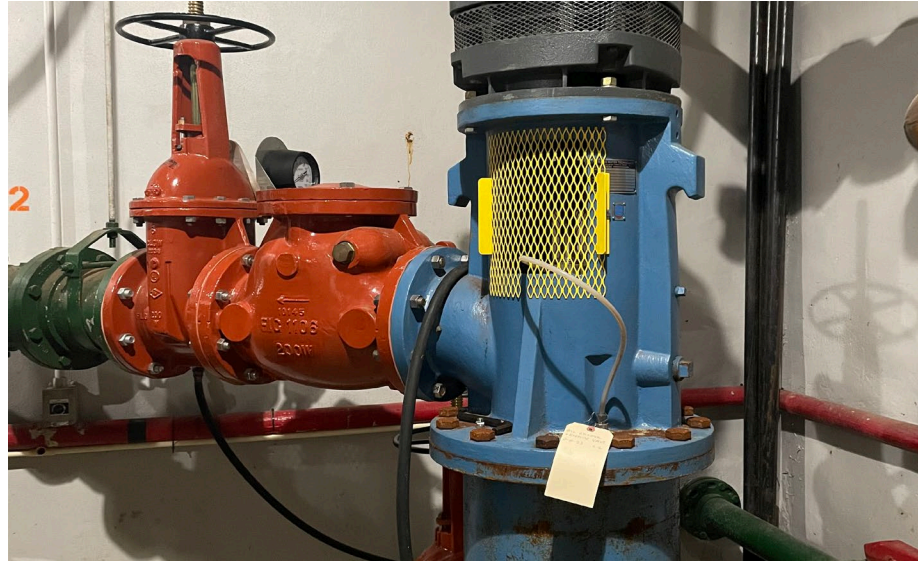
2017





Conquering the mountain takes time.... What have we accomplished? Continued...

- ✓ Headworks Influent and Effluent Pumps
- ✓ Rehabilitation of both circular clarifiers
- ✓ Replacement of the plant emergency standby generator





Conquering the mountain takes time.... What have we accomplished?  
Continued...

Construction has begun on:

- ✓ Cape Porpoise Pump Station
- ✓ Paddy Creek Pump Station
- ✓ Wildes District Road Pump Station





Conquering the mountain takes time.... What have we accomplished? Continued...

- ✓ Engineering is underway on the replacement of our 45 year old belt filter presses.
- ✓ The new Westfalia centrifuges have been manufactured and are awaiting delivery.



Although we are well  
on our way on this  
journey...

More work remains to be done!

## Fiscal Sustainability Plan Cost Summary

In 2018, Wright Pierce completed a Fiscal Sustainability Plan for the Town.

The plan identified \$30,926,000 worth of capital investment that would need to be completed in twenty years.

Keep in mind, these totals were 2018 values. These values have increased due to inflation.

**TABLE ES-5  
WWTF 20-YEAR REPLACEMENT COST SUMMARY<sup>1</sup>**

Asset Description	0-5 Years	6-10 Years	11-15 Years	16-20 Years	Asset Totals
WWTF	\$1,580,000	\$110,000	\$3,965,000	\$3,068,000	\$8,723,000
Pump Station	\$785,000	\$435,000	\$950,000	\$2,140,000	\$4,310,000
Collection System	\$3,620,000	\$5,093,000	\$5,775,000	\$3,405,000	\$17,893,000
<b>Timetable Subtotals</b>	<b>\$5,985,000</b>	<b>\$5,638,000</b>	<b>\$10,690,000</b>	<b>\$8,613,000</b>	--
<b>GRAND TOTAL</b>	--	--	--	--	<b>\$30,926,000</b>

1. Replacement costs do not include field surveys, engineering, construction management, and contingency costs

By using a Criticality Analysis, staff have determined the priority of investment over the next few years...

Projects are presented in the priority order as determined by the risk and consequence of failure.



# Programmable logic controllers (PLC's)

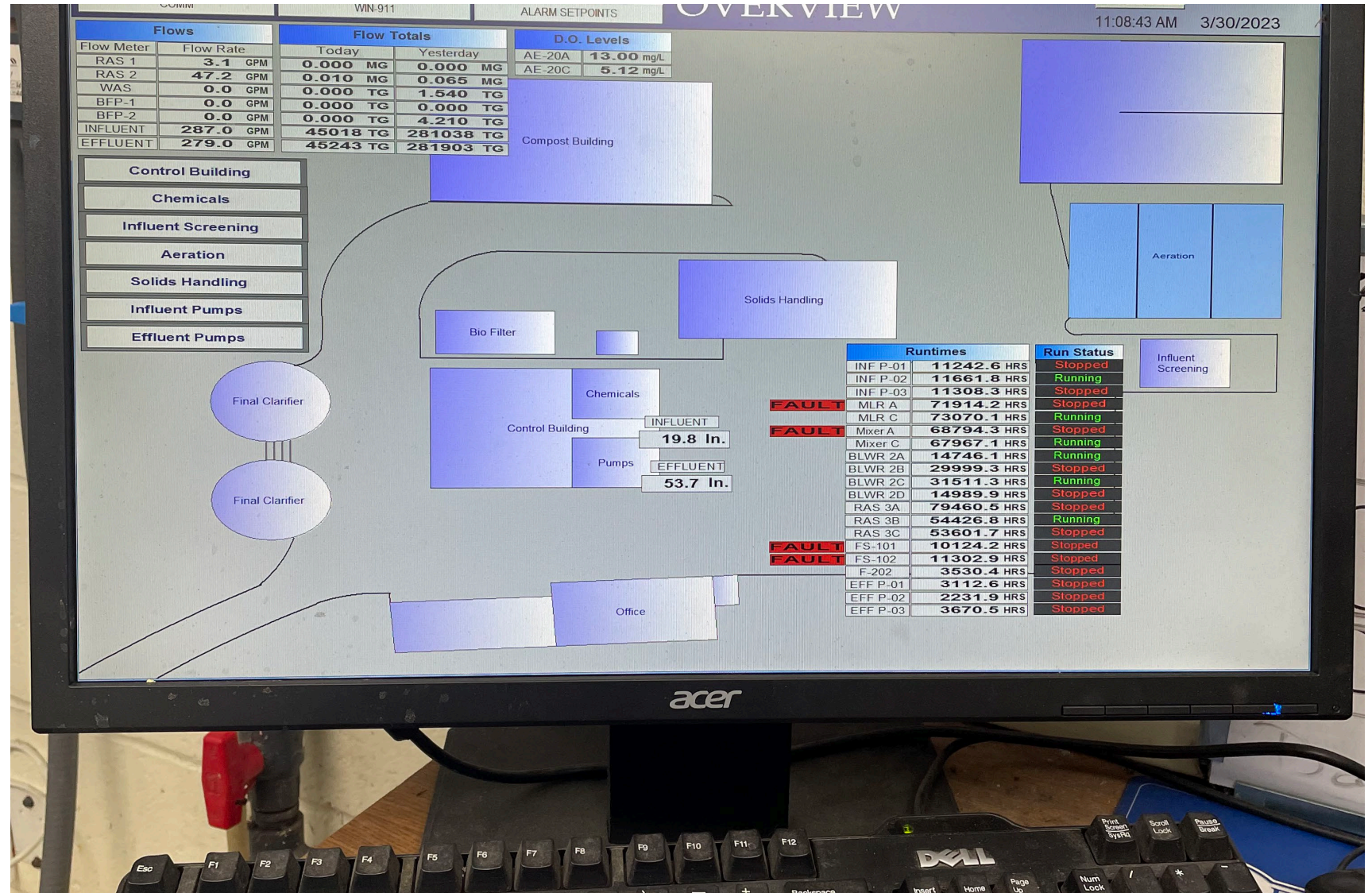
- ❑ Responsible for automating various operations/equipment at the plant.
- ❑ Two of the four PLC's are legacy products that are no longer supported.
- ❑ Are an Achilles heel for the treatment plant.
- ❑ A failure would require our crew to undertake manual operations of the plant 24/7.





# SCADA

- ❑ The current version of SCADA (Version 7) is working off a Windows 10 PC.
- ❑ If this PC fails, we will be forced to upgrade the new PC to the current version of Windows which is no longer compatible with Version 7 of SCADA.
- ❑ Upgrade needs to be done at the same time as the PLC's/control panels so that both systems are integrated seamlessly.





# Mixer bridges

Design, manufacture and installation of bridges to accommodate the new Hyperclassic Mixers purchased during the FY 2023 fiscal year.



## Goal:

Achieve operating capital of between \$500,000 to \$600,000 annually.

## Why?...

- Many maintenance and smaller projects, such as the items presented in this year's capital request, don't rise to a level of cost that would typically be supported by a bond or have life expectancy beyond 20 years.
- These items still need to be addressed and replacement timing (or failures) prohibits deferring a group of them until they reach an amount supported by bonding.
- Having an operating capital of \$500K to \$600K will reduce the need for bonding groups of multiple smaller projects.
- Would allow us, on years where needs are less, to place money back into reserves.

## How do we become sustainable?

What can we do to achieve sound footing for the journey ahead?...

- Recently, we have been utilizing reserve funds to complete engineering design for large bond projects. (\$300,000 this past year for the ongoing pump station and dewatering upgrade.)
- This current year's capital request seeks authorization to utilize \$255,000 of investment funds to supplement our operating capital request to complete the previously mentioned capital upgrades.
- At this time, we are not actively putting money back into the reserve funds. If we continue to deplete our reserve fund balances on these smaller capital projects/equipment without replenishing them, we will not have adequate funds in the event of an emergency.
- This prompts the question- "How do we reach our goal?" .....



Currently, our yearly sewer rate is \$499.52. To meet the goal of \$500-\$600K in capital annually, we would propose a stepped approach using a combination of:

- Investment funds to supplement the stepped approach.
- Rate increases the next two fiscal years.



Proposed FY  
2024 rate  
increase

Investment Income	\$40,000
Sewer Fund Balance	\$100,000
Use of Investment Funds	\$255,000
Sewer User Fees	\$1,423,611
Total	\$1,818,611

FY24 Rate	\$569.87
FY23 Rate	\$499.52
% of Increase	14.08%
Increase	\$70.35

# Subsequent four-year projection...

	FY25	FY26	FY27	FY28
Investment	\$100,000	\$0	\$0	\$0
Fund Balance	\$85,000	\$70,000	\$55,000	\$40,000
Sewer Rate	\$654.76	\$708.70	\$791.51	\$836.94
% Change	14.9%	8.24%	11.68%	5.74%

# How do we currently compare?...

This survey was just completed one month ago courtesy of **Saco Water Resource Recovery Department**

Community	Rate per 100 cu/ft	Annual cost based on 8000 cu/ft
Kennebunk	\$11.50	\$920
York	\$9.57	\$766
Brunswick	\$8.82	\$706
Gardiner	\$8.82	\$706
Sanford	\$7.73	\$618
Saco	\$7.66	\$613
Kittery	\$7.46	\$597
Falmouth	\$7.46	\$597
Biddeford	\$6.71	\$537
Wells	\$6.70	\$536
Kennebunkport	\$6.24	\$499
Scarborough	\$5.35	\$428
<b>Average</b>		<b>\$651</b>



# What do future years look like?

**FY '25- Ocean Ave, South Maine and Turbat's Creek pump stations design, further PLC upgrades and revised O & M plant manual**

**FY '26- Construction of Ocean Ave, South Maine and Turbat's Creek pump stations, variable frequency drives and replace 2013 service truck**

**FY '27- Mills Road and Mills Lane pump station design, replacement of 2006 jetter**

**FY '28- Construction of Mills Road and Mills Lane pump station**

# Questions?

...

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PROPOSED SEWER DEPARTMENT BUDGET FY24-FY28

						3% Annual Adjustment			
Account #	Account	FY23	FY24	Inc/Dec	% Change	FY25	FY26	FY27	FY28
10-01	Salaries & Wages	\$487,046	\$487,099	53	0.01%	\$501,712	\$516,763	\$532,266	\$548,234
10-10	Overtime	\$16,974	\$19,000	2,026	11.94%	\$19,570	\$20,157	\$20,762	\$21,385
12-01	FICA	\$41,366	\$40,482	(884)	-2.14%	\$41,696	\$42,947	\$44,236	\$45,563
12-02	MSRS	\$34,219	\$38,653	4,434	12.96%	\$39,813	\$41,007	\$42,237	\$43,504
12-03	ICMA	\$17,729	\$15,928	(1,801)	-10.16%	\$16,406	\$16,898	\$17,405	\$17,927
12-04	RHSP	\$0	\$200	200	#DIV/0!	\$206	\$212	\$219	\$225
12-05	Health	\$101,818	\$70,228	(31,590)	-31.03%	\$72,335	\$74,505	\$76,740	\$79,042
12-06	Dues & Fees	\$500	\$500	0	0.00%	\$515	\$530	\$546	\$563
12-07	Travel & Meetings	\$400	\$400	0	0.00%	\$412	\$424	\$437	\$450
12-08	Training & Education	\$3,000	\$3,000	0	0.00%	\$3,090	\$3,183	\$3,278	\$3,377
12-11	Vaccine	\$100	\$100	0	0.00%	\$103	\$106	\$109	\$113
12-12	Uniforms	\$2,500	\$2,500	0	0.00%	\$2,575	\$2,652	\$2,732	\$2,814
12-16	HRA & Fees	\$5,831	\$4,325	(1,506)	-25.83%	\$4,455	\$4,588	\$4,726	\$4,868
15-01	Electricity	\$92,000	\$102,000	10,000	10.87%	\$105,060	\$108,212	\$111,458	\$114,802
15-02	Phone/Internet	\$8,900	\$8,650	(250)	-2.81%	\$8,910	\$9,177	\$9,452	\$9,736
15-03	Heating Fuel	\$14,000	\$13,500	(500)	-3.57%	\$13,905	\$14,322	\$14,752	\$15,194
15-05	Water	\$1,450	\$1,450	0	0.00%	\$1,494	\$1,538	\$1,584	\$1,632
20-01	Printing	\$800	\$800	0	0.00%	\$824	\$849	\$874	\$900
20-04	Advertising	\$500	\$500	0	0.00%	\$515	\$530	\$546	\$563
20-06	Expert/Professional	\$8,000	\$58,500	50,500	631.25%	\$60,255	\$62,063	\$63,925	\$65,842
20-07	Audit	\$3,500	\$5,000	1,500	42.86%	\$5,150	\$5,305	\$5,464	\$5,628
20-08	Technology/Software	\$3,000	\$8,500	5,500	183.33%	\$8,755	\$9,018	\$9,288	\$9,567
20-20	Maintenance Wet Wells	\$8,000	\$8,000	0	0.00%	\$8,240	\$8,487	\$8,742	\$9,004
20-21	Maintenance Contracts	\$5,150	\$5,150	0	0.00%	\$5,305	\$5,464	\$5,628	\$5,796
20-25	Alarms	\$2,950	\$5,000	2,050	69.49%	\$5,150	\$5,305	\$5,464	\$5,628
20-26	Licenses	\$4,100	\$4,100	0	0.00%	\$4,223	\$4,350	\$4,480	\$4,615
20-44	Sludge Hauling	\$100,000	\$100,000	0	0.00%	\$103,000	\$106,090	\$109,273	\$112,551
25-02	Workmen's Comp	\$5,000	\$10,100	5,100	102.00%	\$10,403	\$10,715	\$11,037	\$11,368
25-03	Unemployment	\$1,000	\$1,000	0	0.00%	\$1,030	\$1,061	\$1,093	\$1,126
25-05	Liability	\$25,000	\$25,750	750	3.00%	\$26,523	\$27,318	\$28,138	\$28,982
25-07	Fleet	\$3,000	\$3,000	0	0.00%	\$3,090	\$3,183	\$3,278	\$3,377
25-10	Public Officials	\$1,000	\$1,000	0	0.00%	\$1,030	\$1,061	\$1,093	\$1,126
30-01	Office Supplies	\$1,800	\$2,000	200	11.11%	\$2,060	\$2,122	\$2,185	\$2,251
30-03	Equipment	\$2,000	\$2,000	0	0.00%	\$2,060	\$2,122	\$2,185	\$2,251
30-04	Postage	\$2,000	\$2,000	0	0.00%	\$2,060	\$2,122	\$2,185	\$2,251
30-05	Photocopier	\$2,000	\$2,000	0	0.00%	\$2,060	\$2,122	\$2,185	\$2,251
30-18	Hand Tools	\$3,840	\$3,850	10	0.26%	\$3,966	\$4,084	\$4,207	\$4,333

Account #	Account	FY23	FY24	Inc/Dec	% Change	FY25	FY26	FY27	FY28
30-24	Gas	\$5,600	\$5,600	0	0.00%	\$5,768	\$5,941	\$6,119	\$6,303
30-25	Diesel	\$10,500	\$11,250	750	7.14%	\$11,588	\$11,935	\$12,293	\$12,662
30-27	Composting	\$2,000	\$2,000	0	0.00%	\$2,060	\$2,122	\$2,185	\$2,251
30-28	Collection System	\$20,000	\$20,000	0	0.00%	\$20,600	\$21,218	\$21,855	\$22,510
30-29	Chemicals Process	\$20,000	\$25,000	5,000	25.00%	\$25,750	\$26,523	\$27,318	\$28,138
30-30	Lab Supplies	\$22,500	\$16,000	(6,500)	-28.89%	\$16,480	\$16,974	\$17,484	\$18,008
30-31	Safety Equipment	\$3,500	\$3,500	0	0.00%	\$3,605	\$3,713	\$3,825	\$3,939
30-32	Maintenance Supplies	\$1,500	\$1,500	0	0.00%	\$1,545	\$1,591	\$1,639	\$1,688
30-33	Bio-Ash	\$6,000	\$11,000	5,000	83.33%	\$11,330	\$11,670	\$12,020	\$12,381
30-34	Odor Control	\$17,500	\$12,000	(5,500)	-31.43%	\$12,360	\$12,731	\$13,113	\$13,506
30-39	Billing & Liens	\$2,600	\$2,600	0	0.00%	\$2,678	\$2,758	\$2,841	\$2,926
35-01	Buildings	\$26,000	\$26,000	0	0.00%	\$26,780	\$27,583	\$28,411	\$29,263
35-03	Vehicles & Equipment	\$6,500	\$6,500	0	0.00%	\$6,695	\$6,896	\$7,103	\$7,316
45-03	Sewer Bond 2003	\$22,588	\$22,768	180	0.80%	\$0	\$0	\$0	\$0
45-07	Sewer Bond 2003 Interest	\$1,070	\$828	(242)	-22.62%	\$0	\$0	\$0	\$0
45-12	Sewer Bond 2021	\$39,554	\$39,554	0	100.00%	\$39,554	\$39,554	\$39,554	\$39,554
45-22	Sewer Bond 2021 Interest	\$9,661	\$9,246	(415)	100.00%	\$8,830	\$8,415	\$8,000	\$8,000
45-TBD	Sewer Bond 2023	\$0	\$0	0	100.00%	\$120,000	\$120,000	\$120,000	\$120,000
45-TBD	Sewer Bond 2023 Interest	\$0	\$0	0	100.00%	\$39,900	\$37,800	\$35,700	\$35,700
45-TBD	Sewer Bond 2026 P&I	\$0	\$0	0	100.00%	\$0	\$0	\$21,000	\$79,950
50-34	Transfer to General Fund	\$30,000	\$30,000	0	0.00%	\$30,000	\$30,000	\$30,000	\$30,000
50-86	Special Projects (CCTV)	\$7,000	\$7,000	0	0.00%	\$7,210	\$7,426	\$7,649	\$7,879
60-04	Capital Equipment	\$50,000	\$510,000	460,000	920.00%	\$330,000	\$165,000	\$255,000	\$0
60-05	Capital Reserve	\$78,500	\$0	(78,500)	-100.00%	\$50,000	\$200,000	\$245,000	\$500,000
	Total Expenditures	\$1,393,046	\$1,818,611	425,565	30.55%	\$1,860,686	\$1,880,443	\$2,072,317	\$2,170,809

Wastewater	Type	Funding	FY 24	FY 25	FY 26	FY27	FY28	Future
Control Panels Influent/Effluent Pumps	Infrastructure	Budget	\$ 120,000					
Upgrade SCADA Computer & PL Circuits	Equipment	Budget	\$ 170,000					
Upgrade Control Panel - Return Activated Sludge Pump	Equipment	Budget	\$ 75,000					
Upgrade Control Panel - Chemical Feed/Blowers	Equipment	Budget	\$ 85,000					
Mixers/Bridges in Aeration Tanks	Infrastructure	Budget	\$ 60,000					
Ocean Ave. Pump Station #6-Engineering	Admin	Budget		\$ 50,000				
Turbat's Creek Pump Station-Engineering	Admin	Budget		\$ 50,000				
South Main St. Pump Station #5-Engineering	Admin	Budget		\$ 50,000				
Upgrade PLC - Pump Controls	Equipment	Budget		\$ 65,000				
Upgrade Control Panel - Screens	Equipment	Budget		\$ 65,000				
Update O&M Manual	Equipment	Budget		\$ 50,000				
Ocean Ave. Pump Station #6	Infrastructure	Bond			\$ 1,200,000			
Turbat's Creek Pump Station	Infrastructure	Bond			\$ 1,200,000			
South Main St. Pump Station #5	Infrastructure	Budget			\$ 500,000			
Replace 2013 Service Truck	Equipment	Budget			\$ 130,000			
Variable Frequency Drives	Infrastructure	Budget			\$ 35,000			
Mills Lane Pump Station #2-Engineering	Admin	Budget				\$ 60,000		
Mills Rd. Pump Station #11-Engineering	Admin	Budget				\$ 60,000		
2006 Jetter	Equipment	Budget				\$ 135,000		
Mills Lane Pump Station #2	Infrastructure	Bond					\$ 1,400,000	
Mills Rd. Pump Station #11	Infrastructure	Bond					\$ 1,400,000	
Kings Highway Pump Station #14-Engineering	Admin	Bond						\$ 70,000
Kings Lane Pump Station #13-Engineering	Admin	Bond						\$ 70,000
Kings Highway Pump Station #14	Infrastructure	Bond						\$ 1,500,000
Kings Lane Pump Station #13	Infrastructure	Bond						\$ 1,500,000
Kings Highway Pump Station #12-Engineering	Admin	Bond						\$ 120,000
Kings Highway Pump Station #12	Infrastructure	Bond						\$ 1,800,000
Ocean Ave Gravity Main (Nonantum to Bridge)	Infrastructure	Bond						\$ 300,000
Axial Flow Pumps (2)	Equipment	Budget						\$ 100,000
Huber fine screen #101 2011	Equipment	Budget						\$ 150,000
Huber fine screen #102 2011	Equipment	Budget						\$ 150,000
Prescott Drive Pump Station #15	Infrastructure	Bond						\$ 500,000
Washington Court Pump Station #16	Infrastructure	Bond						\$ 500,000
Wakefield Pasture Pump Station #17	Infrastructure	Bond						\$ 500,000
6.5 miles 1972 Sewer Lines	Infrastructure	Bond						\$ 6,000,000
<b>Totals</b>			<b>\$ 510,000</b>	<b>\$ 330,000</b>	<b>\$ 3,065,000</b>	<b>\$ 255,000</b>	<b>\$ 2,800,000</b>	<b>\$ 13,260,000</b>

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## Dept Directors Requests

03/31/2023  
Page 1

## Expense

	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater							
Personnel							
10-01 Salaries & Wages	483,772.00	477,197.32	487,046.00	371,502.75	487,099.00	53.00	.01%
Salaries and wages for 7 staff. Includes 50% of the Director, 70% of the Engineer, and 25% for Public Works Admin (25% shared with Public Works and 50% shared with General Government). Increase due to scheduled steps, longevity and market increases.							
10-10 Overtime	21,000.00	15,666.78	16,974.00	14,924.83	19,000.00	2,026.00	11.94%
Overtime wages for staff. Includes callbacks and coverage for weekends and holidays.							
Benefits							
12-01 FICA	41,137.00	38,803.48	41,366.00	30,906.07	40,482.00	-884.00	-2.14%
Employer's contribution for FICA (7.65%). Increased to align with taxable wages.							
12-02 MSRS	31,433.00	31,358.83	34,219.00	27,698.48	38,653.00	4,434.00	12.96%
Employer's contribution for Maine State Retirement. Increased to align with employee participation.							
12-03 ICMA	18,932.00	17,541.97	17,729.00	10,931.31	15,928.00	-1,801.00	-10.16%
ICMA 457 deferred compensation plan for eligible employees. Increased to align with employee participation.							



## Dept Directors Requests

## Expense

	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater CONT'D							
12-04 RHSP Retirement Health Savings Plan (RHSP). This is the account used for the cashout of accrued time. Increase reflects anticipated employee accrued time eligible for cashout.	2,437.00	0.00	0.00	0.00	200.00	200.00	100.00%
12-05 Health Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2024. Employee contributes 15% of the cost. Decrease due to employee participation.	105,903.00	90,843.97	101,818.00	65,071.49	70,228.00	-31,590.00	-31.03%
12-06 Dues & Fees Dues for the Maine Wastewater Control Association, the Water Environment Federation, and subscriptions to professional and trade journals.	500.00	470.00	500.00	111.00	500.00	0.00	.00%
12-07 Travel & Meetings Reimbursement account for use of personal vehicles while on town business. Includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.	400.00	74.16	400.00	120.00	400.00	0.00	.00%

## Dept Directors Requests

03/31/2023  
Page 3

## Expense

	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater CONT'D							
12-08 Training & Education	3,000.00	320.00	3,000.00	575.31	3,000.00	0.00	.00%
Registration fees and tuition for 7 staff members. Includes training that is required by the Maine DEP and the EPA. The Maine Wastewater Control Association, NEWPCA, and JETCC sponsor most of the training.							
12-11 Vaccine	100.00	0.00	100.00	0.00	100.00	0.00	.00%
Vaccinations for 7 staff members.							
12-12 Uniforms	3,500.00	641.94	2,500.00	2,271.68	2,500.00	0.00	.00%
Uniforms for 7 staff members.							
12-16 HRA & Fees	7,220.00	8,581.14	5,831.00	2,360.24	4,325.00	-1,506.00	-25.83%
This benefit is based on health plan coverages.							
Utilities							
15-01 Electricity	92,000.00	82,594.31	92,000.00	56,045.96	102,000.00	10,000.00	10.87%
Electrical costs for the treatment plant, pump stations, and the old highway garage on Beachwood Avenue with CMP rate adjustment.							
15-02 Phone/Internet	7,250.00	5,832.78	8,900.00	5,688.70	8,650.00	-250.00	-2.81%
Telephone and internet service (\$6,400), call duty phone (\$1,500) and cell phone reimbursements (\$750).							
15-03 Heating Fuel	7,040.00	6,643.89	14,000.00	10,878.08	13,500.00	-500.00	-3.57%
2,000 gallons of heating fuel @ \$4.25/gallon and 2,000 gallons of propane @ \$2.50/gallon.							
15-05 Water	1,323.00	1,193.93	1,450.00	665.55	1,450.00	0.00	.00%
KKWWD charges for water.							

## Dept Directors Requests

## Expense

	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater CONT'D							
Services							
20-01 Printing	800.00	0.00	800.00	0.00	800.00	0.00	.00%
Purchase paper and printing supplies. Includes the printing of any ordinance amendments, public notices, and public informational material.							
20-04 Advertising	500.00	463.60	500.00	0.00	500.00	0.00	.00%
Publication costs for recruiting, bid advertisements, and public notices.							
20-06 Expert/Professional	8,000.00	4,720.48	8,000.00	9,655.31	58,500.00	50,500.00	631.25%
Professional, personnel, legal and engineering services. Includes update to plant operations manual for discharge license compliance. Moved IT services to the Technology/Software line.							
20-07 Audit	3,500.00	3,500.00	3,500.00	3,500.00	5,000.00	1,500.00	42.86%
Cost share of the Town's annual audit.							
20-08 Technology/Software	3,000.00	1,985.31	3,000.00	707.54	8,500.00	5,500.00	183.33%
IT services (\$1,900) that includes backup, antivirus and Microsoft 365/emails. Sonicwall/firewall (\$650), portion of TRIO software (\$950), Work Order System Maintenance (\$5,000), and ESRI. Moved IT services from the Expert/Professional line.							
20-20 Maintenance Wet Wells	7,000.00	13,445.00	8,000.00	2,789.33	8,000.00	0.00	.00%
Contractor services with a vacuum truck to help clean the pump station wet wells.							

## Dept Directors Requests

	Expense						
	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater CONT'D							
20-21 Maintenance Contracts	5,150.00	2,330.00	5,150.00	686.00	5,150.00	0.00	.00%
Manufacturer's service representatives to work on equipment and to pay for any service contracts.							
20-25 Alarms	2,950.00	893.42	2,950.00	8,209.08	5,000.00	2,050.00	69.49%
Alarm system support.							
20-26 Licenses	4,100.00	2,154.85	4,100.00	2,796.72	4,100.00	0.00	.00%
License and inspection fees (annual WW discharge fee, PE certifications, Plant Operators, boiler and air tank inspections, and Water Quality IMP).							
20-44 Sludge Hauling	0.00	0.00	100,000.00	0.00	100,000.00	0.00	.00%
Estimated 400 tons of sludge @ \$250/ton (half of year).							
Insurance							
25-02 Workers Comp	19,570.00	6,260.26	5,000.00	4,883.48	10,100.00	5,100.00	102.00%
Share of premium.							
25-03 Unemployment	1,933.00	599.87	1,000.00	1,098.42	1,000.00	0.00	.00%
Share of premium.							
25-05 Liability	9,200.00	9,781.74	25,000.00	22,134.00	25,750.00	750.00	3.00%
Share of premium.							
25-07 Fleet	6,800.00	8,323.92	3,000.00	2,356.00	3,000.00	0.00	.00%
Share of premium.							
25-10 Public Officials	1,950.00	1,854.24	1,000.00	788.00	1,000.00	0.00	.00%
Share of premium.							
Supplies/Equipment							
30-01 Office Supplies	1,800.00	2,118.83	1,800.00	5,472.19	2,000.00	200.00	11.11%
Miscellaneous office supplies.							

## Dept Directors Requests

	Expense						
	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater CONT'D							
30-03 Equipment	2,000.00	465.72	2,000.00	1,023.31	2,000.00	0.00	.00%
Miscellaneous equipment and supplies.							
30-04 Postage	2,000.00	1,370.04	2,000.00	96.04	2,000.00	0.00	.00%
Postage cost for billing, correspondence, and shipping.							
30-05 Photocopier	2,400.00	1,556.56	2,000.00	1,557.82	2,000.00	0.00	.00%
Copier lease.							
30-18 Hand Tools	3,840.00	1,573.62	3,840.00	1,039.51	3,850.00	10.00	.26%
Hand tools needed to repair and operate the treatment plant and collection system.							
30-24 Gas	4,886.00	3,779.12	5,600.00	3,270.80	5,600.00	0.00	.00%
1,600 gallons of gasoline @ \$3.50/gallon.							
30-25 Diesel	13,750.00	3,118.97	10,500.00	5,211.96	11,250.00	750.00	7.14%
2,500 gallons of diesel @ \$4.50/gallon.							
30-27 Composting	4,750.00	439.17	2,000.00	0.00	2,000.00	0.00	.00%
Supplies and equipment needed to operate the compost operation.							
30-28 Collection System	32,000.00	18,329.50	20,000.00	13,304.90	20,000.00	0.00	.00%
Supplies for the operation and maintenance of the collection system.							
30-29 Chemicals Process	16,000.00	19,147.42	20,000.00	17,138.21	25,000.00	5,000.00	25.00%
Chemicals for the operation of the treatment plant. Average 5,000 gallons of sodium hypochlorite and 14,800 lbs of sodium bisulfite. Increased due to the increased costs for chlorine, bisulfite and trucking costs.							

## Dept Directors Requests

	Expense						
	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater CONT'D							
30-30 Lab Supplies	12,000.00	18,300.94	22,500.00	14,338.08	16,000.00	-6,500.00	-28.89%
Lab equipment and supplies for testing required by Maine DEP and the US EPA.							
30-31 Safety Equipment	6,500.00	4,700.12	3,500.00	1,837.54	3,500.00	0.00	.00%
Safety equipment and maintenance of current equipment.							
30-32 Maintenance Supplies	1,500.00	1,067.75	1,500.00	1,360.62	1,500.00	0.00	.00%
Cleaning supplies for the treatment plant and pump stations.							
30-33 Bio-Ash	10,000.00	11,000.00	6,000.00	8,600.00	11,000.00	5,000.00	83.33%
Bio-ash and supplies used in the composting operations. Increase bio-ash supplies to continue composting until DEP resolves PFAS/sludge issues.							
30-34 Odor Control	16,000.00	5,777.31	17,500.00	6,612.79	12,000.00	-5,500.00	-31.43%
Supplies and equipment needed to control odors from the treatment plant and the collection system. Average 21,742 lbs of calcium nitrate. Increased due to increased costs for calcium nitrate and trucking costs.							
30-39 Billings & Liens	2,600.00	2,032.02	2,600.00	646.00	2,600.00	0.00	.00%
Printing sewer bills and the costs associated with filing sewer liens.							
Repairs/Maintenance							
35-01 Buildings	26,000.00	15,697.89	26,000.00	3,810.96	26,000.00	0.00	.00%
Parts and supplies for buildings and equipment at the treatment plant.							

## Dept Directors Requests

	Expense						
	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater CONT'D							
35-03 Vehicles & Equipment	8,500.00	7,746.26	6,500.00	4,886.46	6,500.00	0.00	.00%
Maintenace of vehicles, portable generators, loader, and pumps.							
Debt Service							
45-03 Sewer Bond 2003	22,394.00	55,983.78	22,588.00	56,469.83	22,768.00	180.00	.80%
MMBB: \$1,000,000/20 yrs @ 2.25%. This reflects 40% of the total debt service expense, with the remaining 60% funded by property taxes (maturity in FY24).							
45-07 Interest Sewer Bond 2003	1,301.00	3,251.38	1,070.00	2,673.72	828.00	-242.00	-22.62%
MMBB: \$1,000,000/20 yrs @ 2.25%. This reflects 40% of the total debt service expense, with the remaining 60% funded by property taxes (maturity in FY24).							
45-12 Sewer 2021	3,221.00	98,884.79	39,554.00	98,884.82	39,554.00	0.00	.00%
MMBB: \$2,000,000/20 yrs @ 1%. This reflects 40% of the total debt service expense, with the remaining 60% funded by property taxes (maturity in FY41).							
45-22 Interest Sewer 2021	1,844.00	20,345.54	9,661.00	24,152.63	9,246.00	-415.00	-4.30%
MMBB: \$2,000,000/20 yrs @ 1%. This reflects 40% of the total debt service expense, with the remaining 60% funded by property taxes (maturity in FY41).							
Miscellaneous							

## Dept Directors Requests

	Expense						
	2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Wastewater CONT'D							
50-34 Use of Fund Balance	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	.00%
Transfer to the general fund to offset the administrative costs at the town office.							
50-86 Special Projects	7,000.00	1,377.72	7,000.00	3,870.13	7,000.00	0.00	.00%
Video taping of the sewer collection system.							
Purchases							
60-04 Capital Equipment	96,000.00	73,134.33	50,000.00	0.00	510,000.00	460,000.00	920.00%
Upgrades to PLC's, VFD, computer, control panels and scada system.							
60-05 Capital Reserve	15,000.00	0.00	78,500.00	0.00	0.00	-78,500.00	-100.00%
Wastewater	1,244,686.00	1,235,275.97	1,393,046.00	965,613.65	1,818,611.00	425,565.00	30.55%



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**Wastewater Committee Meeting**  
**In Person Meeting - April 3, 2023 – 10:00am**

Minutes of the Wastewater Committee meeting on April 3, 2023

**Attendees:** Bob Convery, Eric Labelle, Margaret Myatt, Chris Simeoni

**Call to Order**

1. Discussed the Wastewater budget with committee members

The budget changes discussed were as follows:

- Addition of sludge and compost hauling line
- Decrease in health insurance line due do staff participation
- Decrease in lab supplies line due to remaining stock from last year
- Decrease in odor control line
- Increase in the expert professional line due to staffing changes
- Increase in electric line due to increased electric cost
- Increase in salary lines (overtime, MePers, etc.)
- Increase in audit line due to increased fee
- Increase in tech services line
- Increase in alarms line
- Increase in workers com line due to increased fees
- Increase in diesel line
- Increase in chemicals process line
- Increase in bio ash line

Budget is attempting to project financial needs out to FY'28

Wastewater committee unanimously approved the budget for FY'24

2. Discussed other related business

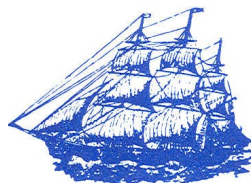
The replacement of multiple pump stations in the future

Step increases in sewer user fee over the next couple of years to supplement the use of investment funds in funding \$500-600 thousand in operating capital annually

Continued use of reserve funds is unsustainable as they are not being replenished

**Adjournment.**

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## TOWN OF KENNEBUNKPORT

### MEMORANDUM

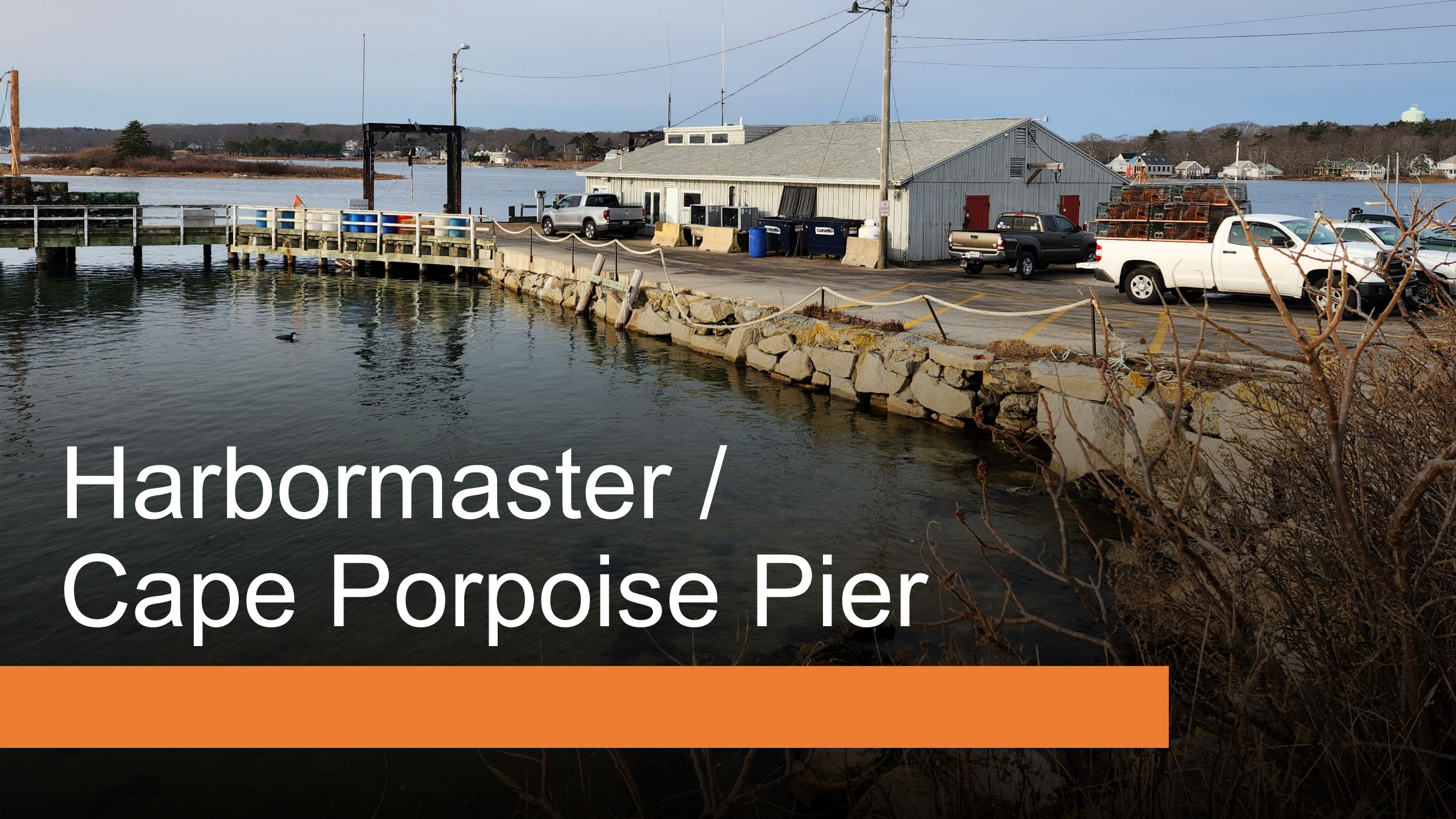
**To:** Laurie Smith  
**Fr:** Frank Orr, Harbormaster / Pier Manager  
**Re:** Review and Consideration of Annual Cape Porpoise Pier Budget for FY24  
**Dt:** April 6, 2023

Please find attached, a copy of the proposed Cape Porpoise Pier Budget for FY24. The proposed budget resulted in a 18% increase in expenses over FY23. Revenues are projected to increase by 12% overall.

The Cape Porpoise Pier Advisory Committee met in person on Wednesday, March 29 at 6:00 pm. The board voted unanimously to approve the budget. Please find attached, a copy of the minutes from the meeting.

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# Harbormaster / Cape Porpoise Pier



# 2023 Cape Porpoise Pier Statistics

60 Cape Porpoise  
Pier Members:

- 31 Commercial
- 19 Recreational
- 4 Dealers
- 6 Punt Only





# 2023 Mooring Statistics

---

211 Moorings in Town Waters:

- 16% increase in Tidal and Deep Water moorings
- 11 pending requests for New Moorings
- 44 requesters on Waitlist







# 2024 Harbormaster Priorities

- Support Cape Porpoise Pier Rehabilitation Project
- Inventory and Plotting of Moorings in Town Waters
- Development of Public Boat Launch
- Support existing Aquaculture and promote new development
- Optimize Town Anchorages (long term)





# FY 2024 Harbormaster Budget

Budget was  
unanimously  
approved by Pier  
Advisory Committee  
on March 29, 2023

# Pier Revenue Summary

- 12% increase in total revenue over FY 2023
- 16% increase in projected Fuel Revenues based on projected sales. The markup remains at \$0.55 per gallon
- Pier Member Dues reflect a 2% increase in users of Pier Facilities.







## Pier Expense Summary

- Upgrade to the Pier Office phone system
- Waste Removal increases reflect the addition of a second dumpster with three pickups a week during the high season
- Technology/Software budget will increase due to the implementation of Online Mooring software.
- Fuel expenses are projected to increase by 18% due to the rising costs of gasoline and diesel.
- Building expenses increased to account for expenses during the Pier Renovation.





# Questions?

Thank you for your time!



**Cape Porpoise Pier  
FY24 Budget**

	<b>FY22 Budget</b>	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 YTD 03.08.23</b>	<b>FY24 Proposed</b>
<b>Revenues</b>					
Mooring fees	7,560	6,750	12,060	1,665	14,040
Pier Miscellaneous	0	481	0	95	0
Pier Diesel	216,640	267,364	301,750	213,945	345,925
Pier Gas	34,375	57,276	60,750	62,020	72,828
Loss of Fuel Revenue/Pier Construction					(5,000)
Pier Dues	46,652	45,104	50,800	52,539	53,835
Pier Lease	40,000	40,000	40,000	30,000	40,000
Use of fund balance	0	0	0	0	0
Write Offs	0	(1,355)	0	(1,655)	0
<b>Total Revenues</b>	<b>345,227</b>	<b>415,619</b>	<b>465,360</b>	<b>358,609</b>	<b>521,628</b>
More or (less) actual received vs budgeted:					
<b>Expenses</b>					
Salaries & Wages	64,796	63,257	57,925	33,791	56,044
FICA	5,040	4,496	4,520	3,061	4,373
MSRS	5,623	5,707	5,908	3,214	8,238
ICMA	1,092	1,114	1,158	485	1,121
Health	20,314	18,097	20,913	7,239	9,535
Travel & Meetings	0	213	1,000	890	400
Training & Education	0	705	0	0	600
HRA & Fees	1,386	2,448	1,386	176	693
Electricity	6,800	5,541	7,000	3,447	7,000
Phone/Internet	860	902	2,550	2,032	4,100
Heating Fuel	750	783	750	55	1,375
Water	500	233	500	26	500
Expert/Professional	900	1,124	1,100	802	1,000
Audit	500	500	500	500	1,000
Technology/Software	0	0	1,200	1,415	1,850
Licenses	650	90	650	590	650
Waste Removal	4,100	10,585	9,500	7,736	10,500
Liability Insurance	0	1,280	0	0	0
Other Insurance	4,600	4,825	7,020	9,004	9,000
Office Supplies	50	120	50	397	150
Operating Supplies	1,000	814	1,000	1,133	1,000
Gas	28,750	44,981	52,500	49,802	63,478
Diesel	186,175	202,143	262,500	195,666	308,250
Buildings	750	537	750	7,434	5,000
Vehicles & Equipment	1,000	1,219	1,000	4,045	4,500
Float Maintenance	500	0	500	93	500
Pier Maintenance	625	3,992	2,500	5,048	500
Diesel Tax	3,810	4,740	4,220	4,165	4,800
Payroll Contingency	2,308	0	0	0	0
Capital Equipment	648	0	0	0	0
Depreciation	0	0	16,760	0	15,471
<b>Total Expenses</b>	<b>343,527</b>	<b>380,446</b>	<b>465,360</b>	<b>342,245</b>	<b>521,628</b>
More or (less) actual expensed vs budgeted:					
<b>Net +/-</b>					<b>0</b>

## Cape Porpoise Pier

Moorings	FY 22			FY23			FY 24		
	Fee	# of Users	Total	Fee	# of Users	Total	Fee	# of Users	Total
Tidal waters	45.00	100.00	4,500.00	90.00	100.00	9,000.00	90.00	130.00	11,700.00
Deep waters	90.00	34.00	3,060.00	90.00	34.00	3,060.00	90.00	26.00	2,340.00
			7,560.00			12,060.00			14,040.00
Fuel	Markup	Gallons	Total	Markup	Gallons	Total	Markup	Gallons	Total
Gas	0.45	12,500	5,625.00	0.55	15,000	8,250.00	0.55	17,000	9,350.00
Diesel	0.45	67,700	30,465.00	0.55	75,000	41,250.00	0.55	68,500	37,675.00
			36,090.00	Rev Loss/Pier Construction		(2,000.00)	Rev Loss/Pier Construction		(5,000.00)
					90,000.00	47,500.00		85,500.00	42,025.00
	<u>Price/gallon</u>	<u>Expense</u>	<u>Revenue</u>	<u>Price/gallon</u>	<u>Expense</u>	<u>Revenue</u>	<u>Price/gallon</u>	<u>Expense</u>	<u>Revenue</u>
Gas	2.30	28,750.00	34,375.00	3.50	52,500.00	60,750.00	3.73	63,478.00	72,828.00
Diesel	2.75	186,175.00	216,640.00	3.50	262,500.00	303,750.00	4.50	308,250.00	345,925.00
		214,925.00	251,015.00		315,000.00	364,500.00		371,728.00	418,753.00
Dues	Fee	# of Users	Total	Fee	# of Users	Total	Fee	# of Users	Total
		added 1.6% CPI			added 7.9% CPI			added 6.5% CPI	
Recreational	598.50	14.00	8,379.00	645.78	16.00	10,332.42	687.76	17.00	11,691.85
Big boats	897.88	34.00	30,527.92	968.81	32.00	31,002.00	1,031.78	30.00	30,953.48
Punt	574.65	4.00	2,298.60	620.05	4.00	2,480.19	660.35	6.00	3,962.12
Dealers	1,027.20	3.00	3,081.60	1,108.34	4.00	4,433.38	1,180.38	4.00	4,721.53
extra boats	5.00	107.00	535.00	5.40	107.00	577.27	5.75	109.00	626.86
extra drums	15.00	122.00	1,830.00	16.19	122.00	1,974.57	17.24	109.00	1,879.42
			46,652.12			50,799.82			53,835.25
		Lease	40,000		Lease	40,000		Lease	40,000
		Total Revenue	345,227		Total Revenue	465,360		Total Revenue	521,628
		Total Expense	343,527		Total Expense	521,628		Total Expense	521,628
		Net	1,700		Net	(56,268)		Net	0

## **2023 03 29 Cape Porpoise Pier Advisory Committee Meeting Minutes**

### **In Person Meeting – March 29, 2023 – 6:00 pm**

In attendance: Town Manager Laurie Smith; Harbormaster Frank Orr; Pier Committee Members: Peter Eaton (Chair), George Dow, Kyle Emmons, Charles McLaughling, Ryder Noyes, Julian Zuke; Guests: Mike Claus, Ben Nunan

1805 Call to order

Introduction of new Harbormaster.

Budget discussion

- What is length considered “big boat”?
- Fuel markup will remain at \$0.55 for FY 2024.
- Discussion of waste removal setup and fees. Planning on continuing with two dumpsters, picked up three days a week.
  - Ben Nunan will get information of alternative waste removal company that may be cheaper than Casella.
- Budget for FY24 unanimously approved by members in attendance.

### **Cape Porpoise Pier Rehabilitation Project Update**

- Mike Claus update
  - Project is not out to bid
  - Drawings are complete. Now waiting on Army Corps permits.
  - “All set” on environmental.
  - Pier Demolition cannot begin until 08 Nov.
  - Intent that at least 1 hoist will remain active throughout the project.
  - Parking will need to be maintained for winter fishermen. Contractors cannot use entire lot. Ben Nunan stated that Nunan restaurant parking lot can be used if fishermen are willing to carpool.
  - Bait storage in winter needs to be determined.
    - Storage of bait in parking lot?
    - Refrigerated trailer storage probably not needed.
  - Design of temporary relocation of punt float off Chowder House deck added to plans.
  - Discussion of property lines and surveys.
  - Discussion of past and ongoing parking issues.
    - Proposal by Peter Eaton to restrict commercial fisherman parking to one vehicle per boat from Memorial Day through November.
    - Mention of use of Firefighters Park for overflow parking.
    - Implementation of a parking permit system during high season, not for fees but tied to the Pier Membership.

### **Other Business**

- Recommendation that Harbormaster add another ladder on shoreward side of punt float or inboard corner of ramp float.



- Construction vehicles at Pier 77 are blocking vehicle access to the pier.
- For recreational/transient users getting fuel, Harbormaster will ensure they tie up only blocking one hoist or the other. In previous years users frequently blocked access to both chain hoists.
- Chairman Peter Eaton stated that he appreciates how clean and organized the pier has been since the new HM started.
- Question if Pier Committee will make a recommendation for one vehicle per boat from Memorial Day Weekend to Columbus Day Weekend.
  - Counter point that big boats with larger crews may need an additional parking space.
  - Parking along streetside from causeway to Pier 77 will not be permit restricted and may be used for extra vehicles.
  - Proposal to limit Parking for general users to 2 hours. Permits would allow for longer duration.
  - Call for a vote approved. Vote passed unanimously.

1920 Motion to adjourn

<p align="center"><b>DOCK SQUARE PARKING LOT</b></p> <p align="center"><b>FY24 Budget</b></p>
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**Item 7.d**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY24 Proposed</b>
<b>Revenues</b>			
Fees	523,796	419,842	500,000
<b>Total Revenues</b>	<b>523,796</b>	<b>419,842</b>	<b>500,000</b>
More or (less) actual received vs budgeted:			
<b>Expenses</b>			
Salaries & Wages	38,126	55,850	70,375
Summer Salaries	0	0	5,792
Overtime	18	0	1,388
FICA	2,918	4,278	5,978
MSRS	0	385	0
ICMA	0	76	353
Health	0	2,157	3,667
HRA & Fees	0	136	212
Electricity	2,731	2,500	3,000
Phone/Internet	3,339	7,460	1,750
Internet	3,902	0	0
Expert/Professional	0	12,000	12,000
Credit Card Fees	18,386	18,000	18,500
Office Supplies	9,299	13,000	10,000
Buildings	2,564	1,000	1,000
Vehicles & Equipment	7,450	2,000	7,000
Miscellaneous	500	0	0
Transfer Out	295,000	301,000	316,000
<b>Total Expenses</b>	<b>384,232</b>	<b>419,842</b>	<b>457,015</b>
More or (less) actual expensed vs budgeted:			
<b>Net +/-</b>			<b>42,985</b>

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<p align="center"><b>Government Wharf FY24 Budget</b></p>
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**Item 7.e**

	FY22 Actual	FY23 Budget	FY24 Proposed
<b>Revenues</b>			
Lobsterman	6,952	10,800	8,500
Commercial Dues	1,600	1,925	2,400
Base Dues	0	0	200
Student Dues	125	125	150
Miscellaneous	3	0	0
Use of Fund Balance	0	4,000	0
<b>Total Revenues</b>	<b>8,680</b>	<b>16,850</b>	<b>11,250</b>

More or (less) actual received vs budgeted:

<b>Expenses</b>			
Electricity	5,261	6,700	7,500
Phone/Internet	0	1,985	1,500
Buildings	2,039	0	0
Float Maintenance	0	550	550
Pier Maintenance	770	500	500
Miscellaneous	0	150	0
Capital Equipment	0	6,965	1,200
<b>Total Expenses</b>	<b>8,070</b>	<b>16,850</b>	<b>11,250</b>

More or (less) actual expensed vs budgeted:

**Net +/-** **0**

Category	Members	FY23 Amount	FY24 Amount	Revenue
Lobsterman	17	450	500	8,500
Commercial Dues	8	275	300	2,400
Base Dues	1	175	200	200
Student Dues	1	125	150	150
<b>Total Dues Revenue</b>				<b>11,250</b>

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## MEMORANDUM

To: Board of Selectmen  
 Fr: Laurie Smith, Town Manager  
 Re: Fee and Permit Changes  
 Dt: April 10, 2023

As part of the FY24 budget deliberations, the Board of Selectmen and Budget Board discussed the permits and fees in several categories; these included Goose Rocks Beach permit fees, building permit fees, and parking violations. The Board of Selectmen voted to amend these fees; however, I have placed them on your agenda for review so that the Board can establish an effective date for changes.

**Goose Rocks Beach permit fees:**

Beach Permit Type	Current Fee	Proposed Fee	Effective Date
Resident	\$5.00	\$10.00	05/01/2024
Daily	\$25.00	\$30.00	05/01/2023
Non-Resident Weekly	\$100.00	\$100.00	No change
Non-Resident Seasonal	\$200.00	\$200.00	No change

**Building permit fees:**

Type of Permit	Current Fee	Proposed Fee	Effective Date
Residential new construction / renovation	\$10 / \$1,000 project value	\$12 / \$1,000 project value	06/01/2023

**Parking violations:**

Type Violation	Current Fee	Proposed Fee	Effective Date
GRB parking without permit	\$53.00	\$65.00	05/01/2023
All other parking violations	\$28.00	\$35.00	05/01/2023
Late Fees after 30 days	Current Fee	Proposed Fee	Effective Date
GRB parking w/out permit	\$5.00	\$20.00	05/01/2023
All other parking violations	\$5.00	\$20.00	05/01/2023

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## Memorandum

To: Board of Selectmen  
Fr: Laurie Smith, Town Manager  
Re: Pier Road Boat Launch  
Dt: April 6, 2023

The Board of Selectmen has approved moving forward with the Pier Road Causeway project and the engineering and final design is underway. The elevation change of the road will impact the entrance to the boat launch and require changes to the grade and entrance. The launch exists due to an easement from the Stone Haven Drive residents which allows the public access in accordance with certain requirements. One of these is written approval from the property owners should any substantive changes be made to the premises.

Staff and representatives from Woodard & Curran have met with the property owners on Stone Haven Drive on a number of occasions to review the plans and make amendments to the proposal. The majority of residents are in agreement with the proposal as long as it contains the following provisions:

As specified in the StoneHaven/KPT Easement Deed dated 25 July 2016, we are in agreement with the following changes to our property as the result of the Causeway Project:

1. No parking at the launch.
2. Bollard(s) at the top of the ramp so no trailers can pull down the launch, this would turn the launch into a carry in / carry out launch for kayaks only. The public safety team, Stone Haven residents and Harbormaster would have a key to the bollards to allow access for emergency response and other needs as required.
3. Maintaining the gravel launch at existing width ie 15' between granite blocks
4. Restoration of wetlands at the northern edge of the put-in area beyond the 15' ramp.
5. Surrounding the wetlands area with granite boulders or blocks as used currently to protect from vehicles and diffuse run-off from the roadway.

If the Board is in agreement than staff will prepare a final written approval.

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BK 17288 PGS 441 - 444  
INSTR # 2016030869  
RECEIVED YORK SS

08/01/2016 01:47:33 PM  
DEBRA ANDERSON  
REGISTER OF DEEDS

## EASEMENT DEED

RICHARD PERRY and ELAINE CARLSON of 1 Stone Haven Drive, Kennebunkport, York County, Maine, and with a mailing address of P.O. Box 7402, Cape Porpoise, Maine 04014, and JOAN COPE SUTTER of 2 Stone Haven Drive, Kennebunkport, York County, Maine, and with a mailing address of P.O. Box 7292, Cape Porpoise, Maine 04014, and RICHARD L. SMITH and PATRICIA T. SMITH, Trustees of the PATRICIA T. SMITH REVOCABLE TRUST, of 3 Stone Haven Drive, Kennebunkport, York County, Maine, and with a mailing address of P.O. Box 7276, Cape Porpoise, Maine 04014, and ROBERT E. DAVIS, of 4 Stone Haven Drive, Kennebunkport, York County, Maine, and with a mailing address of P.O. Box 7410, Cape Porpoise, Maine 04014 (together, "Grantors"), for consideration given, GRANT to TOWN OF KENNEBUNKPORT, a Maine municipal corporation located in Kennebunkport, York County, Maine, whose mailing address is 6 Elm Street, Kennebunkport, Maine 04046 ("Grantee"), an easement and right-of-way for the general public for recreational purposes, in common with the Grantors, their heirs and assigns, over certain property situated in Kennebunkport, York County, Maine and known as the "Causeway" on Pier Road, and being more particularly bounded and described in Schedule A attached hereto and made a part hereof (the Premises").

The easement and right-of-way herein granted shall include the right of Grantee, and its heirs and assigns, including general public, to use, maintain, clean, repair, manage and control the Premises in such a manner as shall permit its use for public recreational purposes, not including overnight occupancy and including, but not limited to, the right of vehicular access for Grantee, its heirs and assigns, including the general public, for ingress and egress purposes, the right of the Grantee, and its heirs and assigns, including the general public, to park vehicles within the Premises subject to reasonable parking limitations and restrictions of the Town of Kennebunkport on Pier Road, which Grantee, and its heirs and assigns, shall make reasonable efforts to enforce; provided that Grantee, for itself and on behalf of its heirs and assigns, agrees to maintain and clean the Premises, to repair damage to property of Grantor resulting from Grantee's management of Premises, and to control erosion resulting from water runoff and from vehicular use of the Premises. The Grantee also pledges to enforce the privacy and quiet enjoyment of property adjacent to the easement for the Grantors.

The Grantee and its heirs and assigns further pledges that any substantive changes to the Premises will be performed only after first receiving written approval from the Grantors. "Substantive changes" shall be defined as any significant material change to the Premises including the addition of any structure, signage, fencing or lighting, installation of any surface material(s), alteration to any vegetation, or any modifications that require State of Maine agency or Federal agency regulatory review.

Grantors, for themselves and their heirs and assigns, reserve the right to use and enjoy the Premises for all purposes as are not inconsistent with, and shall not materially interfere with, the use of the Premises by the Grantee, its heirs and assigns, including the general public, for the purposes set forth herein.

Grantee, and its heirs and assigns, shall maintain with respect to the Premises, as part of its obligations hereunder, insurance through the Maine Municipal Association Risk Pool, or other similar liability and property insurance, and indemnify and defend grantors, and their heirs and assigns,

4 pgs → Town of Kennebunkport

2

against and losses, liabilities, damages, claims, suits, demands, actions, judgments, costs and expenses which may arise from, grow out of, or be attributable to Grantee's management, repair, maintenance, use or control of the Premises, and any injury to, or death of, and person or persons, or damage to any property while on or about the Premises; provided that: by virtue of the aforesaid obligations, and its heirs and assigns, are not waiving any defense, immunity, or limitation of liability which may be available to them, or their officers, agents, or employees, under the Maine Tort Claims Act pursuant to the provisions of 14 M.R.S.A. §§ 8101 *et seq.*, or pursuant to 14 M.R.S.A. § 159-A, or any other defenses, privileges or immunities as may be provided by law.

In consideration for the above-referenced easement and right of way for public recreational purposes, Grantee agrees to provide winter maintenance including snow plowing, sanding and spring cleanup services relating to a certain private road situated in Kennebunkport, York County, Maine and known as Stone Haven Drive, and being more particularly bounded and described in a certain plan entitled Partition of Land, Stone Haven Hill dated November 10, 1993 and recorded in the York County Registry of Deeds at Plan Book 225, Page 36. Grantor hereby grants to Grantee an easement to said private road, Stone Haven Drive, for the purposes of providing winter maintenance as described herein. Grantee agrees to repair damage to Grantor's property resulting from winter maintenance operations.

The purpose of this deed is to establish an easement and right of way for public recreational use. The rights and easements conveyed herein and the terms and conditions hereof, shall be binding upon the parties hereto, their respective heirs and assigns.

If any of the parties hereto, or their respective heirs and assigns, materially breaches the terms and conditions in this deed, and fails to reasonably cure and such material breach upon receipt of written notice of the same, any of the remaining parties shall submit their grievance to a Mediator for resolution. The Mediator will be an individual agreed to by both parties. In the event that the parties cannot agree on the choice of a mediator or should the mediation process fail to arrive at a resolution acceptable to both parties, either party is then allowed to terminate this Easement Deed. Any and all expenses, cost and fees incurred by either party in pursuit of a mediated resolution, as result of a mediated resolution or as result of failure to reach a mediated solution shall be the sole responsibility of the Grantee, except where Grantor has rejected a resolution put forward by Mediator and accepted by Grantee, in which case expenses, cost and fees charged by Mediator will be the joint responsibility of both parties and will be shared equally.

Reference is hereby made to a certain deed dated August 6, 1996 From Irene Dignan to Richard Perry and Elaine Carlson, and recorded in the York County Registry of Deeds in Book 7948, page 148, a deed dated May 14, 1998 from David Lord Sutter and Joan Cope Sutter to David Lord Sutter and Joan Cope Sutter, and recorded in the York County Registry of Deeds in Book 9069, page 131, a deed dated July 27, 2007 from Richard L. Smith and Patricia T. Smith to Richard L. Smith and Patricia T. Smith, Trustees of the Patricia T. Smith Revocable Trust, and recorded in the York County Registry of Deeds in Book 15221, page 802, and a deed dated November 18, 1998 from Denis R. Dignan to Robert E. Davis and Deborah D. Davis, and recorded in the York County Registry of Deeds in Book 9168, page 111.

IN WITNESS WHEREOF, RICHARD PERRY and ELAINE CARLSON, JOAN COPE SUTTER, RICHARD L. SMITH and PATRICIA T. SMITH, Trustees of the PATRICIA T. SMITH REVOCABLE TRUST, and ROBERT E. DAVIS and DEBORAH D. DAVIS have all signed and sealed this instrument on this 13 day of July, 2016

Richard Perry

Richard Perry

Elaine Carlson

Elaine Carlson

Joan Cope Sutter

Joan Cope Sutter

Richard L. Smith

Richard L. Smith

Patricia T. Smith

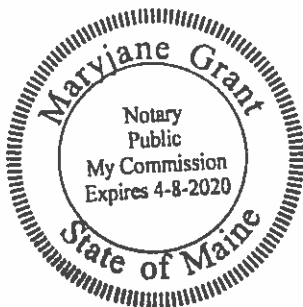
Patricia T. Smith

Robert E. Davis

Robert E. Davis  
STATE OF Maine  
YORK, SS.

July 25, 2016

Personally appeared before me the above-named Richard Perry, Elaine Carlson, Joan Cope Sutter, Richard L. Smith, Patricia T. Smith, Robert E. Davis and acknowledged the foregoing instrument to be his/her free act and deed.



Before me,

Maryjane Grant

Notary Public

MARYJANE GRANT  
Type or Print Name

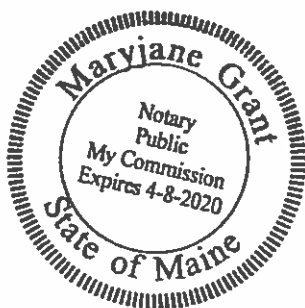
My Commission Expires 4-8-2020

Laurie Smith  
Laurie Smith, Town Manager

STATE OF Maine  
YORK, SS.

Personally appeared before me the above-named Laurie Smith

and acknowledged the foregoing instrument to be his/her free act and deed.



Before me,

Mary Jane Grant  
Notary Public

MARYJANE Grant  
Type or Print Name

My Commission Expires 4-8-2020



## Laurie Smith

---

**From:** Richard Perry <rjperry1059@gmail.com>  
**Sent:** Monday, April 3, 2023 7:23 AM  
**To:** Laurie Smith; arundel76@gmail.com  
**Cc:** Richard Smith; patscape@gmail.com; Wendy Wise; Doug May; Elaine Carlson; Richard Perry  
**Subject:** Letter of Understanding

Good morning Laurie and Ed,

As specified in the StoneHaven/KPT Easement Deed dated 25 July 2016, we are in agreement with the following changes to our property as the result of the Causeway Project:

1. No parking at the launch.
2. Bollard(s) at the top of the ramp so no trailers can pull down the launch, this would turn the launch into a carry in / carry out launch for kayaks only. The public safety team, **Stone Haven residents** and Harbormaster would have a key to the bollards to allow access for emergency response and other needs as required.
3. Maintaining the gravel launch at existing width ie 15' between granite blocks
4. Restoration of wetlands at the northern edge of the put-in area beyond the 15' ramp.
5. Surrounding the wetlands area with granite boulders or blocks as used currently to protect from vehicles and diffuse run-off from the roadway.

Richard Smith  
Pat Smith

Doug May  
Wendy Wise

Richard Perry  
Elaine Carlson

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## Town of Kennebunk, Maine



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

## Committee Volunteer Form

If you prefer to apply online, visit [www.kennebunkmaine.us/committeevolunteerform](http://www.kennebunkmaine.us/committeevolunteerform)To learn more about a particular committee, please visit [www.kennebunkmaine.us/committees](http://www.kennebunkmaine.us/committees).To view committee agendas, please visit [www.kennebunkmaine.us/calendars](http://www.kennebunkmaine.us/calendars).

(Please print clearly)

Full Name Justin TroianoStreet Address 3 South Street Kennebunkport, ME 04046Mailing Address (if different from street address) PO Box 759, KennebunkportAre you a resident of Kennebunk? Yes X NoDo you work in Kennebunk? Yes X NoDo you own a business in Kennebunk? Yes X NoDo you own a home or land in Kennebunk? Yes X NoDaytime Phone # 207 423-2187 Cell Phone # 207 423-2187E-Mail Address justin@pineappleketch.comI wish to be considered for appointment to the: River  
Committee

(Check all that apply):

Regular Membership Status (3-year term) XAlternate Membership Status (1-year term) \_\_\_\_\_  
(Alternates vote if Regular member absent)

Youth Membership Status (1-year term) \_\_\_\_\_

**Town Use Only:**

Date form received: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Membership: Regular, Alternate, Youth

Term Ends: \_\_\_\_\_

Do you currently serve (or served in the past) on any Town committee? Yes X No

If so, please list the committee(s) \_\_\_\_\_

Occupation Business OwnerEmployer Self

List any civic organizations to which you belong: \_\_\_\_\_

**Please complete questions on the back of this form**

1. How many meetings have you attended of the committee you are interested in joining? 1

Have you reviewed agendas, minutes and online meetings (if applicable) of the committee?

Yes

2. What special skills, talents, and/or unique quality can you offer the committee?

I captain a boat on the Kennebunk river, have worked in conservation, and have an ability to understand and solve problems creatively

3. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings? *Please note: Failure to attend three regular meetings in a row or 25% of all meetings in a six-month period may result in forfeiture of your position on the committee.*

Yes

4. Do you have any conflict of interest that might involve either direct or indirect financial gain or other gain?

I own a business which operates out of the river. i don't see this as a conflict i see this as something that will guarantee that i have the best interest of the river in mind.

5. Please describe why you would be an ideal candidate for this committee.

I wish to protect the river and the community that surrounds it. My energy and decisions will be made with the best interest of all in mind.

**SIGNATURE:**

By signing, I certify the above statements to be true and correct. If applicant is under 18, a parent or guardian must also sign.

*Thank you for volunteering to serve your community.*

Please return form to the Town Manager's Office, 1 Summer Street, Kennebunk, ME 04043 or by email to [knolette@kennebunkmaine.us](mailto:knolette@kennebunkmaine.us).

Please note that not all committees have openings at this time; however, vacancies do occur often. Please check our website at [www.kennebunkmaine.us/boardlist](http://www.kennebunkmaine.us/boardlist) for a full listing of all committees to include committee members, meeting schedules, and vacancies.



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

## Application for an On-Premises License

*All Questions Must Be Answered Completely. Please print legibly.*

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Section I: Licensee/Applicant(s) Information; Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): <u>Arundel Marine Service</u>	Business Name (D/B/A): <u>Arundel Wharf Restaurant</u>
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <u>43 Ocean Ave, Kennebunkport</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <u>PO Box 1950 Kennebunkport, ME 04046</u>
Mailing address, if different from DBA address: <u>PO Box 1950 Kennebunkport, ME 04046</u>	Email Address: <u>wharfKpt@gmail.com</u>
Telephone # <u>(207) 967-3444</u> Fax #: <u>(207) 423-9089</u> <u>(207) 967-5462</u>	Business Telephone # <u>(207) 967-3444</u> Fax #: <u>(207) 967-5462</u>
Federal Tax Identification Number: <u>01-0324798</u>	Maine Seller Certificate # or Sales Tax #: <u>07714</u>
Retail Beverage Alcohol Dealers Permit:	Website address: <u>the-arundel-wharf.com</u>

1. New license or renewal of existing license? ☐ New Expected Start date: \_\_\_\_\_  
☒ Renewal Expiration Date: October 16, 2022
2. The dollar amount of gross income for the licensure period that will end on the expiration date above:  
Food: \$193,913.15 Beer, Wine or Spirits: \$795,564.91 Guest Rooms: ~~0~~
3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)  
☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

43 Ocean Avenue, Kennebunkport, ME 04046

6. Is the licensee/applicant(s) citizens of the United States?

☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine?

☒ Yes ☐ No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor



10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Robert Williamson	4-29-52	Biddeford, ME

Residence address on all the above for previous 5 years

Name	Address:
Robert Williamson	20 Mason Dr, Arundel, ME 04046
Name	Address:
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

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

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

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

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

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

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

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

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☒ Yes ☐ No

17. Does the licensee/applicant(s) own the premises? ☒ Yes ☐ No

If No, please provide the name and address of the owner:

\_\_\_\_\_

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 0

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Arunde Wharf Restaurant, all as previously licensed.

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: So. Congregational Church

Distance: 1,000 feet

## Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: R.S. Williamson

ROBERT S WILLIAMSON

Signature of Duly Authorized Person

Signature of Duly Authorized Person

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

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

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

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

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

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

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

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

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

**A. Repealed**

**B.** If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

**4. Repealed**

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

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

**Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its permit. See the TTB's website at [www.ttb.gov](http://www.ttb.gov) for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b><u>Class of License</u></b>	<b><u>Type of liquor/Establishments included</u></b>	<b><u>Fee</u></b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00



**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application? ☐ Municipal Officers of \_\_\_\_\_

☐ County Commissioners of \_\_\_\_\_ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see

§653. Hearings; bureau review; appeal

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

**A.** The bureau shall prepare and supply application forms.

**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

- Exact legal name: Arunde Marine Service
- Doing Business As, if any: Arundel Wharf Restaurant
- Date of filing with Secretary of State: 01/03/1974 State in which you are formed: Maine
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

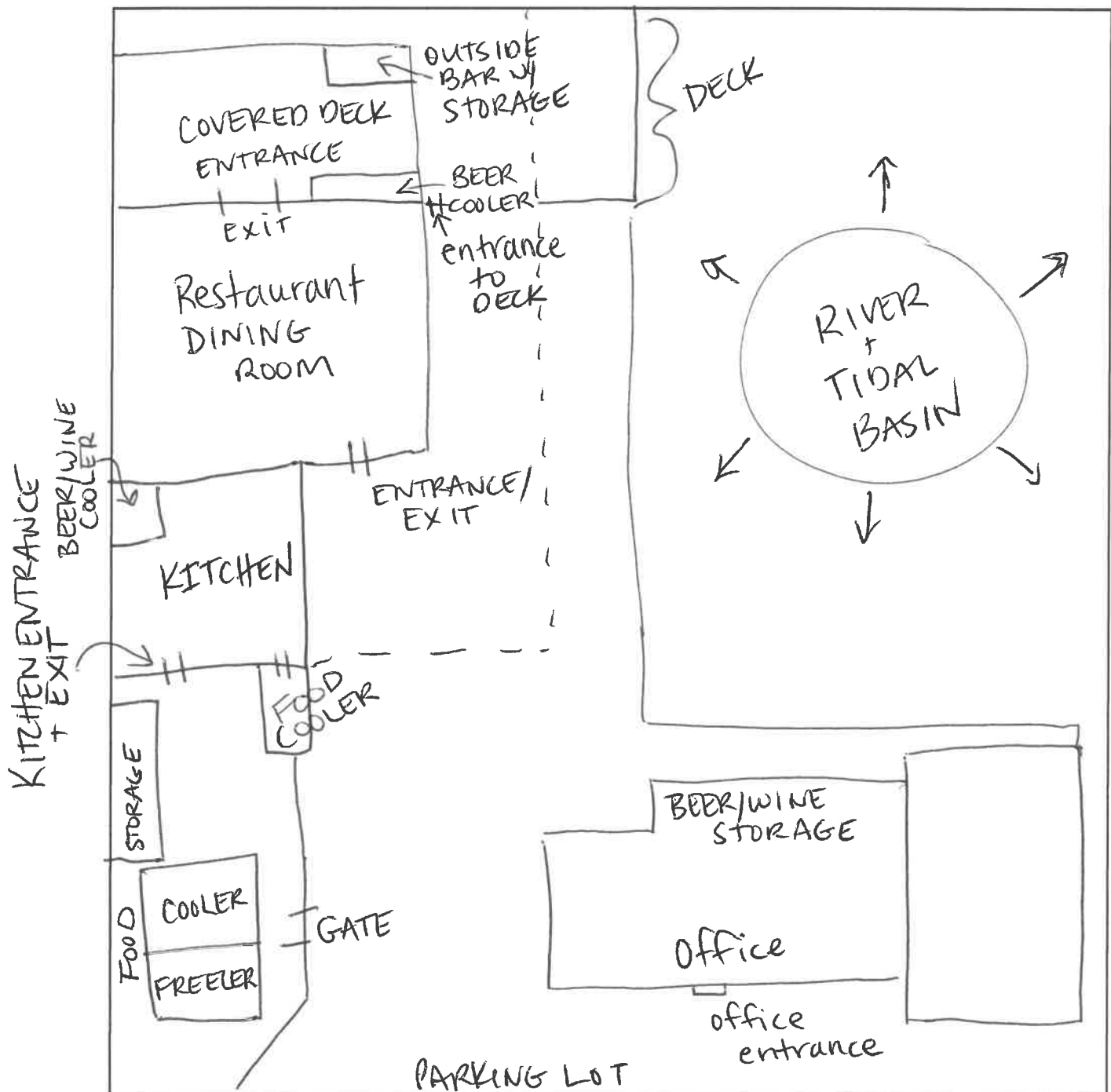
Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Robert Williamson	20 Mason Dr. Arundel Maine	4-29-52	Owner	100%

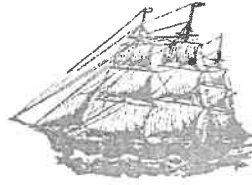
(Ownership in non-publicly traded companies must add up to 100%.)

## Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.





## TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

March 22, 2023

State of Maine  
Attn: Brandy  
Division of Liquor Licensing & Enforcement  
8 State House Station  
Augusta, Maine 04333-0008

Dear Brandy:

Arundel Wharf Restaurant has submitted an application for a liquor license. The Board of Selectmen will be considering the application on April 13, 2023. The applicant's prior license expired during the off season. I respectfully request that the Bureau of Liquor Enforcement – Licensing Division extend the license to accommodate the local review of the application.

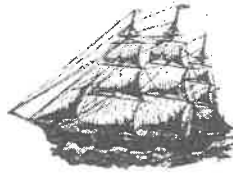
If, for some reason, this request is not granted, or if you have any questions, please contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Laurie Smith', is positioned below the word 'Sincerely,'.

Laurie Smith  
Town Manager

cc: Arundel Wharf Restaurant



# Kennebunkport Public Health

— INCORPORATED 1653 —

## Kennebunkport Public Health

March 17, 2023

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

Please accept this generous gift of \$50.00 from an anonymous donor to the Nurses account (08-01-39). This money was granted to Kennebunkport Public Health nurses to assist us with supplies, equipment, training, or any needs we see fit.

Thank you!

Alison Kenneway RN, BSN  
Kennebunkport Public Health

FOR TOWN OF KPT NURSES.

DATE March 17, 23 5290

PAY TO THE ORDER OF Town of KPT \$50.00

Fifty and no/100 DOLLARS

M&T Bank

MEMO Thank you! Maggie Usher

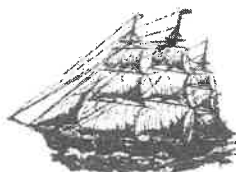
311 5290

SPECIALTY/GRAY

101-A Main Street, Kennebunkport, Maine 04046  
Tel: (207) 967-4401 Fax: (207) 967-3633

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## Kennebunkport Public Health

- INCORPORATED 1653 -

**Kennebunkport Public Health**

March 17, 2023

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

Please accept this donation of \$500.00 from Patricia and Larry Keller. This gift is dedicated towards the emergency fuel fund.

Thank you!

Alison Kenneway RN, BSN

**PATRICIA N KELLER**  
**LARRY L KELLER**

1646  
51-7218/2211  
402

17 March 2023  
Date

Pay to the Order of Town of Kennebunkport \$ 500.00  
Five Hundred dollars and 00/100 Dollars

**People's United Bank**  
peoples.com

Town Nurse

Alison Kenneway

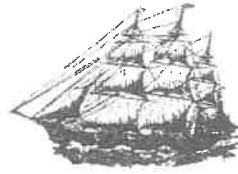
1646

Photo Safe Deposit Details on back

BLUE SHEPHERD

101-A Main Street, Kennebunkport, Maine 04046  
Tel: (207) 967-4401 Fax: (207) 967-3633

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## Kennebunkport Public Health

— INCORPORATED 1653 —

### **Kennebunkport Public Health**

March 31, 2023

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

Please accept this donation of \$1000.00 from Alisson's Restaurant community charity night proceeds- KPORT general assistance fund. This gift is dedicated towards the emergency fuel fund.

Thank you!

Alison Kenneway RN, BSN

**ALISSON'S RESTAURANT**

11 DOCK SQUARE  
P.O. BOX 344  
KENNEBUNKPORT, ME 04046  
(207) 967-4841



52-7450/2112



13168

PAY TO THE  
ORDER OF

Town of Kennebunkport

3/19/23

\$\*\*1,000.00

DOLLARS

One Thousand and 00/100\*\*\*\*\*

Town of Kennebunkport  
P.O. Box 566  
Kennebunkport, ME 04046



MEMO

AUTHORIZED SIGNATURE

Fundraiser: Heating Assistance

⑈013168⑈ ⑆211274502⑆ 44 010365⑈

**ALISSON'S RESTAURANT**

13168

Date	Type	Reference	Original Amt.	Balance Due	3/19/23 Discount	Payment
2/14/23	Bill		1,000.00	1,000.00		1,000.00
					Check Amount	1,000.00

Kennebunk Savings Ba Fundraiser: Heating Assistance

1,000.00