

Town of Kennebunkport  
Board of Selectmen Meeting VIA Zoom  
February 25, 2021  
6:00 PM

## **MINUTES**

**Selectmen attending via Zoom:** Allen Daggett, Patrick Briggs, Sheila Matthews-Bull, and D. Michael Weston.

**Others attending via Zoom:** Laurie Smith, Tracey O'Roak, David Powell, Alison Kenneway, Dr. Peter Tilney, Mike Claus, Chris Simeoni, John Everett, Craig Sanford, Werner Gilliam, and others.

### **1. Call to Order.**

Selectman Daggett called the meeting to order at 6:00 PM. He took roll call of Selectmen present: Allen Daggett, Patrick Briggs, Sheila Matthews-Bull, and D. Michael Weston. Absent: Edward Hutchins.

### **2. Approve the February 11, 2021 selectmen meeting minutes.**

**Motion** by Selectman Briggs seconded by Selectman Matthews-Bull to approve the February 11, 2021 selectmen meeting minutes. **Roll Call Vote:** Briggs, Weston, Matthews-Bull and Daggett. **Voted:** 4-0. **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.)**

Tracy McGovern, 13 Norwood Lane, spoke regarding proposed changes to the dog ordinance. While she supports protecting the endangered species, she voiced concern regarding the shortened off-leash time on the beach during off season.

### **4. Consider the renewal liquor license and special amusement permit submitted by Boughton Hotel Corp. d/b/a The Colony Hotel, 140 Ocean Avenue.**

**Motion** by Selectman Matthews-Bull seconded by Selectman Briggs to approve the liquor license and special amusement permit submitted by Boughton Hotel Corp. d/b/a The Colony Hotel. **Roll Call Vote:** Briggs, Weston, Matthews-Bull and Daggett. **Voted:** 4-0. **Motion passed.**

**5. Consider the renewal liquor license and special amusement permit submitted by The Ramp Grill, LLC d/b/a Pier 77 Restaurant, 77 Pier Road.**

**Motion** by Selectman Matthews-Bull seconded by Selectman Briggs to approve the liquor license and special amusement permit submitted by The Ramp Grill, LLC d/b/a Pier 77 Restaurant. **Roll Call Vote:** Briggs, Weston, Matthews-Bull and Daggett. **Voted:** 4-0. **Motion passed.**

**6. Consider the renewal liquor license submitted by Nunan's Lobster Hut, Inc., 9 Mills Road.**

**Motion** by Selectman Matthews-Bull seconded by Selectman Briggs to approve the liquor license submitted by Nunan's Lobster Hut. **Roll Call Vote:** Briggs, Weston, Matthews-Bull and Daggett. **Voted:** 4-0. **Motion passed.**

**7. Consider the renewal liquor license and special amusement permit submitted by Alisson's Dock Square Ltd. d/b/a Alisson's Restaurant, 11 Dock Square.**

**Motion** by Selectman Matthews-Bull seconded by Selectman Briggs to approve the liquor license and special amusement permit submitted by The Ramp Grill, LLC d/b/a Pier 77 Restaurant. **Roll Call Vote:** Briggs, Weston, Matthews-Bull and Daggett. **Voted:** 4-0. **Motion passed.**

**8. Appoint Dr. Tilney as Town Doctor.**

Public Health Officer, Alison Kenneway, introduced Dr. Peter Tilney and gave some background on the decision to appoint a Town Doctor. The Town has been without a town doctor for several years. During the pandemic, our Public Health Office has been diligently addressing multiple needs in the community. A town physician would assist the Public Health Office with the opportunity to serve the citizens in the future. Dr. Tilney is a Kennebunkport resident and currently serves as the advising physician to Kennebunkport Emergency Medical Services (KEMS) and LifeFlight of Maine. His wife is also a member of the Recreation Committee. Dr. Tilney began his association with KEMS at 16-years old when he became a member. He will not be seeing patients or prescribing medications but rather advising the Public Health Office on responses to public health emergencies.

**Motion** by Selectman Briggs, seconded by Selectman Weston to appoint Dr. Tilney as the Town Doctor. **Roll Call Vote:** Briggs, Weston, Matthews-Bull and Daggett. **Voted:** 4-0. **Motion passed.**

**9. Approve restrictions on vehicle weight limits on certain roads in accordance with 29-A M.R.S.A. Section 2395 and the Kennebunkport Traffic and Parking Control Ordinance.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Weston to approve the recommended restrictions on vehicle weight limits on certain roads from March 1<sup>st</sup> to at least April 12<sup>th</sup>. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

**10. Award the FY21 Salt bids.**

Public Works Director, Michael Claus, recommended that the Board award the salt bid to Eastern Salt Co. with the lowest bid of \$53.33 per ton.

**Motion** by Selectman Weston seconded by Selectman Matthews-Bull to award the FY21 salt bid to Eastern Salt Co. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

**11. Discussion of Wastewater Capital Bonding.**

Town Manager, Laurie Smith gave the background on this project. The Wastewater department previously brought forward their recommendations on capital investment, which included the rehabilitation of both clarifiers, the replacement of two filter presses, and three pump station replacements. The Board authorized up to \$300,000 in reserve funds for engineering services and the recommendation of a \$5.0 million bond to be brought before the voters in June 2021. Because manufacturing and construction prices have continued to increase in the COVID economy, it is estimated that \$5.0 million will no longer be enough to cover these projects.

Deputy Public Works Director, Chris Simeoni advised that in November they put out requests for proposals for engineering contracts for the design. They chose Woodard and Curran for the pump station at a cost of \$143,000. Wright Pierce came back a proposal for the dewatering equipment of \$193,600 which exceeded cost expectations based on the scope of work proposed. They are still trying to negotiate that fee.

In order to do the work in a timely manner and try to stabilize costs, staff would like to move forward, however, a town meeting vote is required. They would like to start the bid process before getting approval from the voters with the understanding that any contracts would be contingent upon that. By doing so, they can schedule the work now for times in the future when there are anticipated down times.

**Motion** by Selectman Weston, seconded by Selectman Matthews-Bull to authorize an additional 33,600 from the reserve fund. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

## **12. Discussion of Radio Tower Project.**

Fire Chief Everett and Police Chief Sanford gave a presentation on the current failing infrastructure and the options available to upgrade. The Town is currently experiencing major gaps in radio service between public safety personnel and the communications center. In many parts of town, including Ocean Avenue, Dock Square, and Goose Rocks Beach, police officers and firefighters cannot communicate back to dispatch. The plan includes the addition of two radio towers (one at wastewater and one at GRB fire station) as well as the replacement of all aging radio infrastructure and equipment. One year ago, the estimated cost was \$1.3 million. While preparing the FY 22 budget, updated figures were requested for the radio equipment. The new budgetary figure showed an 8% increase in one year, or \$109,000. Meanwhile, the radio traffic continues to get worse and concerns about the safety of personnel increases.

One option is to install the two new towers first, hopefully increasing coverage, and then wait on the radio replacements. The addition of two new towers is estimated to cost \$350,000 and it is projected to slightly increase communication. The other option would be to borrow the funds and undertake the entire project at once. There is currently \$250,000 with an additional proposed \$250,000 in the FY 22 budget. That leaves a \$1.0 million shortfall, which would need to be borrowed for a 5- or 10-year period.

It was agreed by the Board to put this on the June Warrant.

**Motion** by Selectman Weston, seconded by Selectman Briggs to accept the proposal for a 5-year bond. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

## **13. Consider Fire Chief's request to return a Kittredge purchased truck back to Atlantic Volunteer Engine Company.**

Fire Chief Everett advised that there was an equipment failure on the Cape Porpoise Ladder truck, which is 32 years old. The truck is not on the capital plan. It was never intended to be replaced. Engine 13 (pumper) out of Port Village has been moved to Cape Porpoise for coverage. In future capital planning, the strategy has been to reduce the number of stations and pieces of equipment as we move to paid per diem staff. The truck needs a new hydraulic pump, and the repairs are estimated to cost around \$5,000. Since the truck is not worth \$5,000, Chief Everett recommended retiring the vehicle and giving it back to the Atlantic Fire Company with the understanding that any proceeds go into the Kittredge investment account. This would need to be voted on at town meeting.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs to return the Kittredge purchased truck back to the Atlantic Volunteer Engine Company with the understanding that the proceeds go into the Kittredge investment account. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

#### 14. Discussion of Short-Term Rental Ordinance.

Town Manager, Laurie Smith, reviewed changes made from the last draft based on the public comment session. Four amendments have been made to the previous draft.

- *D(3) Advertising* – a sentence was added to clarify that if you have a short term rental license you can advertise for upcoming years without being in violation of the ordinance.
- *E(5) Transitional provisions* – instead of [DATE] it now states that the application must be submitted by the advertised date.
- *G(3)* – the building evacuation plan was removed from the requirements.
- *J Penalties* – It now states in the event the Owner or Owner's Short term rental guests, instead of Owner's guests.

Ms. Smith opened a discussion regarding fees with the Board. Public comment was opened on the proposed fees. The following spoke: Sharon McCabe.

#### 15. Discussion of local business operations for summer 2021.

Town Manager, Laurie Smith advised that she has been receiving inquiries from multiple businesses regarding business operations for this coming summer. Some questions include the use of tents and property uses. The Selectmen's authority allows these types of activities to occur only when there is a state of civil emergency. The question is, will the Governor's state of civil emergency continue throughout the entire summer? Even though the tent ordinance now allows tents from Memorial Day weekend through Labor Day plus an additional 30 days, businesses want permission for tents from April through Columbus Day in October which exceeds the allowance of the new tent ordinance.

Taylor Benenti spoke about his hopes for this summer's operations. He is looking for specific guidance for allowances of outdoor dining.

Ashley Paget spoke about Alisson's Restaurant. She voiced that her restaurant had a hard time last summer serving all the way across the parking lot. She is not sure that they would even use a tent for those reasons, but she is looking for guidance.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs to allow Alisson's and the Hurricane to have the same number of spaces in the Dock Square parking lot as they had last year and to be revisited by the Board on a monthly basis. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

**Motion** by Selectman Weston, seconded by Selectman Briggs to authorize the Town to work with other businesses, as necessary, on operations for summer 2021. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

**16. Consider KHHT's request for relief from building permit fees for Heritage Woods.**

Town Manager, Laurie Smith, advised that Kennebunkport Heritage Housing Trust is beginning the construction phase of their first affordable housing neighborhood – Heritage Woods. The subdivision includes three (3) two-story homes and three (3) one-story homes. The fee for the one-story would be \$2,450, while the two-story fee is \$3,225. KHHT is requesting that the building permit fees be waived on this project. The Board of Selectmen have waived the building permit fees for Habitat for Humanity in the past.

**Motion** by Selectman Weston, seconded by Selectman Matthews-Bull to waive the building permit fees for Heritage Woods. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

**17. Authorize Quitclaim Deed for Map 020, Block 004, Lot 005.**

Town Manager, Laurie Smith advised that this property was foreclosed upon in January for non-payment of real estate taxes. At this point, all taxes, fees and interest have been paid by the bank.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs to authorize a Quitclaim Deed for the above referenced property. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

**18. Accept the following donations to the Carol Cook Garden:**

- \$50 from James & Sandra Burne
- \$250 from Spang Builders

**Motion** by Selectman Matthews-Bull seconded by Selectman Briggs to accept the above donations to the Carol Cook Garden. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

**19. Other Business.**

No other business.

**20. Approve the February 25, 2021, Treasurer's Warrant.**

**Motion** by Selectman Weston, seconded by Selectman Matthews-Bull to approve the February 25, 2021 Treasurer's Warrant. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

**21. Adjournment.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs to adjourn. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, and Daggett. **Voted:** 4-0. **Motion passed.**

The meeting adjourned at 7:53 PM.

Submitted by,  
Tracey O'Roak  
Administrative Assistant

## Restricted Vehicle Weight on Posted Roadways

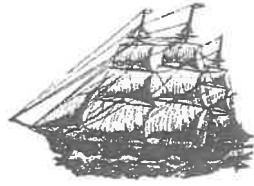
The Town of Kennebunkport has authorized the closing of certain town ways to any non-exempt vehicle or combination of vehicles registered for a gross weight of over 23,000 pounds. The following roads will be closed to such traffic commencing on March 1, 2021 and will remain closed until at least April 12, 2021, unless postings are removed by the Town of Kennebunkport. Any violation of the rules is a traffic infraction punishable by a fine of not less than \$250. Home Heating Fuel Delivery Trucks and Municipal Solid Waste Collection Trucks are exempt from Posted Road regulations. The posting shall remain in force except when the way is solidly frozen. The highway is considered solidly frozen only when the air temperature is 32 degrees F. or below and no water is showing in the cracks in the road. Both conditions must be met.

The Town of Kennebunkport will be posting restricted vehicle weight signs on the following roads:

- \* *Arundel Road from Goff Brook to Goose Rocks Road*
- \* *River Road from Goff Brook to North Street*
- \* *Beachwood Avenue from North Street to Route 9*
- \* *Walkers Lane from North Street to Beachwood Avenue*
- \* *Old Cape Road from Beachwood Avenue to Route 9*
- \* *Goose Rocks Road from Log Cabin Road to Route 9*
- \* *Stone Road from Beachwood Avenue to Goose Rocks Road*
- \* *Guinea Road from Goose Rocks Road to Biddeford Line*
- \* *Whitten Hill Road from Goose Rocks Road to Guinea Road*
- \* *Pier Road*
- \* *New Biddeford Road from Route 9 to Kings Highway*
- \* *Winter Harbor Road from Route 9 to New Biddeford Road*
- \* *Dyke Road*
- \* *Wildes District Road*
- \* *Ocean Avenue*
- \* *Arlington Avenue*
- \* *Langsford Road*
- \* *Ward Road*
- \* *Northwood Drive*
- \* *Oak Ridge Road*
- \* *West Street, Oak Street, Locke Street, Others if needed*

Please feel free to contact the Highway Department at 967-5728 if you have any questions or concerns. An application for a Posted Road Permit is available for download on our website.





## KENNEBUNKPORT WASTEWATER DEPARTMENT

**MEMORANDUM**

**Date:** February 19th, 2021

**To:** Laurie Smith

**From:** Chris Simeoni, Deputy Director Public Works

**Re:** Wastewater Capital Projects Update

In October of 2020, we received direction from the Selectmen to explore options and a timeline for completing several capital projects for the Wastewater Department to include rehabilitation of both clarifiers, replacement of the two belt filter presses and three pump station replacements. A second component to this request was obtaining the probable costs for these projects. The probable costs were \$300,000 for engineering and \$4.7 million for construction. There were several considerations that went along with this preliminary task.

- Numbers were likely on the low side because the fiscal sustainability plan (FSP) only considered in-kind equipment replacement costs at the time of estimation.
- They did not consider inflation since their estimation and future inflation at time of expected construction in 2021-2022 (or beyond).
- They did not consider the increased cost of equipment and construction work because of the pandemic.
- Once we had a better understanding on some of the design decisions and considerations our engineering consultants could provide updated design and construction cost amounts.
- The Town will need voter authorization to issue a bond for these project capital costs. If the Town waited to receive bond authorization (presumably in June 2021) before proceeding with design and equipment procurement phases of the dewatering upgrades and design phase of the pump station upgrades there will be significant impacts on our construction schedule.

The Board of Selectmen authorized the use of \$300,000 in reserve funds to complete the engineering design work for the pump stations and dewatering equipment. We were also given direction to proceed with Requests for Proposals for design of the pump stations and dewatering equipment. Woodard & Curran was selected for the design work for the pump stations and we signed an engineering services contract for \$143,000 in December. Wright-Pierce returned with a proposal for the dewatering equipment of \$193,600. Eric Labelle, Mike Claus, and I reviewed this proposal and concluded the cost was well above our expectations for the scope of work we proposed to Wright-Pierce and this would also exceed our allotted \$300,000 authorization for engineering services by \$36,600. We discussed reducing the cost of the Wright Pierce

proposal with them and, as staff, we concluded that any cost reduction would result in a reduction of their scope of services that would be below our engineering needs.

The dewatering project mainly involves mechanical processing equipment. The Wastewater Department will approach reputable dewatering equipment manufacturers to do bench testing of our sludge from the plant at the point where the dewatering process starts, and that these manufacturers will give us a cost for proposed dewatering equipment based on our plant needs. The final engineering design cost for installation of this equipment may be lower once dewatering equipment selection is made. We would like to proceed on this basis for purchase of dewatering equipment.

Woodard and Curran will have pump station probable costs to us at the end of April. We will work with dewatering equipment manufacturers to determine a probable cost of dewatering equipment by the end of May. We will not have these probable capital costs completed in time for review by the Board of Selectmen and the Budget Board in their February and March budget meetings. For budget meetings we will provide a not to exceed bond cost with a contingency based on current construction costs for projects like the projects we are proposing. At the time of our bond sale the bond amount could be adjusted lower based on cost data provided by Woodard and Curran for pump station construction and on actual costs for proposed dewatering equipment from manufacturers.

A review of our current budget and schedule status is as follows:

### **Pump Station Design**

We have advertised and awarded design services for the pump station design of Cape Porpoise, Paddy Creek, and Wildes District Pump Stations. Design is currently underway.

Engineering Source – Capital Reserves - \$143K

Construction Source – Capital Bond – Est. \$2.6 M

Schedule: Advertise – July 2021

Construction – October 2021 to April 2022

### **Clarifier Upgrades (2)**

The clarifier upgrade design has been completed and is ready for advertisement for bids. Bidding earlier in the year typically provides a financial benefit as contractors are building their workload for the season. We would recommend bidding in March of this year with a stipulation that the authorization to proceed would be contingent on the passage of the Bond.

Source – Capital Bond - \$1.5M

Schedule: Advertisement for Bids – March 2021

Construction Start – October 2021

Construction Completion – April 2021

## Dewatering

We have been evaluating the best technology to achieve our desired dry cake sludge solids. Based on Kennebunkport's sludge characteristics, centrifuge technology appears to be the best approach. Bench testing has been conducted and municipal plant visits/interviews are planned. We plan to bench test with other manufacturers to aid us in determining dewatering equipment needs for our plant and a cost basis to evaluate the equipment.

We have also learned that the centrifuges may have a manufacturing lead time of up to 12 months from time of order. Once we have determined equipment needs and costs, we would purchase the equipment with bond funds to allow for installation in 2022. Delaying purchase of this equipment until installation design work is complete will result delaying dewatering equipment installation until mid-2023 at the earliest.

Equipment	Source – Capital Bond – \$800K
Construction: (Design/CA)	Source – Capital Bond – \$800k
Engineering:	Source – Reserves - \$150K
Schedule:	Bench Testing and Industry Interview – March to May 2021 Develop specifications and bid documents – June 2021 Advertise and award Equipment Contract – July 2021 Evaluation of design/construction and preparation – August 2021 to October 2021 Design and Contractor Selection – January 2022 to April 2022 Equipment Delivery – April 2022 to June 2022 Equipment Installation – June 2020 to October 2020

## Project Contingency (All project work)

Contingency	Source – Capital Bond – \$300K
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## Summary

We recommend including the cost of installation of the dewatering equipment, construction administration costs, and an overall project contingency in the bond funding amount. This gives a not to exceed recommended bond amount of \$6 million.

**Maine Municipal Bond Bank**  
**Estimate of Borrowing**  
**Prepared via [www.mmbb.com](http://www.mmbb.com) on:**  
**February 22, 2021**

Date	Principal	Rate	Interest	Total Payment	FY Total
11/1/2021			\$43,250.00	\$43,250.00	
05/1/2022			\$43,250.00	\$43,250.00	\$86,500.00
11/1/2022	\$250,000.00	0.5500%	\$43,250.00	\$293,250.00	
05/1/2023			\$42,562.50	\$42,562.50	\$335,812.50
11/1/2023	\$250,000.00	0.5800%	\$42,562.50	\$292,562.50	
05/1/2024			\$41,837.50	\$41,837.50	\$334,400.00
11/1/2024	\$250,000.00	0.6200%	\$41,837.50	\$291,837.50	
05/1/2025			\$41,062.50	\$41,062.50	\$332,900.00
11/1/2025	\$250,000.00	0.6800%	\$41,062.50	\$291,062.50	
05/1/2026			\$40,212.50	\$40,212.50	\$331,275.00
11/1/2026	\$250,000.00	0.7900%	\$40,212.50	\$290,212.50	
05/1/2027			\$39,225.00	\$39,225.00	\$329,437.50
11/1/2027	\$250,000.00	0.9300%	\$39,225.00	\$289,225.00	
05/1/2028			\$38,062.50	\$38,062.50	\$327,287.50
11/1/2028	\$250,000.00	1.0800%	\$38,062.50	\$288,062.50	
05/1/2029			\$36,712.50	\$36,712.50	\$324,775.00
11/1/2029	\$250,000.00	1.2300%	\$36,712.50	\$286,712.50	
05/1/2030			\$35,175.00	\$35,175.00	\$321,887.50
11/1/2030	\$250,000.00	1.3900%	\$35,175.00	\$285,175.00	
05/1/2031			\$33,437.50	\$33,437.50	\$318,612.50
11/1/2031	\$250,000.00	1.5200%	\$33,437.50	\$283,437.50	
05/1/2032			\$31,537.50	\$31,537.50	\$314,975.00
11/1/2032	\$250,000.00	1.8780%	\$31,537.50	\$281,537.50	
05/1/2033			\$29,190.00	\$29,190.00	\$310,727.50
11/1/2033	\$250,000.00	2.1350%	\$29,190.00	\$279,190.00	
05/1/2034			\$26,521.25	\$26,521.25	\$305,711.25
11/1/2034	\$250,000.00	2.3180%	\$26,521.25	\$276,521.25	
05/1/2035			\$23,623.75	\$23,623.75	\$300,145.00
11/1/2035	\$250,000.00	2.4470%	\$23,623.75	\$273,623.75	
05/1/2036			\$20,565.00	\$20,565.00	\$294,188.75
11/1/2036	\$250,000.00	2.5680%	\$20,565.00	\$270,565.00	
05/1/2037			\$17,355.00	\$17,355.00	\$287,920.00
11/1/2037	\$250,000.00	2.6750%	\$17,355.00	\$267,355.00	
05/1/2038			\$14,011.25	\$14,011.25	\$281,366.25
11/1/2038	\$250,000.00	2.7320%	\$14,011.25	\$264,011.25	
05/1/2039			\$10,596.25	\$10,596.25	\$274,607.50
11/1/2039	\$250,000.00	2.7840%	\$10,596.25	\$260,596.25	
05/1/2040			\$7,116.25	\$7,116.25	\$267,712.50
11/1/2040	\$250,000.00	2.8310%	\$7,116.25	\$257,116.25	
05/1/2041			\$3,577.50	\$3,577.50	\$260,693.75
11/1/2041	\$250,000.00	2.8620%	\$3,577.50	\$253,577.50	\$253,577.50
<b>TOTALS</b>	<b>\$5,000,000.00</b>		<b>\$1,194,512.50</b>	<b>\$6,194,512.50</b>	

Town  
60%

Wastewater  
40%

-\$ 201,487

-\$ 134,325

**This report is an estimate only. Actual borrowing costs may vary.**



**Maine Municipal Bond Bank**  
**Estimate of Borrowing**  
 Prepared via [www.mmbb.com](http://www.mmbb.com) on:  
**February 22, 2021**

Date	Principal	Rate	Interest	Total Payment	FY Total
11/1/2021			\$51,900.00	\$51,900.00	
05/1/2022			\$51,900.00	\$51,900.00	\$103,800.00
11/1/2022	\$300,000.00	0.5500%	\$51,900.00	\$351,900.00	
05/1/2023			\$51,075.00	\$51,075.00	\$402,975.00
11/1/2023	\$300,000.00	0.5800%	\$51,075.00	\$351,075.00	
05/1/2024			\$50,205.00	\$50,205.00	\$401,280.00
11/1/2024	\$300,000.00	0.6200%	\$50,205.00	\$350,205.00	
05/1/2025			\$49,275.00	\$49,275.00	\$399,480.00
11/1/2025	\$300,000.00	0.6800%	\$49,275.00	\$349,275.00	
05/1/2026			\$48,255.00	\$48,255.00	\$397,530.00
11/1/2026	\$300,000.00	0.7900%	\$48,255.00	\$348,255.00	
05/1/2027			\$47,070.00	\$47,070.00	\$395,325.00
11/1/2027	\$300,000.00	0.9300%	\$47,070.00	\$347,070.00	
05/1/2028			\$45,675.00	\$45,675.00	\$392,745.00
11/1/2028	\$300,000.00	1.0800%	\$45,675.00	\$345,675.00	
05/1/2029			\$44,055.00	\$44,055.00	\$389,730.00
11/1/2029	\$300,000.00	1.2300%	\$44,055.00	\$344,055.00	
05/1/2030			\$42,210.00	\$42,210.00	\$386,265.00
11/1/2030	\$300,000.00	1.3900%	\$42,210.00	\$342,210.00	
05/1/2031			\$40,125.00	\$40,125.00	\$382,335.00
11/1/2031	\$300,000.00	1.5200%	\$40,125.00	\$340,125.00	
05/1/2032			\$37,845.00	\$37,845.00	\$377,970.00
11/1/2032	\$300,000.00	1.8780%	\$37,845.00	\$337,845.00	
05/1/2033			\$35,028.00	\$35,028.00	\$372,873.00
11/1/2033	\$300,000.00	2.1350%	\$35,028.00	\$335,028.00	
05/1/2034			\$31,825.50	\$31,825.50	\$366,853.50
11/1/2034	\$300,000.00	2.3180%	\$31,825.50	\$331,825.50	
05/1/2035			\$28,348.50	\$28,348.50	\$360,174.00
11/1/2035	\$300,000.00	2.4470%	\$28,348.50	\$328,348.50	
05/1/2036			\$24,678.00	\$24,678.00	\$353,026.50
11/1/2036	\$300,000.00	2.5680%	\$24,678.00	\$324,678.00	
05/1/2037			\$20,826.00	\$20,826.00	\$345,504.00
11/1/2037	\$300,000.00	2.6750%	\$20,826.00	\$320,826.00	
05/1/2038			\$16,813.50	\$16,813.50	\$337,639.50
11/1/2038	\$300,000.00	2.7320%	\$16,813.50	\$316,813.50	
05/1/2039			\$12,715.50	\$12,715.50	\$329,529.00
11/1/2039	\$300,000.00	2.7840%	\$12,715.50	\$312,715.50	
05/1/2040			\$8,539.50	\$8,539.50	\$321,255.00
11/1/2040	\$300,000.00	2.8310%	\$8,539.50	\$308,539.50	
05/1/2041			\$4,293.00	\$4,293.00	\$312,832.50
11/1/2041	\$300,000.00	2.8620%	\$4,293.00	\$304,293.00	\$304,293.00
<b>TOTALS</b>	<b>\$6,000,000.00</b>		<b>\$1,433,415.00</b>	<b>\$7,433,415.00</b>	

Town  
60%

Wastewater  
40%

241,785

\$161,190

**This report is an estimate only. Actual borrowing costs may vary.**



## MEMO

To: Kennebunkport Board of Selectmen  
From: Craig Sanford, Police Chief  
John Everett, Fire Chief  
Date: February 8, 2021  
Re: Public Safety Radio System

Currently, our public safety radio system consists of the transmitting and receiving of radio signals from a single location. The current system is comprised of a tower at the Police Station which is used by all town entities. The tower has antennas mounted to them that transmit and receive radio signals. There are many places in town where a radio transmission from a portable radio to our Communications Building does not go through, leaving our Police Officers, Firefighters or EMTs unable to communicate with Dispatch and, possibly, other responders. This could have serious consequences for our personnel. The 20+ year old infrastructure of the system is failing. Communication via portable radio worked many years ago, but the ability to get this type of communication through to Dispatch has diminished over time.

There are many reasons for radio signal degradation: narrow banding, aging equipment that is out in the elements 24/7/365, tree growth, and anything else that gives off radio frequency energy. The biggest challenge of our system is communicating back to Dispatch from the field via a portable radio. The in-vehicle radios in most places of town can get the signal back to Dispatch due to a higher wattage output compared to a handheld portable radio.

The places in town where this problem is most prevalent is in the Dock Square area, Goose Rocks Beach area, along sections of Ocean Ave and the North Western part of town toward the Arundel and Biddeford town lines. The first three problem areas are the most densely populated areas in town. The fourth, while not densely populated, is a growing area of town, and our response numbers are sure to increase. This area also contains the Smith Preserve. We have many calls for service at the Preserve for lost or injured hikers. Currently, for a call in the Smith Preserve, we must rely on cell service to get messages from responders in the woods to the incident commander, who then passes on any pertinent information to Dispatch.

Pre-COVID, informational meetings were held with the Town's public safety committee, the Town Manager, and Bill Bartlett, President of 2-Way Communication Services to discuss necessary improvements to a town wide radio system. These improvements consist of adding two towers that will act as transmit and receive sites.

All necessary equipment, including the console in Dispatch, new towers, mobile and portable radios, will be replaced with new. When complete, the radio system will be operating digitally for Police, Fire and EMS. The cost for the entire plan currently is \$1.483 million, which is up 8% from the initial quote in Feb 2020.

The radio plan can be implemented all at once or in two phases. If the plan is phased in, the first phase consists of installing the two towers and purchasing the necessary equipment for the new towers function, in receiving mode only, with our existing radio system. The current estimate for phase one is \$350,000 to \$375,000. By using a two phased approach, we can increase our receiving capabilities immediately when phase one is completed. This only gets us to about a three on a scale of 0-10. That does not seem like a big jump for the cost of phase one but currently the problem areas are a 0 or 1 on the same scale.

The new tower sites send the signal, through microwave technology, to Dispatch. In the second phase these two added tower sites will switch to transmitting also, which increases our signal reach from Dispatch. There are two computer generated pictures attached indicating, by color, the strength of signal. The pink to red range indicates very good signal strength while the yellow to green range is weaker. The green to blue range is the problem area. One of the attached pictures is our current radio system and the other is what the signal strength will be with the added towers.

The bullet points below show the differences in the phases as compared to funding. There are pro's and con's to funding the entire project all at once compared to a two phased approach.

### POINTS TO CONSIDER FUNDING ENTIRE PROJECT NOW

- Less overall cost. Higher upfront cost of nearly 1.5 million dollars.
- No net loss of equipment. Approximately \$10,000 must be spent on equipment for phase one, to have our existing system work with the new towers. This equipment is not necessary for phase two and will be removed during the phase two install.
- No annual inflationary price increases. We expect equipment and services pricing to increase annually over the 3-to-5-year timeline.
- Shorter start to finish time. Six to nine months all at once vs. three to five years in two phases.
- Less overall engineering and labor costs. Some things must be done twice. For example, the labor to install and uninstall equipment needed for phase one but not needed in phase two.



- All new equipment required. Most equipment is over 20 years old and almost obsolete. Some repairs are not possible due to lack of parts and/or the expense of repair vs. age of radio and cost to replace.
- Immediate improvement in signal strength in transmission and receiving.

According to Maine Municipal Bond Bank, a 5-year bond of one million dollars would have an interest rate between .55% and .75% over the duration of the bond with annual payments between \$201,000 and \$206,000, with the total cost of the bond \$1,020,576.60. An important point to consider in the scenario is the annual payments are almost \$50,000 dollars less than the appropriation to the Capital account per year and the money saved by funding all at once could cover the interest paid on the bond.

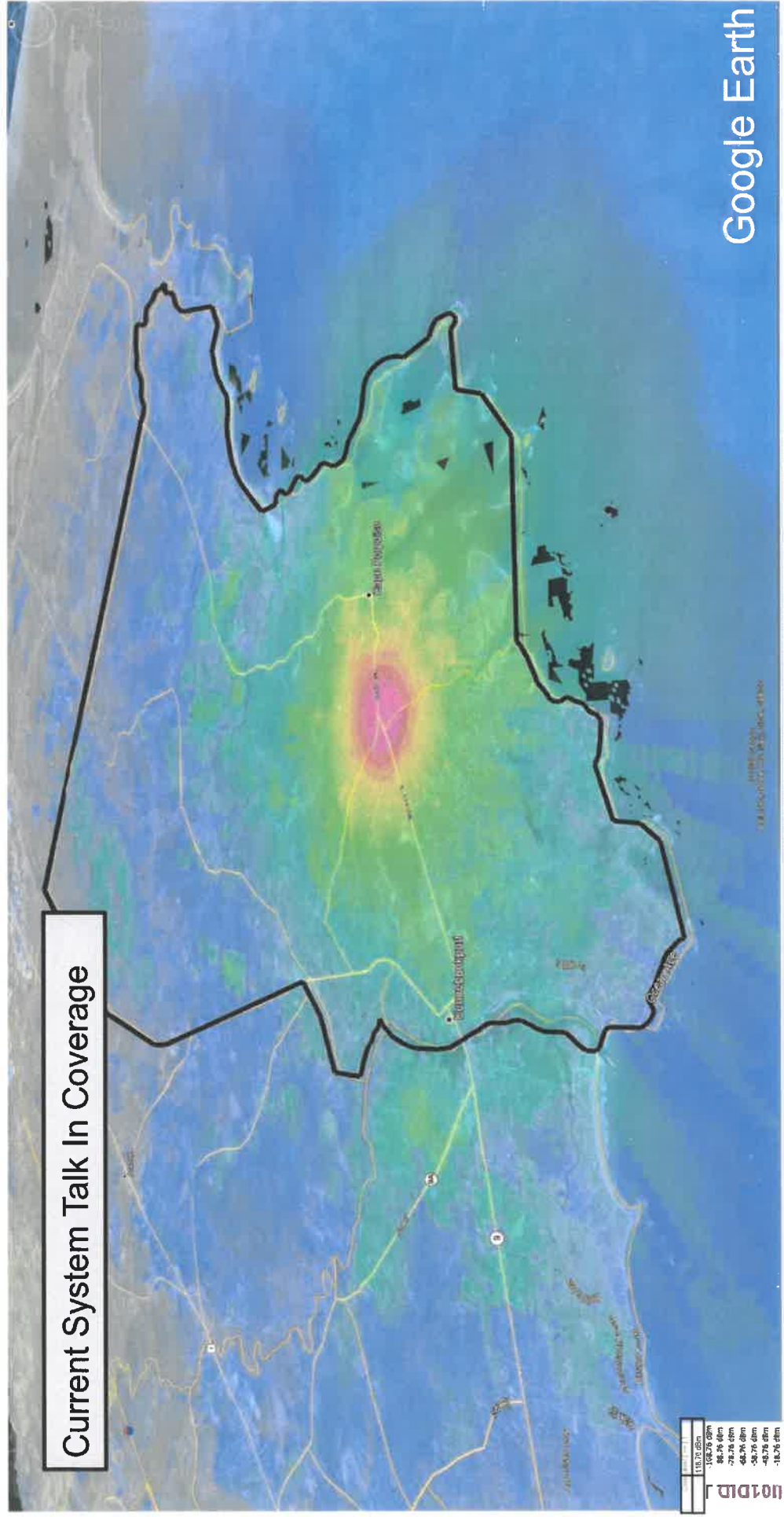
A ten-year bond would have an annual interest rate between .55% and 1.52% over the duration of the bond with annual payments between \$101,000 and \$110,000, with the total cost of the bond at \$1,061,070.55

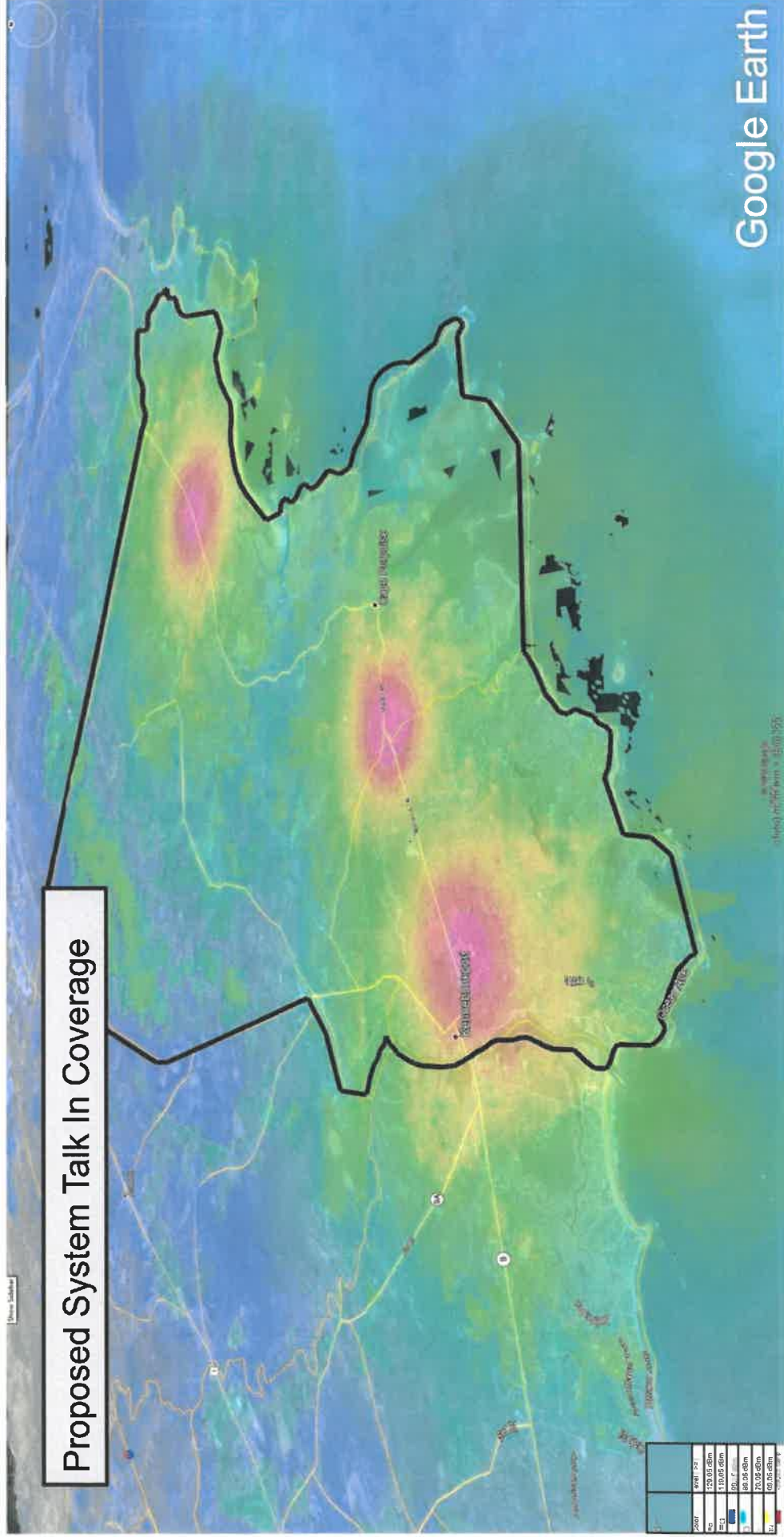
### **FUNDING PROJECT IN TWO PHASED APPROACH**

- Less up-front money. Higher overall cost.
- More time to secure funding for phase two.
- Although not presently confirmed, there is the possibility of phase one getting us to where we would like to go. This would allow us to put off phase two until absolutely necessary. However, this could come in the form of a mandate to move to digital platform that might come with a timeline that does not ensure time to secure funding.
- Immediate improvement of receiving coverage only. Transmitting is only improved with the completion of phase two.

Chief Sanford and I think it makes the most sense to get the entire project completed as soon as possible. We understand the large financial commitment we are asking for but feel that it makes the most sense. With inflationary increases of goods and services, the current level of funding into the Capital account may not keep pace. While the bond payments are spread over five years, they are a fixed cost that will not increase over the five years like the phased approach will.







## Memorandum

**To: Board of Selectmen**

**Fr: Laurie Smith, Town Manager**

**Re: Short Term Rental Ordinance**

**Dt: February 22, 2021**

Since the Selectmen's last meeting, Werner and I again reviewed feedback from the public feedback session and discussed concerns with the Town attorney. Four amendments have been made to the last draft.

- D(3) Advertising – a sentence was added to clarify that if you have a short term rental license you can advertise for upcoming years without being in violation of the ordinance.
- E(5) Transitional provisions – instead of [DATE] it now states that the application must be submitted by the advertised date.
- G(3) – the building evacuation plan was removed from the requirements.
- J Penalties – It now states in the event the Owner or Owner's Short term rental guests, instead of Owner's guests.

Staff also wanted to begin the discussion of establishing license fees with the Selectmen. From the beginning the Selectmen have stated the fees should cover the costs to administer the licensing.

Known fees include the software licensing of \$50,000 annually, along with technology costs of \$5,000. The more unknown costs are the amount of staff time that will be needed to address the various components of licensing and inspection. The following staff will be impacted by the new license: Code Enforcement, Town Clerk, Police, Fire, and Town Manager. Three different estimates of staff time is listed below:

<b>Staff</b>	<b>Scenario A</b>	<b>A Costs</b>	<b>Scenario B</b>	<b>B Costs</b>	<b>Scenario C</b>	<b>C Costs</b>
Town Manager	52 hours	\$ 5,096	75 hours	\$ 7,350	75 hours	\$ 7,350
Fire Chief	104 hours	\$ 3,328	125 hours	\$ 4,000	200 hours	\$ 6,400
Town Clerk	100 hours	\$ 5,300	125 hours	\$ 6,625	200 hours	\$10,600
Police	104 hours	\$ 5,824	125 hours	\$ 7,000	200 hours	\$11,200
Codes	720 hours	\$43,320	1040 hours	\$58,240	1560 hours	\$87,360
<b>Totals:</b>		\$62,868		\$83,215		\$122,910

These estimates combined with the software and technology costs puts our estimates of administration between \$117,868 to 177,910 annually.

The Selectmen have chosen a two-tiered system based upon the number of bedrooms in the rental. Tier 1 is the fee for 0-3 bedrooms. Tier 2 is the fee for 4+ bedrooms. Using the available data on current rentals and their size staff have developed the following rental fees to offset the costs for administration.

**Scenario A Fees:**

Tier I: \$250

Tier II: \$500

**Scenario B Fees:**

Tier I \$325

Tier II: \$575

**Scenario C Fees:**

Tier 1: \$500

Tier 2: \$700