

**Town of Kennebunkport  
Board of Selectmen Meeting  
Village Fire Station, 32 North Street  
September 22, 2016 – 7:00 PM**

Minutes of the Selectmen Meeting of September 22, 2016

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

**Selectmen absent:** Edward W. Hutchins

**Others present:** Michael Claus, Robin Comstock, Chris Feurt, Werner Gilliam, Loretta McDonald, Arlene McMurray, Allan Moir, Jill O'Connor, David Powell, Craig Sanford, Bob Sherman, Carol Sherman, John Sherman, Laurie Smith, Stanley Zimmerman, and others

**1. Call to Order.**

Chair Barwise called the meeting to order at 7 PM.

**2. Approve the September 7, and 8, 2016, selectmen meeting minutes.**

**Motion** by Selectmen Daggett, seconded by Selectman Briggs, to approve the September 7, 2016, selectmen meeting minutes. **Vote:** 4-0.

**Motion** by Selectmen Daggett, seconded by Selectman Briggs, to approve the September 8, 2016, selectmen meeting minutes. **Vote:** 4-0.

**3. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)**

Resident Bob Sherman thanked everyone for their quick response for the removal of the dead whale that washed on the beach in front of his home. He said the carcass was decaying and producing a terrible odor.

**4. Consider alternative drainage location and drainage system for Seaview Avenue.**

Stanley Zimmerman spoke at length about his drainage problem and what he has done to make improvements. (See Exhibit A). He said he has had frequent flooding of the garage, basement, and driveway. He provided the Board with photos of the flooding. He showed a poster of how the water flows and said with more new homes being built in the area, the drainage pipes are no longer adequate. He said it takes longer for the water to drain, so he added two more drainage pipes last year, which triples the capacity and should help for a number of years. He asked if the Town could divert the water from his property, as it is on a low spot. He is hoping the Town will consider his request in its future plans.

Chair Barwise thanked Mr. Zimmerman for his presentation. He said the Board will take into consideration his request when future plans are discussed.

**5. Robin Comstock from Workforce Housing Coalition of the Greater Seacoast to present an update on the charrette.**

Ms. Comstock explained that they are funded through membership and sponsorship grants. She said there are no commitments, obligations, or costs. The plans are all conceptual for workforce housing. She thanked everyone involved in the charrette which will be on September 27 and 29. She said after the charrette, they will prepare a report and come back to the Board in a few months. She passed out brochures and a designer overview. (See Exhibit B). Jill O'Connor and Loretta McDonald had questions.

**6. Christine Feurt, Ph.D. from Wells National Estuarine Research Reserve to present an introduction to the Business Self-Assessment study for Maine coastal communities.**

Christine Feurt said they serve all of the communities throughout the state. Their mission is to help communities prepare for extreme weather events – storms and climate change. Their study shows that Kennebunkport and Old Orchard Beach are at risk. They would like to do an assessment to see how prepared the town's are by businesses taking the Business Self-Assessment. She said they received a grant for this research. This Assessment is for 35 to 50 businesses in Kennebunkport and lower village.

Selectman Matthews-Bull suggested that she come to a KBA meeting.

**7. Award police cruiser bids.**

Police Chief Craig Sanford stated he sent out over 16 bid requests for a new 2017 Dodge Charger and a new 2017 Ford Interceptor. He said they received only one bid per vehicle. He recommends the bid from Newcastle Dodge for \$17,999 which includes a trade in on a used 2013 cruiser of \$5,500. He also recommended awarding the bid from Starkey Ford for \$25,450 for the 2017 Ford Interceptor which includes a trade in on a used 2011 car of \$4,450.00.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs, to award the bids to: Newcastle Dodge for \$17,999 which includes a trade in on a used 2013 cruiser of \$5,500; and Starkey Ford for \$25,450 for the 2017 Ford Interceptor which includes a trade in on a used 2011 car of \$4,450.00. **Vote:** 4-0.

**8. Award winter sand bid for 2016-2017.**

Public Works Director Michael Claus said he received two winter sand bids for delivery to the highway garage or for pick up:

**Selectmen's Meeting****- 3 -****September 22, 2016**

Dayton Sand and Gravel

Sand-\$8.00 per cubic yard delivered; \$4.00 per cubic yard picked up

R.H. Brown/Hissong Dev.

Stone dust-\$7.50 per ton delivered; \$3.50 per ton picked up

Mr. Claus said he thinks the cost for the sand is a better deal.

**Motion** by Selectman Daggett, seconded by Selectman Briggs, to award the bid to Dayton Sand and Gravel for \$8.00 per cubic yard delivered; \$4.00 per cubic yard picked up. **Vote:** 4-0.

**9. Authorize the Town Manager to accept the engineering contract with Wright Pierce.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Daggett, to authorize the Town Manager to accept the engineering contract with Wright Pierce for the Wastewater pump stations. **Vote:** 4-0.

**10. Award the bid for the purchase of hydraulic rescue equipment for the Fire Department.**

Fire Chief Allan Moir said the purchase of this hydraulic rescue equipment "jaws of life" is part of his three-year plan. Last year, he purchased a hydraulic spreader. This year, he would like to purchase a larger cutting tool. He received two bids:

HSE Fire & Safety – Genesis tools, All nine cutter	\$7,995
Fire Tech & Safety – Amkus tools, AMK-22 cutter	\$6,175

He had 20 firefighters try out the equipment and they liked the Genesis.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Daggett, to award the bid to HSE Fire & Safety for the purchase of the Genesis all nine cutter for \$7,995. **Vote:** 4-0.

**11. Approve a street opening permit for Josephine Heth, 64 Turbats Creek Road for the installation of a new waterlines.**

**Motion** by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the street opening permit for Josephine Heth, 64 Turbats Creek Road for the installation of a new waterlines. **Vote:** 4-0.

**12. Other business.**

**a. Appoint an MMA voting delegate for the MMA Annual Business Meeting.**

**Motion** by Selectman Briggs, seconded by Selectman Matthews-Bull, to appoint Laurie Smith as MMA voting delegate for the MMA Annual Business Meeting on October 5, 2016. **Vote:** 4-0.

Selectman Matthews-Bull said she received a request from a resident to place a handicap parking spot on Green Street near the intersection of Ocean Avenue. The Board will discuss this at a future meeting.

Ms. Smith announced:

- A free Community CPR class will be held on October 3, from 6:30 PM to 8:30 PM, at the Village Fire Station.
- A First Aid course is being held on October 17, from 6:30 PM to 8:30 PM, at the Village Fire Station.
- A Community Flu Clinic is being held on October 14, from 10 AM to Noon, at the Village Fire Station.
- Absentee Voting for the November Election will begin on October 11.
- Household Hazardous Waste Day will be held on Saturday, October 8, from 8 AM to 1 PM, at the Kennebunk Public Works Department, located at 36 Sea Road in Kennebunk. She encourages people to get their early.
- DOT awarded the bid for the Mat Lanigan Bridge to T-Buck housed in Auburn, Maine. The Project Manager is from Kennebunk. The contract date begins on October 17. More information is forthcoming. There will be a 45-day closure at some point.

Chair Barwise asked for the status of the work on North Street. Ms. Smith responded they will be regrinding and paving next week, and put a binder coat and lay the concrete curb. The paving schedule is subject to delays due to weather.

## **12. Approve the September 22, 2016, Treasurer's Warrant.**

**Motion** by Selectman Briggs, seconded by Selectman Matthews-Bull, to approve the September 22, 2016, Treasurer's Warrant. **Vote:** 4-0.

## **13. Adjournment.**

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

The meeting adjourned at 8:27 PM.

Submitted by

Arlene McMurray  
Administrative Assistant

## DISCUSSION OUTLINE

### TOWN OF KENNEBUNKPORT BOARD OF SELECTMEN MEETING – Sept. 22, 2016

#### 1. PROBLEM

Frequent and recurring flooding in garage, basement, driveway, and yard of 9 Seaview Ave. and a portion of Seaview Ave.

Damage to my sister's car on 8/13/14 parked in the driveway – repair cost \$7,800.17 (invoice)

Early replacement of water heater in basement on 11/26/13 due to flooding – replacement cost \$914.63 (invoice)

Emergency drainpipe cleanout, replacement of 3 new pipe sections on 10/27/12 at total cost of \$8,332.50 (invoices)

#### 2. ACTIONS TAKEN

Hired Walsh Engineering of Westbrook, ME to:

- Conduct topographical survey
- Define Watershed area
- Calculate water flows and runoff analysis
- Design two additional 30 inch concrete drainage culverts to parallel existing pipe
- Assist with Army Corps of Engineers, Maine DEP, and Town of Kennebunkport permits
- Total cost: \$14,953.11 plus \$140 for Town permit (invoices)

Hired George Burr & Son of Kennebunk to:

- Dig a trench through the cobblestone seawall
- Install twenty 8 foot sections of 30 inch concrete culverts: 160 feet, 30 tons
- Constructed a riprap field
- Restored seawall, fence, grass, etc.
- Work completed on Oct. 9, 2015
- Total cost: \$28,800.00 (invoices)

#### 3. FACTS

- Owner experienced significant flooding of the garage, basement, driveway, and yard on a regular basis. A portion of Seaview Ave. also floods on a recurring basis.
- Flooding is caused by stormwater runoff from the Watershed area backing up against the seawall due to a single undersized 30 inch drainage culvert installed in 1965 and not designed to handle the current flowage.
- This flooding is not caused by ocean water.
- The Watershed area is approximately 150 acres (see map).

- The Watershed area has been increasingly developed with new homes and subdivisions since 1965 when the original culvert was installed.
- The existing system of culvert and drainage channels approved by the Town in 1965 has become obsolete due to ever increasing runoff from the Watershed area.

#### **4. CURRENT SITUATION**

- The cumulative impact of additional development draining downstream to 9 Seaview Ave. will continue to increase the volume of runoff from the Watershed.
- The addition of the two new culverts recently constructed will temporarily relieve this problem but eventually it will recur.

#### **5. REQUEST TO TOWN**

- It is requested that the Town begin to investigate, design, and implement a comprehensive drainage plan for the Watershed area that relieves the burden on the property at 9 Seaview Ave.

Stanley E. Zimmerman, Jr.  
Sept. 22, 2016



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— OF THE GREATER SEACOAST —

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# Designer Overview



Kennebunk Savings

***Kennebunk Savings Bank***

***Workforce Housing Design Charrette***

Kennebunkport, Maine

September 27th & 29th, 2016

Brought to you by the

**The Workforce Housing Coalition  
of the Greater Seacoast**

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## The Kennebunk Savings Bank Kennebunkport Charrette

A charrette is an intensive planning session where designers, property owners, municipal representatives, and other stakeholders collaborate to create a conceptual vision for the possible development of a neighborhood or mixed-use development concept, that includes affordable homes for people who work in the community (also known as workforce housing). This charrette process plans to look at two sites, one on School Street and the other on Old Cape Road in the town of Kennebunkport.

A charrette is a unique opportunity to...

- Envision quality workforce housing developments possible under current regulations
- Suggest modifications to current regulations to accommodate mixed use concepts that include housing choices
- Test the financial feasibility of design concepts



**Kennebunkport**  
M A I N E

### **Kennebunkport Community Information**

Kennebunkport is a town located in York County, Maine. The population was 3,474 people at the 2010 census. The town center, the area in and around Dock Square, is located along the Kennebunk River, approximately 1 mile from the mouth of the river on the Atlantic Ocean. Historically a shipbuilding and fishing village, for well over a century the town has been a popular summer and seaside tourist destination. The Dock Square area has a district of souvenir shops, art galleries, seafood restaurants, and bed and breakfasts. Cape Porpoise, while retaining its identity as a fishing harbor, has a very small village area with several restaurants, a church, grocery store, coffee shop, small library, and art gallery. Kennebunkport has a reputation as a summer haven for the upper class and is one of the wealthiest communities in the state of Maine.

### **Community Context**

The median household income in 2015 was approximately \$70, 524 and the median home price was \$509,330. Kennebunkport reported in 2015 that 66.4% of households earned annual incomes below the level needed to afford the median home price in the town. This indicates that for nearly 66.4% of residents, the available housing is unaffordable, which puts financial pressure on these households by requiring them to spend a higher percentage of their income on housing.

### **Focus Area**

The focus areas are two beautiful parcels located near services, municipal offices, recreational fields, potential future job opportunities, and are well connected to abutting residential neighborhoods. The two sites are also close to a municipal trail connection and has nearby sidewalks that lead to other neighborhoods, a school, and the downtown village.



## The Kennebunk Savings Bank Kennebunkport Charrette

### **Property #1 – School Street Parcel**

Owner: Town of Kennebunkport

Location: School Street (Just East of the Kennebunkport Consolidated School and Ballfield)

Map-Block-Lot: 9-4-50

Details: 8.1 acres; relatively level site; minimal wetlands



### **Property #2 – Old Cape Road Parcels**

Owner: Town of Kennebunkport

Location: Old Cape Road & Bath Lane (Adjacent to 118 Old Cape Road across from Foxberry Lane)

Map-Block-Lot: 22-9-7; 22-9-9; & 22-9-10

Details: 18.6 total acres; wooded; dirt access road along Bath Lane



## Kennebunkport Charrette Volunteers

### **Design Lead**

Rip Patten, Credere Associates

### **Facilitator**

Kristen Grant, University of Maine Cooperative Extension

### **History Overview**

Alaina LeBlanc Tridante, Kennebunk Chamber of Commerce

### **Housing Overview**

Amy Nucci, Habitat for Humanity

### **Scribe**

Ron McAllister

### **Design Team**

Sarah Hourihan, Lassel Architects

Tom House, THA Architects

David Graham, Craham Architects

Scott Collard, Scott N. Collard Landscape Architecture LLC

Steve Doe, Sebago Technics

Collin Dinsmore, Ambit Engineering

Ken Wood, Attar Engineering

Bill Walsh, Walsh Engineering

Werner Gilliam, Town of Kennebunkport

Patrick Venne, Redwood Development Consulting LLC

### **Finance & Feasibility Lead**

Mike Castagna, Castagna Consulting Group

### **Finance & Feasibility Team**

Gary Martin, Gary Martin Builders

Marty Chapman, The Housing Partnership

Chris Kehil, Kennebunk Savings Bank

Greg Gosselin, Gosselin Realty Group

Ralph Pope, Coldwell Banker - Residential

## Charrette Agenda

### ***Tuesday, September 27th***

#### **Site Walk**

3:30PM - 4:30PM

Meet at Kennebunkport Consolidated School

Baseball Field

25 School St, Kennebunkport, ME

#### **Team Member & Property Owner Dinner**

5:00M - 5:45PM

Nonantum Resort

95 Ocean Ave, Kennebunkport, ME

#### **Community Listening Session**

6:00 - 8:00PM

Nonantum Resort

95 Ocean Ave, Kennebunkport, ME

### ***Thursday, September 29th***

#### **Design Workshop Sessions**

Nonantum Resort

95 Ocean Ave, Kennebunkport, ME

8:30-9:00AM Breakfast

9:00-12:00PM Design Team Work

12:00-1:00PM Lunch

1:00-3:00PM Design Team Work

3:00-5:00PM Financial Feasibility Team Work

5:00-6:00PM Dinner and Wrap-up

#### **Design Reveal Presentation**

6:00 - 7:30PM

Nonantum Resort

95 Ocean Ave, Kennebunkport, ME

**Thank you for participating in  
the Workforce Housing Coalition's  
8<sup>th</sup> Annual Workforce Housing Design Charrette**

**Materials to be provided:** Applicable zoning regulations; Wetlands, topographical, & soils maps; Existing conditions; Site plans (if applicable); Aerial photographs; Ground level site photographs; List of properties, owners, acreage, buildings, etc.; Tracing paper; Pencils, pens, markers; *\*Please feel free to bring any materials you need to do your work.*



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**Join the Community Conversation!**  
*At the*



**Kennebunk Savings**

## **Workforce Housing Design Charrette In Kennebunkport, Maine**

### **Listening Session**

**Tuesday, September 27th**

**6:00 - 8:00PM**

**Nonantum Resort**

95 Ocean Ave, Kennebunkport, ME

### **Design Reveal**

**Thursday, September 29th**

**6:00 - 7:30PM**

**Nonantum Resort**

95 Ocean Ave, Kennebunkport, ME



**Kennebunkport**  
M A I N E

Join the Workforce Housing Coalition, the community of Kennebunkport property owners, and a team of volunteer housing professionals with design, planning, and development backgrounds, in sharing your ideas and hopes, about the possible development of a diversified neighborhood of quality mixed-use pilot projects that are available and accessible to a wide range of residents.

The workshop process is fast and produces vivid conceptual drawings that highlight the concepts for an array of quality mixed-use pilot projects.

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***Join in! Participate by sharing your thoughts about the  
future of Kennebunkport!***



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United Way  
of the Greater Seacoast



WORKFORCE  
**HOUSING COALITION**  
— OF THE GREATER SEACOAST —  
*Opening Doors to Vibrant Communities*

**Design Workshop for the Community of the Future**  
“Homes for People Who Work in Your Community”

**Subject**

Community Design Charrettes -2016

(1) Kennebunkport, ME - September 27 & 29

(2) Portsmouth, Gosling Meadows, NH – October 20 & 21  
Owned and Operated by the Portsmouth Housing Authority

**Contact Information**

Workforce Housing Coalition  
Robin A. Comstock, Executive Director  
Workforce Housing Coalition of the Greater Seacoast  
McConnell Center, Suite 302A, 61 Locust Street  
Dover, New Hampshire -03820  
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[www.seacoastWHC.org](http://www.seacoastWHC.org)

**Attached**

Flyer  
Charrette Agenda

## **For Immediate Release**

**The Charrettes are here!** Join us for our annual community design workshops!  
We will work to provide two seacoast communities a

**“Design workshop for the community of the future”**

**Char.ette:** *A meeting in which all stakeholders in a project attempt to resolve conflicts and map solutions*

**The Kennebunkport:** Two charrette community events are: A Community Listening Session on Tuesday, September 27 and a Community Reveal Report that will occur Thursday, September 29 at 6:00pm. Both events will be held at:

- the Nonantum Resort. The public is welcome!

**Portsmouth, Gosling Meadows** (Owned and Operated by the Portsmouth Housing Authority): Two charrette community events are: A Community Listening Session on Thursday, October 20 at 6:00 pm, and a Community Reveal Report that will occur on Friday, October 21 at 4:00pm. Both events will be held at:

- Gosling Meadows Recreation Center. The public is welcome!

The WHC is a regional non-profit organization that works to be the catalyst for the development of a range of housing options that will be affordable for the diverse workforce of the seacoast region of NH and ME. Our mission is *to be a catalyst through a united coalition of business, government and community groups, for a range of housing options for the diverse workforce of the greater seacoast region of New Hampshire and Maine*. We accomplish our mission through education, advocacy and engagement.

The two-day WHC charrettes are designed to encourage conversations about homes for the workforce, who the workforce is, who needs housing, and why that housing is needed. The program brings together property owners, municipal staff, boards, and community members with volunteer teams of housing professionals. The charrettes generate ideas for neighborhood development that could include modest market-rate homes, as well as a mix of other uses such as commercial, and recreational spaces.

The workforce includes, but is not limited to nurses, teachers, sales associates, firefighters, bank tellers, hotel and restaurant staff, police, medical assistants, young college graduates, empty nesters and seniors too as well as many others. All are critical members of the workforce that serve our needs and the needs of our community. However, members of this group are often priced-out of becoming residents in the seacoast towns of Maine and New Hampshire where they are employed. This is in part because residential development in recent decades focused on large-lot, single-family homes, and luxury apartments that are often unaffordable to those who earn the area's median income. To address this gap between these workers' incomes and median prices for seacoast mortgages and rents.

We already know that several employers experience major issues around being able to attract and keep a viable workforce to support and provide the product and services we both want and need with-in our seacoast communities. In fact, one employer recently confided that accessible and available housing options are such a major issue that the employer rents apartments, close to employment and then provides private bus service to those employees from those company homes. This employer is considering purchasing homes for their workforce.

In addition, there is a genuine concern expressed by civic leaders, about being able to capture and then keep the next generation in the cost prohibitive communities of the seacoast. One civic leader recently asked rhetorically: "Who is going to carry our community into the future, if our children can't live here"

Housing experts generally agree that households should not spend more than 30% of their income on housing.

In Kennebunkport, Maine, where median household income in 2015 was approximately \$70, 524 and the median home price was \$509, 330 it is reported that reported in 2015 that 66.4% of households in Kennebunkport earned annual incomes below the level needed to afford the median home price in Kennebunkport. This indicates that for nearly 66.4% of residents, the available

housing is unaffordable, which puts financial pressure on these households by requiring them to spend a higher percentage of their income on housing.

In Portsmouth, NH the median household income for owner occupied homes is \$95,000 (*ACS data 2010-2014*) which is not sufficient to afford the \$365,000 median purchase price of a home in Portsmouth. Single family home sales remain strong in Portsmouth, although inventory is declining, as home prices continue to trend upward and have surpassed the pre-recession high point of \$318,000. Similarly demand for rental units is strong. Median gross rent (rent plus utilities) for a 2-bedroom unit in Portsmouth is now \$1,414 with a vacancy rate of less than 1% (*NHHFA 2016 rent survey*). Affordability is a factor here as well. Median renter income of \$45,643 (*ACS data 2010-2014*) can afford a monthly gross rent of \$1,141.

A third of Portsmouth homeowners are cost burdened, paying more than 30% of their income on principal, interest, taxes and insurance. Likewise, 41% of Portsmouth renters pay more than 30% of their income on rent and utilities.

Therefore, an important question we ask is: *If housing is unaffordable to many residents already living in these towns, how out-of- reach is it to people who would like to move in, and who our employers want and need as employees?* This points to the problem that both WHC charrettes are trying to address: how might our communities plan for future development that includes homes affordable for the local workforce that provides the products and services we agree we want, and need, to have in our community to insure the quality of life we want to have?

To be clear, the WHC is not a housing developer. Instead, we are a catalyst to create a united coalition of business, government, and community groups for the development of a wide range of housing options for the diverse workforce of the greater seacoast region of New Hampshire and Maine.

The charrette events will generate conversation about community in the future, and conceptual renderings will ultimately be created and presented to the community, based on the community impute that identifies needs and interests and possibilities for the future that includes workforce housing. These concepts

will be presented as architectural renderings to help inform future planning based on gathering ideas directly from community members.

As important as all of the above, the charrette process provides a chance to pause and consider, structures character, form, and format for the future, and a complete review of land use regulations, zoning, ordinances and other regulations to insure they enable and facilitate the ability to create the community that meets the needs of the resident in the present and the future.

The public is welcome and encouraged to attend both the Community Listening Session and the Revel Report

###