

TOWN OF KENNEBUNKPORT, MAINE

Board of Selectmen Agenda
October 27, 2022 @ 5:30 PM (Executive Session) - 6:00 PM Regular Meeting-
VILLAGE FIRE STATION
32 North Street

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/84934925157>

or go to **ZOOM** and enter the **webinar ID:** 849 3492 5157

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

1. Call to Order
2. Executive session per (MRSA 1, §405-6E) for consultation with Town attorney to discuss legal rights and duties.
3. Approve the October 13, 2022, selectmen meeting minutes.
4. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)
5. Consider a renewal Liquor License Application submitted by Asador LLC d/b/a The Lost Fire, 625 Mills Road.
6. Goose Rocks Beach Advisory Committee recommendation to request advice from the GRB Committee prior to appointing someone to fill the committee vacancy.
7. Discussion of Town Manager and Finance staffing.
8. Consider Ad-hoc Boat Launch Committee Purpose and Guidelines.
9. Sewer Commitment for six prorated properties.
10. Discussion of the November and December Board of Selectmen meeting dates.
11. Accept a \$50.00 donation from an anonymous donor dedicated towards the nurses' account.

12. Accept a \$100.00 donation from Christopher Audley dedicated towards the emergency fuel fund.
13. Other Business.
14. Approve the October 27, 2022, Treasurer's Warrant.
15. Adjournment.

AGENDA ITEM DIVIDER

Town of Kennebunkport
Board of Selectmen Meeting
October 13, 2022
6:00 PM

MINUTES

Selectmen attending: Jon Dykstra, Edward Hutchins, Michael Weston, Allen Daggett.

1. Call to Order.

Selectman Hutchins called the meeting to order at 6:03 PM.

2. Approve the September 22, 2022, meeting minutes.

Motion by Selectman Daggett, seconded by Selectman Weston to approve the Selectman 22, 2022, selectmen meeting minutes. **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 O’Roak, Town Clerk, announced that the absentee ballots are available. One can obtain one in three different ways: come to the Town Hall, call the Town Clerk’s Department, or request one via email. She also reminded everyone that the last day to request a ballot is Thursday, November 3. There is also a drop box in front of the Town Hall.

Melinda Anderson, a resident, had a few questions and comments via Zoom. She said she appreciated that the Board decided to put under consideration moving the Town Meeting Day. She also thanked the Board for the Apparel impact bins. Melinda asked why the Special Town Meeting was not televised. Laurie Smith explained that it was recorded and posted on YouTube. Melinda explained that she wanted to speak at that meeting about the pump-out station for the lower wharf. It is a part of the Comprehensive Plan.

No motion was necessary. No motion was taken.

4. Public hearing for the November ballot on the proposed Comprehensive Plan.

Selectman Hutchins opened the public hearing for the public, and Jenna Powel opened the public hearing for the Growth Planning Committee.

Werner Gilliam, Planning and Development Director, explained that the Comprehensive Plan project started in 2019, while interrupted by COVID, and resumed in October 2020.

There are two volumes of the document: one is the summary and general information, while the second is a full detailed document. Anyone can find the document on the website. The plan has been submitted to the state for review. It is in progress, but due to staffing issues, the plan has not been finalized yet.

Jenna Powel closed the public hearing for the Growth Planning Committee

Motion by Jenna Powel, seconded by Paul Hogan, to adjourn. **Voted: 4-0. Motion passed.**

Selectman Hutchins closed the public hearing.

5. Public hearing on ordinances for the November ballot:

- a. **Amendment to the Kennebunk River Ordinance**
- b. **Amendment to the Administrative Code**
- c. **Amendment to the Shellfish Conservation Ordinance**
- d. **Amendment to the Land Use Ordinance Regarding residential rental accommodations**

Selectmen Hutchins opened the public hearing on ordinances for the November ballot.

Selectmen Hutchins reminded the citizens that we have discussed every amendment, and Tracy O'Roak said that all the copies can be found on the Town's website under the clerks' page.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to adopt the MMA Model Ordinance GA Appendices A-G for the period October 1, 2022 – September 30, 2023. **Voted: 4-0. Motion passed.**

6. Appointments:

- a. **Appoint Loretta McDonnell to the Board of Assessment Review with term expiration on July 1, 2023.**
- b. **Appoint Daniel Beard for the Cape Porpoise Pier Committee with term expiration on July 1, 2023.**
- c. **Appoint Julian Zuke for the Cape Porpoise Pier Committee with term expiration on July 1, 2023.**

Motion by Selectman Daggett, seconded by Selectman Weston, to appoint all three applicants. **Voted: 4-0. Motion passed.**

7. Presentation by Megan McDevitt of Woodard & Curran on the Pier Road Causeway Project.

Megan McDevitt went through the project background, preliminary design, and answered all questions. She reminded the board that the project goal was to elevate the Pier Road causeway to improve resiliency. She showed the existing conditions of the road; and presented a preliminary design and causeway alternatives. The company looked into a segmental block wall, a segmental block wall with a culvert, and a permeable road base 'rock sandwich.' Also, the company recommended the elevation at grade 11' (currently, the road is at 6.6').

Selectman Daggett asked if the plan could include the kayak launch as it is important for the Town. Teresa Willette, an owner of the Coastal Maine Kayak and Bike, said that it is a good idea to raise a causeway; but it is not as good for launching kayaks.

Richard Perry, a resident of 1 Stonehaven, explained that he supports the idea of resiliency, but he tries to understand if the elevation standards were final. Megan and the Board said that we are still looking into the process. She also said that the company is still looking into the project and evaluating all the possible options.

Wendy Wise, 2 Stonehaven Drive, said that she wanted to reinforce the idea of the high of the causeway.

Dick Smith, 3 Stonehaven Drive, wanted to make sure the wall will represent the style and culture of Kennebunkport.

No motion was necessary. No motion was taken.

8. Award construction administration contract for wastewater pump station project to Woodard & Curran.

Eric Labelle, Principal Engineer, told the Board that the Town is working with Megan from Woodard & Curran on the pump station, while the construction contract was awarded to Apex Construction. Eric asked if the Board could amend the contract with Woodard & Curran to include the work awarded to Apex. It will not exceed the cost of \$75,000.

Motion by Selectman Weston, seconded by Selectman Daggett, to authorize the Town Manager to sign the contract. **Voted:** 4-0. **Motion passed.**

9. Discussion on the building committee and time schedule for the Town Hall project.

Laurie Smith, Town Manager, reminded everyone that the Town Hall project was awarded to Sebago Technics and Haze Architect. Werner Gilliam and Laurie had a

kickoff meeting with the consultant to discuss the timeline and the process. We will have a potential design by the summer of 2023, and that will also give us the cost estimate, so it can go on the November ballot. The Board liked the timeline and decided to set up an external building committee

Some potential names for the external building committee are:

- Larry Simmons – Planning Board member and retired engineer.
- Judith Phillips – Reid Lane resident and previously worked at an architectural firm.
- Dick Smith – Cape Porpoise resident and retired engineer.
- David Graham – resident and active Architect.
- Jessica Kimball – resident and active landscape architect
- Deb Bauman – resident and interior Designer
- April Dufoe – retired Town Clerk and Budget Committee member.

Motion by Selectman Weston, seconded by Selectman Daggett, to nominate the above people for the building committee. **Voted: 4-0. Motion passed.**

Selectmen Hutchins also said that some Selectmen representatives should be on the committee. Selectmen Weston and Selectmen Dykstra agreed to serve.

10. Award HVAC bid for the Police Department.

Craig Sanford, Police Chief, said that HVAC is the capital improvement that was in the budget. He put it out for bids to several companies and received one back from Atlantic Comfort Systems. They would replace all cooling systems and put heating pumps in the nurses' section of the building.

Motion by Selectman Daggett, seconded by Selectman Weston, to award the HVAC contract to Atlantic Comfort Systems. **Voted: 4-0. Motion passed.**

11. Introduction of Michelle Radley as Town Planner.

Werner Gilliam, Director of Planning and Development, introduced a new Town Planner – Michelle Radley. Michelle came to us from Eco Maine, and she has just graduated from Muskie School. Michelle said she was excited about this opportunity.

12. Update on the short-term rental licensing process.

Werner and Michelle gave updates on the short-term licensing process. On October 3, the Planning and Development Department launched the renewal process for licenses online. They also sent letters to all property owners to renew and to potential new property owners. There were 29 new applications, and 143 of 405 renewals have come in: they have till December 31 – because it is not an automatic renewal system.

13. Authorize Quit claim deed for Lisa Tito, map and lot 024-002-007A.

Motion by Selectman Daggett, seconded by Selectman Weston, to authorize the Quit claim deed for Lisa Tito, map and lot 024-002-007A. **Voted:** 4-0. **Motion passed.**

14. Discussion of ad-hoc committee to research possible public boat launch.

Selectmen Hutchins explained that we need to do proper research on where we can establish a boat launch in the Town. This was something requested by the community, so it should be in the Board's interest to create a committee for such research.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to create an ad-hoc committee no later than December 2023 sunset date. **Voted:** 4-0. **Motion passed.**

15. Accept donations:

- a. **\$50.00 from an anonymous donor dedicated to the general nurses' account**
- b. **\$500.00 from William Gordon Family Foundation towards the emergency fuel fund.**

Motion by Selectman Daggett, seconded by Selectman Weston, to accept \$50.00 from an anonymous donor dedicated to the general nurses' account. **Voted:** 4-0. **Motion passed.**

Motion by Selectman Daggett, seconded by Selectman Weston, to accept \$500.00 from William Gordon Family Foundation towards the emergency fuel fund. **Voted:** 4-0. **Motion passed.**

16. Other business.

Selectmen Weston said that he would like to consider some type of a meeting with the business association and the Town of Kennebunkport regarding buses (33 buses per day).

Laurie asked Chris Simeoni to give an update on the paving schedule. The process goes as follows: generally, the Public Works Department starts with changing cross culverts, replacing catch basins, taking down the trees, and, depending on the road, sometimes they reclaim them. Paving contractors' schedule is difficult and tentative.

No motion was necessary. No motion was taken.

17. Approve the October 13, 2022, Treasurer's Warrant.

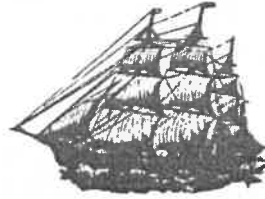
Motion by Selectman Daggett, seconded by Selectman Dykstra, to approve the September 22, 2022, Treasurer's Warrant. **Voted:** 4-0. **Motion passed.**

18. Adjournment.

Motion by Selectman Daggett, seconded by Selectman Dykstra to adjourn. **Voted:** 4-0. **Motion passed.** Meeting adjourned at 7:44 PM.

Submitted by,
Yanina Nickless,
Assistant to the Town Manager

AGENDA ITEM DIVIDER



KENNEBUNKPORT TOWN CLERK

To: Laurie Smith, Town Manager
Board of Selectmen

From: Tracey O'Roak, Town Clerk

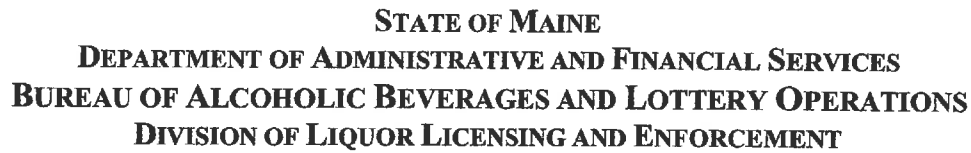
Date: October 21, 2022

Re: Liquor License

We have received the following application for a renewal Liquor License application:

- **The Lost Fire, 62 Mills Road**

Staff have reviewed the application and provided approval for this license and, therefore, I recommend approval.



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"/> | |

| | |
|--|--|
| Legal Business Entity Applicant Name (corporation, LLC): | Business Name (D/B/A): |
| Asador LLC | the Lost Fire Grill |
| Individual or Sole Proprietor Applicant Name(s): | Physical Location: |
| German Lucarelli | 62 Mills rd Kennebunkport ME 04046 |
| Individual or Sole Proprietor Applicant Name(s): | Mailing address, if different: |
| Mailing address, if different from DBA address: | Email Address: |
| PO Box 3097 KENNEBUNKPORT ME 04046 | galucarelli@gmail.com |
| Telephone # Fax #: | Business Telephone # Fax #: |
| 646-241-7600 | 207-201-0123 |
| Federal Tax Identification Number: | Maine Seller Certificate # or Sales Tax #: |
| 82-4756335 | 1193305 |
| Retail Beverage Alcohol Dealers Permit: | Website address: |
| | www.thelostfire.com |

1. New license or renewal of existing license? ☐ New Expected Start date: _____
☒ Renewal Expiration Date: 11/15/2022
2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: \$ 1,941,338.00 Beer, Wine or Spirits: \$ 786,116.00 Guest Rooms: _____
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 (Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge (Class XI) | <input type="checkbox"/> Class A Lounge (Class X) |
| <input type="checkbox"/> Hotel (Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional (Class I-A) | <input type="checkbox"/> Bed & Breakfast (Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern (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:

62 Mills rd 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 |
|------------------|------------|-------------------------|
| German Lucarelli | 03/24/1972 | Buenos Aires, Argentina |

Residence address on all the above for previous 5 years

| | |
|------------------|------------------------------------|
| Name | Address: |
| German Lucarelli | 62 Mills rd Kennebunkport 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: _____

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)

Casual Fine dinning Bar, gallery room & dining room

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: Church on the Cape

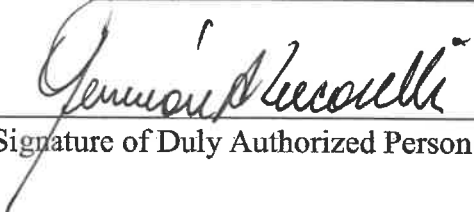
Distance: 0.70

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: 10/20/2022



Signature of Duly Authorized Person

GERMAN LUCARELLI

Printed Name Duly Authorized Person

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

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 Kennebunkport

☐ 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 |
|------------------------|------------------------|
| | |
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| | |

**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 <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§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.

PROJECT
Lost Fire
PROPOSED OUTSIDE SEATING PLAN
02 Mills Road
Kennebunkport, Maine
Map 23 Block: 2 Lot: 2

OWNER
German Lucarelli
PANAMA, LLC
PO BOX 100
Kennebunkport, ME 04048

ISSUED FOR REVIEW
06/07/19

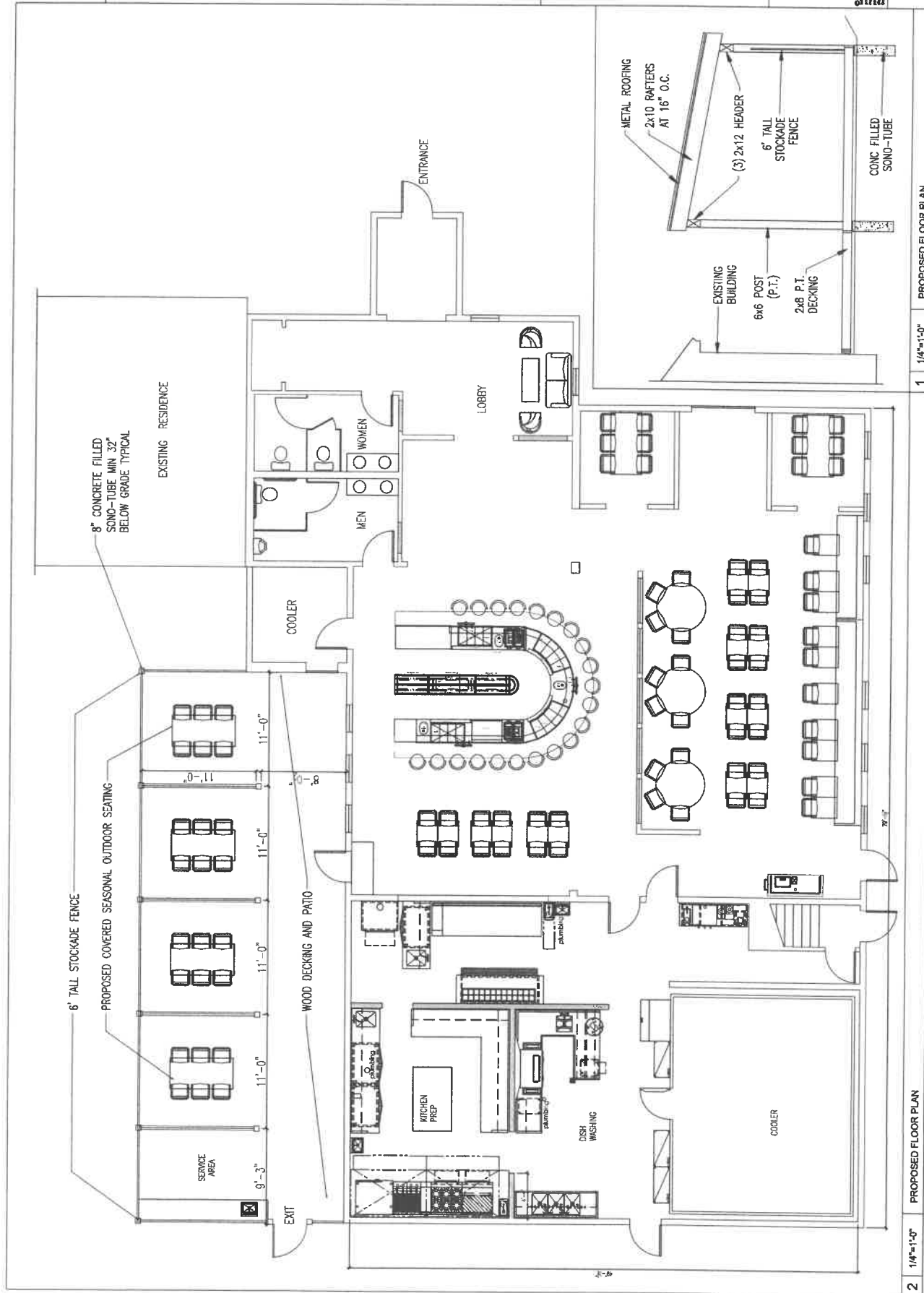
INFORMATION
PDR: M./W
Issue Date: 06/07/19
Drawn By: djg
Checked By:
Revised:
1.
2.
3.
4.

TITLE
PROPOSED FLOOR PLAN

SCALE
AS NOTED

General Notes:
1. All dimensions are in feet and inches.
2. All materials to be installed per manufacturer's instructions.
3. All work to be done in accordance with the latest edition of the International Building Code (IBC) and all applicable local codes and ordinances.
4. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.

A1



PROPOSED FLOOR PLAN

1/4"=1'-0"

2

PROPOSED FLOOR PLAN

1 1/4"=1'-0"

1

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.

1. Exact legal name: Asador LLC
2. Doing Business As, if any: The Lost Fire Grill
3. Date of filing with Secretary of State: 03/13/2018 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:
5. 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 |
|------------------|------------------------------|---------------|-----------|-------------------------|
| German Lucarelli | 62 Mills rd Kennebunkport ME | 03/24/1972 | President | 100.0000 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

AGENDA ITEM DIVIDER

Memorandum

To: Board of Selectmen

Fr: Town Manager

Re: Town Manager / Finance Organizational Chart

Dt: October 20, 2022

The Finance Department and Town Manager staff work as a team to administer all financial functions, human resource roles, constituent services, event planning, website development and maintenance, resident and business communications, audio visual support for committees and boards and technology support for operations. Besides the Town Manager, there are 4.3 full-time equivalents (FTE) positions fulfilling these duties. In addition to the above roles, the finance staff has served as the administrative support to the Public Works Department. Over the past two years, the Finance Department and Town Manager staff have seen several changes, which has led us to modify duties among staff as needed. With our recent vacancies and the challenges in the labor market, we have been creative in fulfilling needed finance and administrative support functions. This resulted in the hiring of two part-time Deputy Treasurers instead of one full-time person. The pros of this approach are that we were able to hire 48 hours of weekly assistance and cross-training among staff, allowing for greater flexibility when one individual is out of the office.

As we have had two vacancies in our department over the past couple of months, I have been examining the needs in our office, what duties we have performed in the past, what positions are best qualified to undertake those duties, and what functions are needed but have not been addressed in the previous organizational chart. I have determined that the Public Works administrative support duties can be split between daily constituent calls and more complex work orders, and special project support. The Town Clerk/Tax Collector positions have been handling the daily constituent calls since August and have been able to handle both the volume of calls and the timely resolution of issues. The two part-time Deputy Treasurer positions will support the work order and special project needs of the Public Works Department.

One area under our umbrella that has grown significantly over the past five to six years and that departments have become more dependent upon is the human resource functions. This role easily takes over 20 hours per week and is an important focus area. The Human Resource officer is an important contact for our employees, supports our departmental operations, and defends the Town from liability claims by ensuring conformance with local, state, and federal laws and policies.

Another area that has grown significantly with the increasing use of technology since the onset of the pandemic is communications. Previously the Town Manager and their assistant would be responsible for website maintenance, public notices and education, audio visual support to committees, and social media posts. The demand for these services has increased each day, especially since the hybrid meeting approach for our Selectmen, Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Assessment Review, and Goose Rocks Beach Advisory Committee. The hours required to support these meetings have doubled since 2020, and the complexity and technological requirements of running a zoom – in person – cable television meeting have increased exponentially.

To coincide with the increased video demand is the need to maintain written communications. Staff produce three printed newsletters annually and provide an annual report for town-wide distribution. These require the solicitation and creation of articles to inform and educate our residents on all aspects of town operations and projects. Although these documents are beneficial, the Town needs to actively engage the public with more timely digital media pieces to keep the community abreast of issues as they develop, rather than wait for a printed newspaper three times per year.

Lastly, the Town is commencing a wide variety of special projects that have town-wide impacts and require interdepartmental cooperation. These projects require the engagement of the Town Manager's office to keep the Board of Selectmen informed and involved, as well as to coordinate between departments, state and federal agencies, and regional partners. The projects are all vital to Kennebunkport's present and future; however, the sheer number of them has left staff struggling to respond in a timely and appropriate manner.

Understanding these various needs and the financial constraints of our current budget, I undertook an analysis of functions and how best to align tasks with roles. The attached spreadsheet outlines the function conducted by our team in finance, special projects, communication, technology, and administrative support. I have rearranged these functions to fit within our current 4.3 FTE positions and within the financial constraints of our current budget.

The two attached organizational charts show our current model and a proposed reorganization. The current model has 4.3 positions and includes:

- Finance Director
- Deputy Treasurer
- Finance Asst / PW Admin Support
- Assistant to the Town Manager
- Audio Visual Technicians
- Contracted IT support.

The new proposed model has 4.3 positions and includes:

- Finance Directory
- Two part-time Deputy Treasurer / PW Admin positions
- Special Projects Manager / HR Administrator
- Communications and Technology Specialist
- Contracted IT support

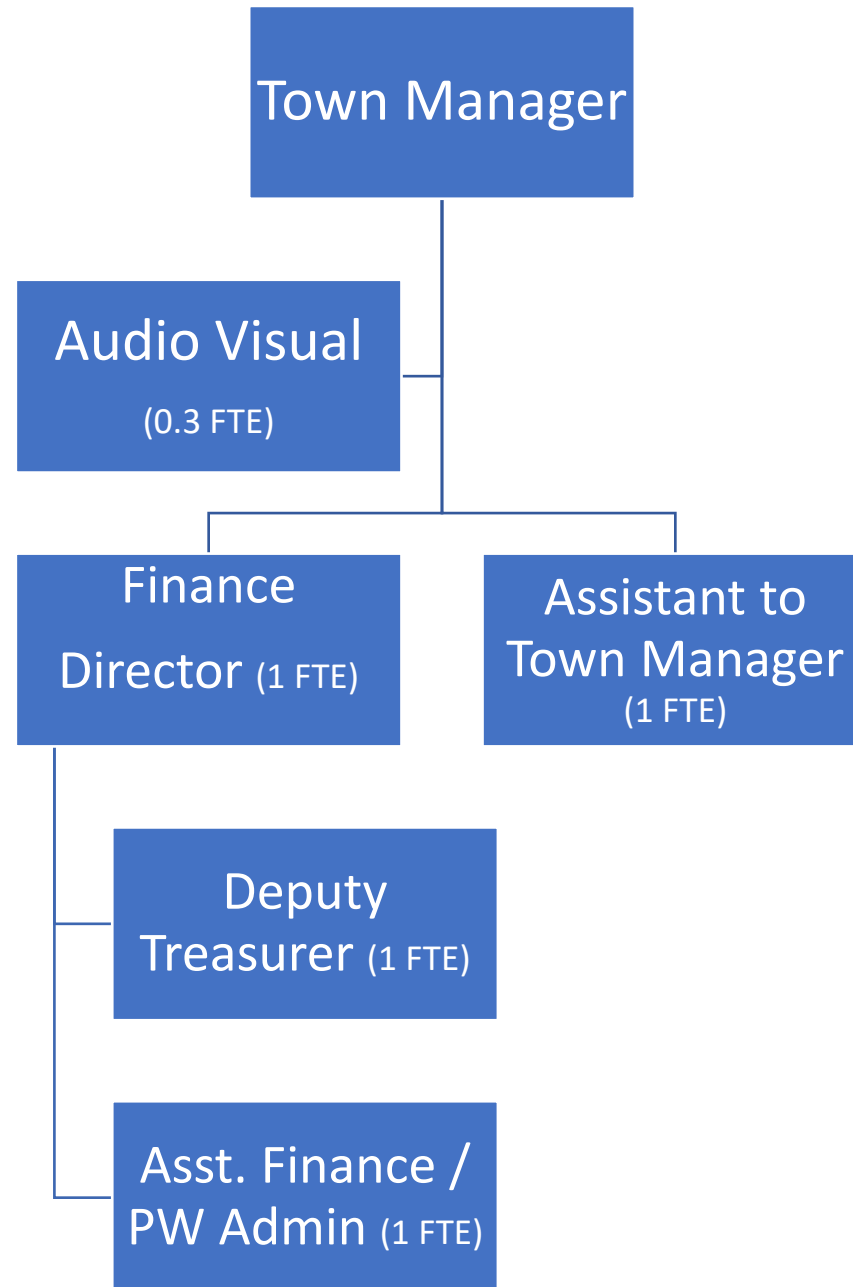
The new positions will not exceed our FTE allowance and will fit within the current budget. In fact, the new configuration will present almost \$16,000 in annual savings.

| FY 23 Budget Current Organization | | FY 23 Budget Proposed Organization | |
|--|------------|---|------------|
| Salaries & Benefits | \$ 465,988 | Salaries & Benefits | \$ 450,061 |

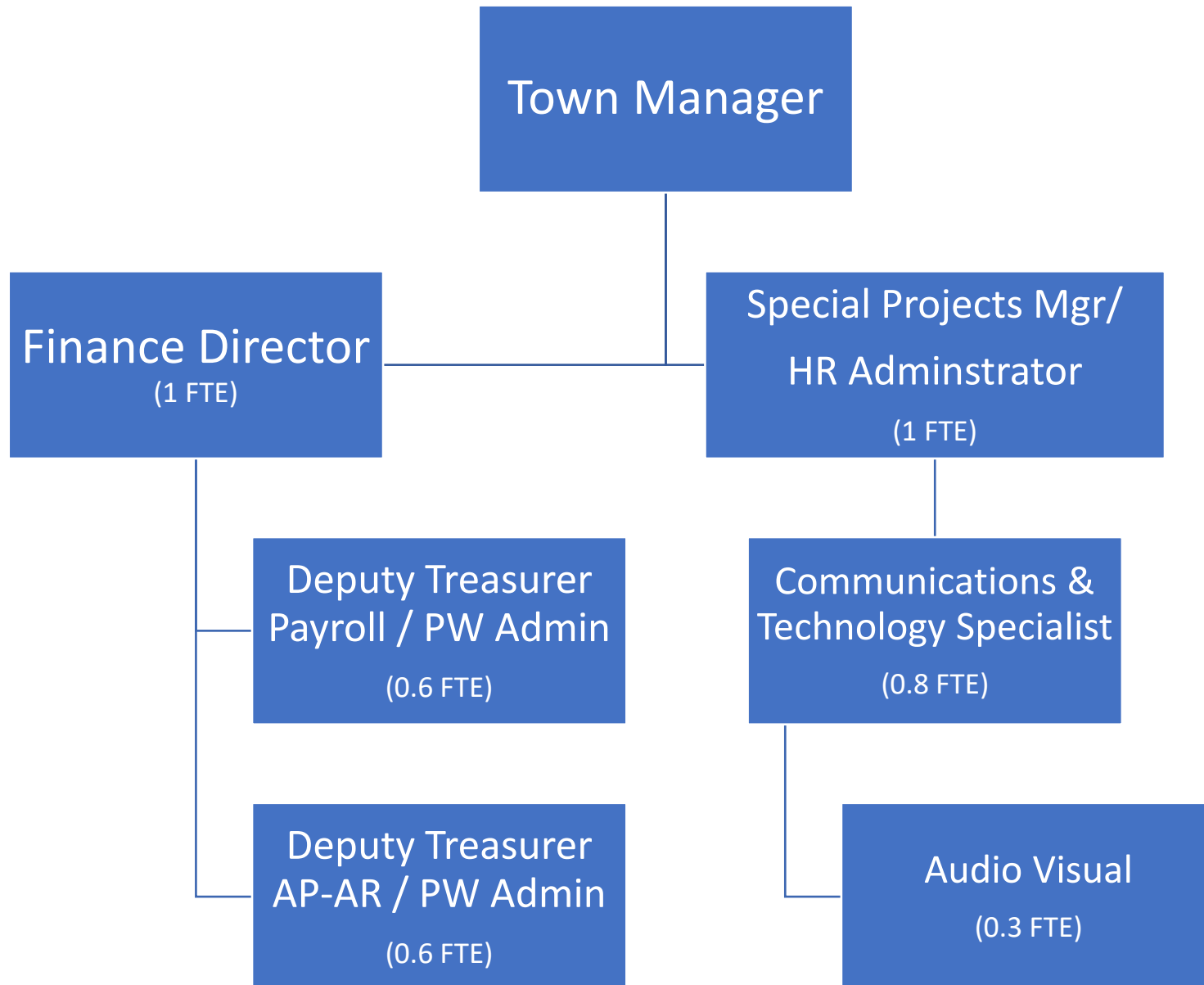
Since we have filled our Deputy Treasurer positions, I am now proposing that we move forward with two actions. One is to hire a Communications and Technology Specialist to fulfill the duties outlined in the attached chart of roles. The second action is to transition the Assistant to the Town Manager position to a Special Projects Manager / Human Resource Administrator position. My current assistant has been managing the human resource functions over the past three years, and each year her responsibilities have grown in that division. The Special Projects Manager would also handle special projects as assigned by the Town Manager, working with citizens, committees, and between departments.

The Town is very fortunate to have a strong managerial team and dedicated staff. I believe these changes will propel us forward and improve our ability to serve our residents, committees, and staff. I hope that the Board of Selectmen is in agreement with my analysis, and I look forward to answering any of your questions.

Current Organizational Chart – 4.3 FTE



Proposed Organizational Chart – 4.3 FTE



**Finance & Town Manager Office Functions
Current Full Time Equivalet (FTE)**

**FTE
4.3**

| Function | Tasks | Position | |
|-----------------|--|----------------------------|------------|
| Finance | Monthly reconcillation of all GL and Enterprise Accounts | Finance Director/Treasurer | } |
| Finance | Posts all records to the GL and Enterprise Accounts | Finance Director/Treasurer | |
| Finance | Creates, prepares, and maintains the chart of accounts, | Finance Director/Treasurer | |
| Finance | Runs monthly financial report for BOS and Depts. | Finance Director/Treasurer | |
| Finance | Prepares budget documents | Finance Director/Treasurer | |
| Finance | Forecasts financials | Finance Director/Treasurer | |
| Finance | Oversees internal financial controls | Finance Director/Treasurer | |
| Finance | Reconciles all bank accounts monthly | Finance Director/Treasurer | |
| Finance | Processes all year end functions | Finance Director/Treasurer | |
| Finance | Oversees audit process and prepares all financial statements | Finance Director/Treasurer | |
| Finance | Acts as administrator for financial software | Finance Director/Treasurer | |
| Finance | Administers all Town insurance programs | Finance Director/Treasurer | |
| Finance | Oversees all tax and sewer billings and lien and foreclosure | Finance Director/Treasurer | |
| Finance | Responsble for town bond sales & debt documents | Finance Director/Treasurer | |
| Finance | Oversees purchasing processes | Finance Director/Treasurer | |
| Finance | Quarterly Reports | Finance Director/Treasurer | |
| Finance | Vendor cost research | Finance Director/Treasurer | |
| Finance | Financial benchmarking | Finance Director/Treasurer | |
| Ainance | Oversees and implements investment strategies | Finance Director/Treasurer | |
| Finance | administers tax billing | Finance Director/Treasurer | |
| Finance | administers sewer billing | Finance Director/Treasurer | 1 |
| Finance | Process accounts payable | Dep. Treasurer/ AP-AR | } |
| Finance | Primary contact with town vendors | Dep. Treasurer/ AP-AR | |
| Finance | Process accounts receivable | Dep. Treasurer/ AP-AR | |
| Finance | Proccesses annual 1099s | Dep. Treasurer/ AP-AR | |
| Finance | Daily cashup | Dep. Treasurer/ AP-AR | |
| Finance | Prepares monthly fuel reports | Dep. Treasurer/ AP-AR | |
| Finance | Administers tax club | Dep. Treasurer/ AP-AR | |
| Finance | Administers annual tax lien process | Dep. Treasurer/ AP-AR | |
| Finance | Administers annual sewer lien process | Dep. Treasurer/ AP-AR | |
| Finance | Assists with DSPL functions | Dep. Treasurer/ AP-AR | |
| Human Resource | First report of injury | Dep. Treasurer/ AP-AR | |
| Public Works | Provide administrative support to PW | Dep. Treasurer/ AP-AR | 0.6 |

| | | | | |
|----------------|---|------------------------------|---|------------|
| Finance | Weekly payroll | Dep. Treasurer/Payroll | } | 0.6 |
| Finance | Maintains all weekly payroll accruals | Dep. Treasurer/Payroll | | |
| Finance | Monthly Benefit Reconciliation | Dep. Treasurer/Payroll | | |
| Finance | Processes annual w-2s | Dep. Treasurer/Payroll | | |
| Finance | Daily cashup | Dep. Treasurer/Payroll | | |
| Finance | Reconciles and Process all benefit quarterly reports | Dep. Treasurer/Payroll | | |
| Finance | assists with DSPL functions | Dep. Treasurer/Payroll | | |
| Finance | provides administrative support for PW | Dep. Treasurer/Payroll | | |
| Human Resource | First report of injury | Dep. Treasurer/Payroll | | |
| Human Resource | Reports annual on OSHA reporting log | Dep. Treasurer/Payroll | | |
| Human Resource | Assists with Employee recruitment and retention | Dep. Treasurer/Payroll | | |
| Human Resource | Maintains payroll and benefit records for employees | Dep. Treasurer/Payroll | | |
| Public Works | Provide administrative support to PW | Dep. Treasurer/Payroll | | |
| Human Resource | Communication with benefit vendors | Human Resource Administrator | } | 0.6 |
| Human Resource | Salary research | Human Resource Administrator | | |
| Human Resource | Administers recruitment for all seasonal & year round staff | Human Resource Administrator | | |
| Human Resource | Recruitment/Market analysis | Human Resource Administrator | | |
| Human Resource | Interviews candidates for postions | Human Resource Administrator | | |
| Human Resource | Onboarding of all seasonal & year round staff | Human Resource Administrator | | |
| Human Resource | Human Resource policy drafting | Human Resource Administrator | | |
| Human Resource | Manage and negotiate labor union contracts | Human Resource Administrator | | |
| Human Resource | Maintaining HR resources for prospective and current emply. | Human Resource Administrator | | |
| Human Resource | Create & update all job descriptions | Human Resource Administrator | | |
| Human Resource | FMLA/Work accomodations | Human Resource Administrator | | |
| Human Resource | Employee training | Human Resource Administrator | | |
| Human Resource | Administer employee drug testing | Human Resource Administrator | | |
| Human Resource | Administers safety team and training with Fire Chief | Human Resource Administrator | | |
| Human Resource | Administers Annual performance evaluations | Human Resource Administrator | | |
| Human Resource | Adminsters Disciplinary issues/termination | Human Resource Administrator | | |
| Human Resource | Analyze employee retention (Benefit analysis) | Human Resource Administrator | | |
| Human Resource | Creates quarterly employee newsletter | Human Resource Administrator | | |
| Human Resource | Provides & coordinates supervisor & leadership training | Human Resource Administrator | | |
| Human Resource | Provides & coordinates promotional development program | Human Resource Administrator | | |
| Human Resource | Oversees employee recognition Activities | Human Resource Administrator | | |

| | | | | |
|------------------------|---|--------------------------|---|------------|
| Special Projects | Support Town Hall Building Project | Special Projects Manager | } | 0.4 |
| Special Projects | Support Parks Master Plan Project | Special Projects Manager | | |
| Special Projects | Analysis of Work Hours & Schedules for Public Safety | Special Projects Manager | | |
| Special Projects | Analysis of Work Hours & Schedules for Administrative Tasks | Special Projects Manager | | |
| Special Projects | Analysis of Remote Work Policies and strategies | Special Projects Manager | | |
| Special Projects | Automatoation of town administrative functions | Special Projects Manager | | |
| Special Projects | Climate Action Plan Task Force | Special Projects Manager | | |
| Special Projects | Sea Level Rise Study of Dock Square and Lower Village | Special Projects Manager | | |
| Special Projects | Support Village Parcel Zoning Project | Special Projects Manager | | |
| Special Projects | Support Community Events | Special Projects Manager | | |
| Special Projects | New Website Development | Special Projects Manager | | |
| Special Projects | Constituent Support | Special Projects Manager | | |
| Special Projects | Strategic Planning | Special Projects Manager | | |
| Special Projects | Volunteer Recognition Events | Special Projects Manager | | |
| Administrative | Prepares Selectmen agendas and packets | Special Projects Manager | | |
| Administrative | Provides administrative support for TM & BOS | Special Projects Manager | | |
| Administrative | Manages keys and safety at town hall | Special Projects Manager | | |
| Communications | Posts all BOS packets and materials to website | Communications | } | 0.4 |
| Communications | Website Maintenance | Communications | | |
| Communications | Public Newsletters x 3 per year | Communications | | |
| Communications | Town Report | Communications | | |
| Communications | Agendas & Public Meetings | Communications | | |
| Communications | Social media management | Communications | | |
| Communications | Press releases | Communications | | |
| Communications | Town wide and department events | Communications | | |
| Communications | Public education | Communications | | |
| Information Technology | Provide audio/visual support for meetings | Audio Visual | } | 0.3 |
| Information Technology | Address equipment issues in audio visual | Audio Visual | | |
| Information Technology | Review new software applications for implmentation | Technology | } | 0.4 |
| Information Technology | Provide staff training on software | Technology | | |
| Information Technology | Coordinate cyber security with contractor | Technology | | |
| Information Technology | Consolidated Phone System Install & Maintenance | Technology | | |
| Information Technology | Seek effeciencies in use of software | Technology | | |
| Information Technology | Coordinate and maintain computer inventory w/contractor | Technology | | |
| Information Technology | Coordinate and suport computer and software issues | Technology | | |
| Information Technology | Maintains calendar of events for town boards | Technology | | |

| | | | |
|---------------------------|--|------------|------------|
| Information Technology | Perform maintenace updates | Contract | |
| Information Technology | Secure Firewalls | Contract | |
| Information Technology | Perform upgrades to equipment | Contract | |
| Information Technology | Inventory equipment and impelment a replacement schedule | Contract | |
| Information Technology | Provide software support | Contract | |
| Administrative | Maintains board & committee membership records | Town Clerk | |
| Total Proposed FTE | | | 4.3 |

AGENDA ITEM DIVIDER

Boat Launch Exploration Committee

Authorized at the October 27, 2022, BOS Meeting

Ad Hoc Committee. The Boat Launch Exploration Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until the end of the calendar year 2023 unless amended by the Board of Selectmen.

Membership: There are **X** residents from various backgrounds and **Y** members from the Board of Selectmen.

- | | |
|---|---|
| • | • |
| • | • |
| • | • |
| • | • |

Minutes. Minutes shall be taken at all meetings.

Project Background: There is limited public boat access to water in Kennebunkport. The Town partners with the residents of Stonehaven Drive to maintain a kayak boat launch along Pier Road. The Kennebunkport Conservation Trust maintains kayak access at the Grist Mill property. There is a private boat launch on Langsford Road and other private facilities along the Kennebunk River, and one at Goose Rocks Beach. A public boat launch has been identified as a need for the Town in the 2012 comprehensive plan and is also listed in the 2022 comprehensive plan. In order to move this goal forward, the Board of Selectmen has established an ad-hoc committee to develop recommendations to report to the Board.

Project Goal. Identify areas that would be suitable and consider recommendations for:

- obtaining either by purchasing or by other means property to construct a municipal boat launching ramp
- using current town property to construct or develop a municipal boat launch
- funding opportunities to assist with procurement, construction, and maintenance.

Committee Duties:

1. Become familiar with the currently available boat launch facilities.
2. Inventory all current town-owned parcels to determine if any would be suitable for this purpose.
3. Inventory all private parcels that might be suitable for a boat launch.
4. Investigate funding opportunities through private grants, foundations, or state and federal agencies to support the procurement and construction of a boat launch.
5. Solicit decisions by the Board of Selectmen needed to successfully complete the project, recognizing that the Board shall make all final decisions in the process.



Kennebunkport

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Submission information

Form: [Online Application for Boards/Committees](#) [1]

Submitted by Anonymous (not verified)

October 14, 2022 - 6:32pm

2603:7080:d3f:f28d:2831:58f1:5066:4953

Choose from the following:

Boat Launch Committee

Please provide the following information:

Full Name

Carol Morris

Email

cmorris@morriscomm.net

Residential Address

2 high tide road

Residential Phone

207 329 6502

Business Address

Same

Business Phone

Same

Mailing Address (if different)

Are you registered to vote in Kennebunkport?

Yes

Please list Membership in community organizations, dates involved, and activities performed:

Chair, Kport Conservation Commission 2021- present

Representative, Kennebunk River Restoration Committee, 2021-present, communications activities

KCT Island Steward, 2015-present, currently co-manager

Board, GrowSmart Maine, 2015-present, variously president, vice president, communications committee

Do you have any skills, experience, or training you would like to mention?

I currently sail a 19' sailboat out of the Saco River, canoe the Little River, and kayak Cape Porpoise harbor and the islands. As a KCT island steward I also observe the value of people's connections to those islands, most of which are accessible only by small boats. In addition, I have writing and communication skills that could be helpful in helping the public to understand what will likely be some challenging trade offs.

What is your reason for wanting to serve on this board or committee?

Maintaining everyone's ability - regardless of income and background - to access and connect to water is I believe a core value of our community.

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Boat Launch Committee

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17601>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>



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Submission information

Form: [Online Application for Boards/Committees](#) [1]
Submitted by Anonymous (not verified)
October 14, 2022 - 3:38pm
2603:7080:f07:7900:75ec:be37:1871:7260

Choose from the following:

Please provide the following information:

Full Name

RICHARD J PERRY

Email

rjperry1059@gmail.com

Residential Address

1 Stone Haven Drive

Residential Phone

2079671005

Business Address

PO Box 7402 1 Stone Haven Drive

Business Phone

2074681413

Mailing Address (if different)

PO Box 7402 Cape Porpoise 04014

Are you registered to vote in Kennebunkport?

Yes

Please list Membership in community organizations, dates involved, and activities performed:

Board of Directors, Graves Library current. Strategic Planning

Volunteer, Habitat for Humanity ReStore. current

Board of Directors, KCT. past

Board of Directors, Child Abuse Prevention Council. past
Board of Directors, Habitat for Humanity, York County. past

Do you have any skills, experience, or training you would like to mention?

Homeowner and boater in Cape Porpoise for nearly 35 years.

What is your reason for wanting to serve on this board or committee?

Identifying and acquiring boat access to Cape Porpoise Harbor is a critical need for the KPT community. Opportunities are becoming more rare and more costly. Now is the time to act.

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Ad Hoc Committee for Boater Access to CP Harbor

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17586>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>



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Submission information

Form: [Online Application for Boards/Committees](#) [1]

Submitted by Anonymous (not verified)

October 14, 2022 - 4:19pm

108.176.109.42

Choose from the following:

Boat Launch Committee

Please provide the following information:

Full Name

Charles Howarth

Email

chiphowarth@yahoo.com

Residential Address

20 Malingwood Lane Kennebunkport

Residential Phone

207-286-7768

Business Address**Business Phone****Mailing Address (if different)**

Are you registered to vote in Kennebunkport?

Yes

Please list Membership in community organizations, dates involved, and activities performed:

Do you have any skills, experience, or training you would like to mention?

What is your reason for wanting to serve on this board or committee?

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17591>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>



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Submission information

Form: [Online Application for Boards/Committees](#) [1]

Submitted by Anonymous (not verified)

October 14, 2022 - 4:22pm

2603:7080:f00:e2d6:bcb9:3e88:ba1b:bda2

Choose from the following:

Boat Launch Committee

Please provide the following information:

Full Name

Gerry Dworkin

Email

Gerald@lifesaving.com

Residential Address

12 Stonybrook Ln. Arundel 04046

Residential Phone

2076044240

Business Address

3 Mills Rd. Kennebunkport 04046

Business Phone

2079678614

Mailing Address (if different)

12 Stonybrook Ln. Arundel 04046

Are you registered to vote in Kennebunkport?

No

Please list Membership in community organizations, dates involved, and activities performed:

KPT Fire Dept.

Do you have any skills, experience, or training you would like to mention?

Drownibg and aquatic injury Consultant

What is your reason for wanting to serve on this board or committee?

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17596>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>



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Submission information

Form: [Online Application for Boards/Committees](#) [1]

Submitted by Anonymous (not verified)

October 15, 2022 - 10:04am

2603:7080:e40:10c:10a0:6abf:f346:fa34

Choose from the following:

Boat Launch Committee

Please provide the following information:

Full Name

Tricia Concannon

Email

tsconcannon@hotmail.com

Residential Address

5 Maine St. Kennebunkport

Residential Phone

207-204-0579

Business Address**Business Phone****Mailing Address (if different)**

PO Box 99 Kennebunkport

Are you registered to vote in Kennebunkport?

Yes

Please list Membership in community organizations, dates involved, and activities performed:

I'm on the Kennebunkport Shade Tree Committee, (just over one year). I'm also an on call Firefighter for the Kennebunkport Fire Department (Dec. 2019-current).

Before that, I've served on an Economic Development Committee, an Annual Report Committee and a Town Administrator Search Committee, all in another state.

Do you have any skills, experience, or training you would like to mention?

I have extensive boating experience, all different kinds of boats, including some Marine Rescue training through the Fire Department.

I work very well with others and I'm a good communicator.

What is your reason for wanting to serve on this board or committee?

I agree that there is a need for a public boat launch. I'm very interested in exploring the options and trying to find the best possible location.

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17611>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>



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Submission information

Form: [Online Application for Boards/Committees](#) [1]

Submitted by Anonymous (not verified)

October 17, 2022 - 1:50pm

205.209.69.194

Choose from the following:

Boat Launch Committee

Please provide the following information:

Full Name

Bob Scribner

Email

gb36.721@gmail.com

Residential Address

11 Touchstone Dr

Residential Phone

2074201214

Business Address**Business Phone****Mailing Address (if different)****Are you registered to vote in Kennebunkport?**

Yes

Please list Membership in community organizations, dates involved, and activities performed:

Arundel Yacht Club - member for 27 yrs, past Commodore, current treasurer

Do you have any skills, experience, or training you would like to mention?

Lifelong boat owner - large boats & trailer boats

Lots of experience w/boat ramps locally (Kennebunkport, Wells, Biddeford)

Decades of work as a team style manager, project leader, etc.

Strong understanding & experience in finances, cost management, business analysis

What is your reason for wanting to serve on this board or committee?

Lack of public access to the water in Kennebunkport for its residents has been a concern of mine for many years. I would like the opportunity to explore the potential for a public boat launching ramp.

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17626>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>



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Submission information

Form: [Online Application for Boards/Committees](#) [1]
Submitted by Anonymous (not verified)
October 17, 2022 - 8:23am
98.11.24.145

Choose from the following:

Boat Launch Committee

Please provide the following information:

Full Name

Hartwell Blanchard

Email

hnb@gwi.net

Residential Address

22 Old Cape Road

Residential Phone

207-284-7595 (c)

Business Address

Retired

Business Phone**Mailing Address (if different)****Are you registered to vote in Kennebunkport?**

Yes

Please list Membership in community organizations, dates involved, and activities performed:

Biddeford Harbor Commission , 20years +/- . Former chairman

Biddeford Shellfish Conservation Commision, 15 years +/- . Former Chairman

Biddeford Pool Volunteer Fire Department. Active firefighter 25 years, now a Trustee. 50 year member in total

Do you have any skills, experience, or training you would like to mention?

I have been involved in the marine industry all my working career. In the fish and lobster business and have been the business manager of Rumery's Boat yard for over thirty years.

What is your reason for wanting to serve on this board or committee?

I believe my experience would be a benefit to the Town of Kennebunkport's new committee. I think a boat launch would provide more access for both recreational and commercial boaters who are either just starting out or are unable to afford to join a yacht. Access will only become more difficult in the future as property values will only increase driving many people away from the waterfront.

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Boat Launch Committee

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17621>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>



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Submission information

Form: [Online Application for Boards/Committees](#) [1]

Submitted by Anonymous (not verified)

October 14, 2022 - 7:04pm

2603:7080:3507:fb2f:7c8a:66d7:cf20:122b

Choose from the following:

Boat Launch Committee

Please provide the following information:

Full Name

Mackenzie Hartung

Email

mackenzie.cm.hartung@gmail.com

Residential Address

50 clement huff road, Kennebunkport, Maine, 04046

Residential Phone

908-309-9462

Business Address

Business Phone

908-309-9462

Mailing Address (if different)

P.O. Box 1539, Kennebunkport, Maine 04046

Are you registered to vote in Kennebunkport?

Yes

Please list Membership in community organizations, dates involved, and activities performed:

Do you have any skills, experience, or training you would like to mention?

Capable of getting large groups of people organized and working towards a unified goal.

Insanely detail organized.

What is your reason for wanting to serve on this board or committee?

We have found the lack of Publix boat launch in KPT to be an oddity given the beauty of the waterways in our area. We would love to see this addition to the community to continue to enhance the ability to bring people outdoors in multiple facets.

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)?

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/17606>

Links

[1] <https://www.kennebunkportme.gov/board-selectmen/webforms/online-application-boardscommittees>

TOWN OF KENNEBUNKPORT
Application for Boards, Committees & Commissions

To the Town Manager:

I hereby request to be considered for membership to the following board(s) and/or committee(s): (If more than one, please indicate your preference: 1,2,3...)

- | | |
|--|---|
| <input type="checkbox"/> Administrative Code Committee | <input type="checkbox"/> Lighting Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parsons Way |
| <input type="checkbox"/> Budget Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Cape Porpoise Pier Advisory Committee | <input type="checkbox"/> Road Book Committee |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> Sewer Advisory Committee |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Shade Tree Committee |
| <input type="checkbox"/> Government Wharf Committee | <input type="checkbox"/> Shellfish Advisory Committee |
| <input type="checkbox"/> Growth Planning Committee | <input type="checkbox"/> Solid Waste Committee |
| <input type="checkbox"/> Kennebunk River Committee | <input type="checkbox"/> Zoning Board of Appeals |

☒ Boat Launch Committee

C. A. and Lay
Signature of Applicant

Date

Preliminary Information

Name (Print): CITIZEN A VOICE

Residence Address: 9 WILKES ST Phone: 967-2617

Business Address: Cell Phone: 604-4428

Mailing Address: _____

(if different) _____

E-mail Address: _____

Membership in community organizations:

| Organization | Dates | Activities |
|---------------------|-------|------------|
| <u>Rotary</u> | _____ | _____ |
| <u>MUSUMBE HOPE</u> | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Do you have any skills, experience, or training you would like to mention?

30 YEARS ON BIVAR
LABOR MGR 12 YRS
PORT BUILDING 20 YRS

What is your reason for wanting to serve on this board or committee?

THINK IT IS A GREAT IDEA.
I HAVE WORKED FOR THE TOWN

Are you registered to vote in Kennebunkport? Please check one: ☒ Yes ☐ No

Please return the completed application to: Town Manager, 6 Elm St., P.O. Box 566, Kennebunkport, ME 04046. You will be contacted upon receipt.

Laurie Smith

From: Seth Kenneway via Town of Kennebunkport, ME <cmsmailer@civicplus.com>
Sent: Thursday, October 20, 2022 9:57 AM
To: Laurie Smith
Subject: Form submission from: Online Application for Boards/Committees

Submitted on Thursday, October 20, 2022 - 9:56am

Submitted values are:

Choose from the following: Boat Launch Committee

==Please provide the following information:==

Full Name: Seth Kenneway

Email: skenneway174@outlook.com

Residential Address: 139 Whitten Hills Road

Residential Phone: 207.712.5755

Business Address:

Business Phone:

Mailing Address (if different):

Are you registered to vote in Kennebunkport? No

Please list Membership in community organizations, dates involved, and activities performed:

Maine Healthy Beaches Volunteer 2015 - Present

Kennebunkport Parks and Recreation Board Member 2005 - 2012 (Chairman 2008-2011)

Trust in Our Children, Kennebunkport Conservation - Instructor 2006 - 2013

Marine Mammals of Maine Response Team 2015 -2020

Do you have any skills, experience, or training you would like to mention?

I am a Registered Maine Guide in the discipline of Sea Kayaking.

Ran a commercial guiding company in Kennebunkport from 2006 - 2010.

I am a First Responder trained in Swift Water and Surface Water Rescue.

Scuba Diver certified.

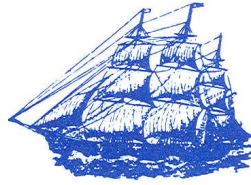
What is your reason for wanting to serve on this board or committee? We have lived in this community for over twenty years. One of the draws to Kennebunkport for us was the ocean. I enjoy paddle sports (kayaking and paddle boarding) sailing and day runner boats for fishing and cruising. One of my biggest disappointments of Town is the lack of access to the water for its residents who are not fortunate enough to have direct access to the ocean. We are a community with a long history tied to the Sea. We need to collectively find a way to make access available to any resident who desires to get out on the water. We face challenges with tides, lack of deep-water shore access, private landowners' rights / expectations and parking. However, I do believe that through a strong collective effort, Kennebunkport should be able to develop a solution for this challenge.

List the top 3 choices that you would like to serve on(1. 2. 3. in desired order)? Boat Launch Committee

The results of this submission may be viewed at:

<https://www.kennebunkportme.gov/node/2661/submission/17641>

AGENDA ITEM DIVIDER



KENNEBUNKPORT WASTEWATER DEPARTMENT

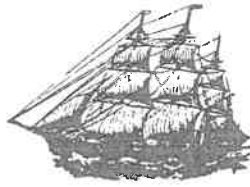
MEMORANDUM

To: Laurie Smith
Fr: Chris Simeoni, Director of Public Works
Dt: October 18th, 2022
Re: Commitment of Sewer Rates for properties obtaining occupancy

The Wastewater Ordinance was changed regarding wastewater connection applications. The ordinance was changed from the owner being billed for the sewer user fee immediately, regardless of occupancy date, to being billed upon occupancy. The following properties have obtained occupancy to date and the user fee for the current year has been prorated by ordinance:

| Address | MBL | Amount |
|--------------------------|-----------|-------------------|
| <i>33 Binnacle Lane</i> | 41-2-8B27 | <i>\$139.87</i> |
| <i>160 Main Street</i> | 23-1-19A1 | <i>\$139.87</i> |
| <i>8 Ebs Cove Lane</i> | 21-9-52-C | <i>\$183.82</i> |
| <i>12 Boatswain Lane</i> | 22-9-52G | <i>\$244.76</i> |
| <i>27 Timber Way</i> | 41-2-8B17 | <i>\$279.73</i> |
| <i>0 Colony Avenue</i> | 8-8-15 | <i>\$1,653.41</i> |

I recommend the Board of Selectmen commit the above sewer rates for a total of \$2,641.46



TOWN OF KENNEBUNKPORT, MAINE

—INCORPORATED 1653—

Certificate of Commitment of Sewer User Rates

To: Nicole Evangelista, the treasurer of the municipality of Kennebunkport, Maine.

We, the undersigned municipal officers of the municipality of Kennebunkport, hereby certified and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A. § 3406 for those properties, units, and structures required by local and State law to pay a sewer rate to the municipality, for the period beginning January 1, 2022 and ending December 31, 2022. This list is comprised of the pages numbered 1 to 2 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) November 28, 2022. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum of those lists being \$2,641.46. You are hereby required to charge interest at a rate of 4.00% per annum on any unpaid account balance beginning November 29, 2022. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law. On or before December 31, 2022 you shall complete and make an account of your collections of the whole sum herein committed to you.

Given under our hands this 27th day of October 2022.

Municipal Officers, Town of Kennebunkport

Created Bills Report

Rate Key : 120 Interest As Of: 10/27/2022

Book : 99

| Book | Seq | Cons | Regular | Misc | Tax | Past Due | Interest | Amount | Account | Name |
|----------------|-----|------|---------|--------|------|----------|----------|--------|---------|---------------------------|
| *99 | 0 | 0 | 183.82 | 0.00 | 0.00 | 0.00 | 0.00 | 183.82 | 14259 | DOYLE, JOHN P |
| *99 | 0 | 0 | 139.87 | 0.00 | 0.00 | 0.00 | 0.00 | 139.87 | 14260 | BOUCHER, KRISTINA |
| *99 | 0 | 0 | 244.76 | 0.00 | 0.00 | 0.00 | 0.00 | 244.76 | 14261 | LOT 8 BOATSWAIN LANE, LLC |
| *99 | 0 | 0 | 279.73 | 0.00 | 0.00 | 0.00 | 0.00 | 279.73 | 14262 | O'SULLIVAN, AMY |
| *99 | 0 | 0 | 139.87 | 0.00 | 0.00 | 0.00 | 0.00 | 139.87 | 14263 | CP VILLAGE, LLC |
| Book: 99 | | | | | | | | | | |
| 5 bills | | | 0 | 988.05 | 0.00 | 0.00 | 0.00 | 988.05 | | |
| Total: 5 bills | | | 0 | 988.05 | 0.00 | 0.00 | 0.00 | 988.05 | | |

Book : 99

| Book | Seq | Cons | Regular | Misc | Tax | Past Due | Interest | Amount | Account Name |
|-----------------|-----|------|----------|------|------|----------|----------|----------|--------------------------------|
| *99 | 0 | 0 | 1,653.41 | 0.00 | 0.00 | 0.00 | 0.00 | 1,653.41 | 190 BOUGHTON HOTEL CORPORATION |
| Book: 99 | | | | | | | | | |
| 1 bill | | 0 | 1,653.41 | 0.00 | 0.00 | 0.00 | 0.00 | 1,653.41 | |
| Total: | | | | | | | | | |
| 1 bill | | 0 | 1,653.41 | 0.00 | 0.00 | 0.00 | 0.00 | 1,653.41 | |

**RE Account 1123 Detail
as of 10/14/2022**

Name: KENNEBUNKPORT, TOWN OF & TAX ACQUIRED

Land: 19,000

Location: 0 WILDES DISTRICT ROAD

Building: 0

Acreage: 0.14 Map/Lot: 021-009-058

Exempt 19,000

Book Page: B15891P0570

Total:

2011-1 Period Due:

2) 0.00

Ref1: BP

Mailing PO BOX 566

Address: 6 ELM STREET
KLENNEBUNKPORT ME 04046

| Year/Rec # | Date | Reference | P C | Principal | Interest | Costs | Total |
|------------|------------|--|-----|-----------|----------|-------|--------|
| 2011-1 R | 07/22/10 | Original | | 60.23 | 0.00 | 0.00 | 60.23 |
| | | Billed To: WILDES WINEFRED W EST & C/O MYLES R LEE | | | | | |
| | 5/27/2011 | DEMAND | A 3 | 0.00 | 0.00 | -8.59 | -8.59 |
| | | Demand Fees | | | | | |
| 30951 | 6/15/2011 | CHGINT | 1 I | 0.00 | -2.17 | 0.00 | -2.17 |
| 30951 | 6/15/2011 | | A C | 0.00 | 2.17 | 8.59 | 10.76 |
| | | reclassify as town owned | | | | | |
| 30952 | 6/15/2011 | | A C | 60.23 | 0.00 | 0.00 | 60.23 |
| | | reclassify as town owned | | | | | |
| | | Total | | 0.00 | 0.00 | 0.00 | 0.00 |
| 2010-1 L | 09/01/09 | Original | | 60.23 | 0.00 | 0.00 | 60.23 |
| | | Billed To: WILDES WINEFRED W EST | | | | | |
| | 5/27/2010 | DEMAND | A 3 | 0.00 | 0.00 | -8.54 | -8.54 |
| | | Demand Fees | | | | | |
| | 5/27/2010 | DEMAND | A 3 | 0.00 | 0.00 | -8.54 | -8.54 |
| | | Demand Fees | | | | | |
| | 6/2/2010 | DEMAND | A 3 | 0.00 | 0.00 | 8.54 | 8.54 |
| | | Reverse Demand Fees | | | | | |
| | 06/28/10 | Liened | | 60.23 | 2.77 | 47.54 | 110.54 |
| 30948 | 6/15/2011 | CHGINT | 1 I | 0.00 | -5.23 | 0.00 | -5.23 |
| 30948 | 6/15/2011 | | A C | 0.00 | 8.00 | 47.54 | 55.54 |
| | | reclassify as town owned | | | | | |
| 30949 | 6/15/2011 | | A C | 60.23 | 0.00 | 0.00 | 60.23 |
| | | reclassify as town owned | | | | | |
| | | Total | | 0.00 | 0.00 | 0.00 | 0.00 |
| 2009-1 L | 08/04/08 | Original | | 62.98 | 0.00 | 0.00 | 62.98 |
| | | Billed To: WILDES WINEFRED W EST & C/O MYLES R LEE | | | | | |
| | 5/27/2009 | DEMAND | A 3 | 0.00 | 0.00 | -8.54 | -8.54 |
| | | Demand Fees | | | | | |
| | 06/26/09 | Liened | | 62.98 | 3.76 | 47.54 | 114.28 |
| | 11/18/2010 | FCFEES | A L | 0.00 | 0.00 | -8.54 | -8.54 |
| | | Lien Maturity Fee | | | | | |
| | 11/18/2010 | CHGINT | A I | 0.00 | -9.68 | 0.00 | -9.68 |
| 30946 | 6/15/2011 | CHGINT | 1 I | 0.00 | -3.97 | 0.00 | -3.97 |
| 30946 | 6/15/2011 | | A C | 0.00 | 17.41 | 56.08 | 73.49 |
| | | reclassify as town owned | | | | | |
| 30947 | 6/15/2011 | | A C | 62.98 | 0.00 | 0.00 | 62.98 |
| | | reclassify as town owned | | | | | |
| | | Total | | 0.00 | 0.00 | 0.00 | 0.00 |

**RE Account 1123 Detail
as of 10/14/2022**

Name: KENNEBUNKPORT, TOWN OF & TAX ACQUIRED

Land: 19,000
Building: 0
Exempt 19,000
Total:

Location: 0 WILDES DISTRICT ROAD
Acreage: 0.14 Map/Lot: 021-009-058
Book Page: B15891P0570

2011-1 Period Due:
2) 0.00

Ref1: BP
Mailing PO BOX 566
Address: 6 ELM STREET
KLENNEBUNKPORT ME 04046

| Year/Rec # | Date | Reference | P C | Principal | Interest | Costs | Total |
|---------------------------------|-----------|----------------------------------|-----|-----------|----------|--------|--------|
| 2001-1 L | 08/03/01 | Original | | 58.11 | 0.00 | 0.00 | 58.11 |
| | | Billed To: WILDES WINEFRED W EST | | | | | |
| | 08/03/01 | Liened | | 58.11 | 0.00 | 40.36 | 98.47 |
| | 5/26/2004 | CHGINT | A I | 0.00 | -17.98 | 0.00 | -17.98 |
| | 9/17/2005 | STATE LC | A L | 0.00 | 0.00 | -5.00 | -5.00 |
| 30929 | 6/15/2011 | CHGINT | 1 I | 0.00 | -47.16 | 0.00 | -47.16 |
| 30929 | 6/15/2011 | | A C | 0.00 | 65.14 | 45.36 | 110.50 |
| | | reclassify as town owned | | | | | |
| 30930 | 6/15/2011 | | A C | 58.11 | 0.00 | 0.00 | 58.11 |
| | | reclassify as town owned | | | | | |
| | | Total | | 0.00 | 0.00 | 0.00 | 0.00 |
| 1999-1 L | 08/03/99 | Original | | 50.70 | 0.00 | 0.00 | 50.70 |
| | | Billed To: WILDES WINEFRED W EST | | | | | |
| | 08/03/99 | Liened | | 50.70 | 0.00 | 38.92 | 89.62 |
| | 5/26/2004 | CHGINT | A I | 0.00 | -23.79 | 0.00 | -23.79 |
| | 9/17/2005 | STATE LC | A L | 0.00 | 0.00 | -5.00 | -5.00 |
| 30920 | 6/15/2011 | CHGINT | 1 I | 0.00 | -35.78 | 0.00 | -35.78 |
| 30920 | 6/15/2011 | | A C | 0.00 | 59.57 | 43.92 | 103.49 |
| | | reclassify as town owned | | | | | |
| 30921 | 6/15/2011 | | A C | 50.70 | 0.00 | 0.00 | 50.70 |
| | | reclassify as town owned | | | | | |
| | | Total | | 0.00 | 0.00 | 0.00 | 0.00 |
| 1998-2 L | 08/28/98 | Original | | 50.31 | 0.00 | 0.00 | 50.31 |
| | | Billed To: WILDES WINEFRED W EST | | | | | |
| | 08/28/98 | Liened | | 50.31 | 4.39 | 37.96 | 92.66 |
| | 5/26/2004 | CHGINT | A I | 0.00 | -26.02 | 0.00 | -26.02 |
| 434 | 7/16/2004 | CHGINT | 1 I | 0.00 | -0.77 | 0.00 | -0.77 |
| 434 | 7/16/2004 | CORREC | A C | 50.31 | 0.00 | 0.00 | 50.31 |
| 435 | 7/16/2004 | CORR | A C | 0.00 | 31.18 | 0.00 | 31.18 |
| 436 | 7/16/2004 | CORR | A C | 0.00 | 0.00 | 37.96 | 37.96 |
| 30917 | 6/15/2011 | REVERS | A C | 0.00 | 0.00 | -37.96 | -37.96 |
| 30918 | 6/15/2011 | REVERS | A C | 0.00 | -31.18 | 0.00 | -31.18 |
| 30919 | 6/15/2011 | | A C | 0.00 | 31.18 | 37.96 | 69.14 |
| | | reclassify as town owned | | | | | |
| | | Total | | 0.00 | 0.00 | 0.00 | 0.00 |
| Account Totals as of 10/14/2022 | | | | 0.00 | 0.00 | 0.00 | 0.00 |

KENNEBUNKPORT
11:42 AM

RE Account 1123 Detail
as of 10/14/2022

10/14/2022
Page 3

Name: KENNEBUNKPORT, TOWN OF & TAX ACQUIRED

Land: 19,000

Location: 0 WILDES DISTRICT ROAD

Building: 0

Acreage: 0.14 Map/Lot: 021-009-058

Exempt 19,000

Book Page: B15891P0570

Total:

2011-1 Period Due:
2) 0.00

Ref1: BP

Mailing PO BOX 566

Address: 6 ELM STREET
KLENNEBUNKPORT ME 04046

| Year/Rec # | Date | Reference | P C | Principal | Interest | Costs | Total |
|------------|------|-----------|-----|-----------|----------|-------|-------|
|------------|------|-----------|-----|-----------|----------|-------|-------|

Exempt Codes: 50 - Totally Exempt

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

AGENDA ITEM DIVIDER

AGENDA ITEM DIVIDER

Kennebunkport Public Health

October 18, 2022

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

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

Thank you!

Alison Kenneway RN, BSN

Kennebunkport Public Health

10-4
220 8110

5250

DATE 10.17.22 

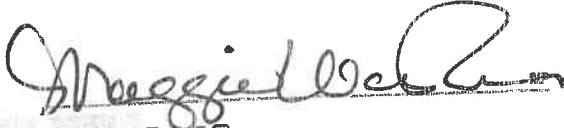
PAY TO THE ORDER OF Town of KPT
Fifty and no/100

\$50⁰⁰

M&T Bank

FOR KPT Town Nurses

Thank you



DOLLARS



Security Features
Visible on Back

5250

SPECIALLY PRINTED

AGENDA ITEM DIVIDER

Kennebunkport Public Health

October 19, 2022

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

Please accept this donation of \$100.00 from Christopher Audley. This gift is dedicated towards the emergency fuel fund.

Thank you!

Alison Kenneway RN, BSN

CHRISTOPHER AUDLEY
9 WILDES DISTRICT RD.
KENNEBUNKPORT, ME 04046

1232

51-7215/2211
402

Pay to the
Order of

Oct 17 2000

Date

CHECK ARMOR

Town of Kennebec Bank

One Hundred Dollars

\$ 100.00

Dollars



Photo
Safe
Deposit
Details on back

People's United
Bank

peoples.com

For

Fuel Assistance Fund

C. Audley

1232