



TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda
July 13, 2023, @ 5:00 PM
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/81492908892>

or go to **Zoom** and enter the **webinar ID: 814 9290 8892**

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

1. Call to Order.
2. **5:00 PM** - Executive Session per MRSA 1, §405-6C to consider the condition, acquisition, or the use of real or personal property.
3. **Estimated 6:00 PM** - Approve the June 22 and June 29, 2023, 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. Town Hall building committee presentation.
6. Presentation of proposed November 2023 ballot questions.
 - a. Comprehensive Plan updates.
 - b. Street Opening Permit updates.
7. Authorize paving contract for FY24-FY26.
8. Consider bids and authorize the purchase of a new single-axle dump truck.
9. Consider granting authorization to the Public Works Director to enter into a purchase and sales agreement for replacing a one-ton pickup truck.
10. Award 2023-2024 Winter Salt bid.

11. Discussion of Solid Waste / Recycling requests for proposals.
12. Goose Rocks Beach Water Quality Presentation.
13. GRB Advisory Committee recommendation to expend up to \$5,000 towards water quality testing at Goose Rocks Beach.
14. GRB Advisory Committee recommendation to place a sign at the intersection of Dykes Road and King's Highway directing parking traffic to the left (east).
15. Website Project Update
16. Discussion of Long-Term Strategy Subcommittee
17. Board appointments to the committees
18. Appoint Carolyn Muse to the Lighting Committee with an expiration date of June 2026.
19. Appoint Charles Tremblay to the Zoning Board of Appeals (ZBA) with an expiration date in June 2026.
20. Request by Consolidated School PTA to waive the tent permit fee for Circus Smirkus.
21. Accept a \$50 donation from an anonymous donor to the nurses' general account.
22. Accept a \$4,000 donation from Tommy McNamara Foundation towards Parks and Recreation.
23. Other Business.
24. Approve the July 13, 2023, Treasurer's Warrant.
25. Adjournment.

AGENDA ITEM DIVIDER

Town of Kennebunkport
Board of Selectmen Meeting
June 22, 2023
5:00 PM

MINUTES

Selectmen attending: Mike Weston, Sheila Matthews-Bull, Allen Daggett, Jon Dykstra, Marybeth Gilbert.

1. Call to Order:

Chairman Weston called the meeting to order at 5:00 PM.

2. Executive Session per MRSA 1, §405-6E to consult with the Town Attorney concerning pending or contemplated litigation.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to enter Executive Session per MRSA 1, §405-6E to consult with the Town Attorney concerning pending or contemplated litigation. **Voted: 5-0. Motion passed.**

The Selectmen moved to the lounge for the Executive Session, which lasted for 55 minutes.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to leave Executive Session. **Voted: 5-0. Motion passed.**

3. Approve the June 8, 2023, selectmen meeting minutes.

Motion by Selectman Dykstra, seconded by Selectman Matthews-Bull, to approve the June 8, 2023, selectmen meeting minutes. **Voted: 5-0. Motion passed.**

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.)

Lorrie Oulette expressed her concerns about the tone of voice and behavior of Selectmen in the previous meeting. She also asked when the public would be able to access the new boat ramp. Selectman Dykstra responded that the property closing is due to happen in late July. He also informed all that the Town is working to have software developed that will schedule and manage the use of the ramp.

Robin Phillips questioned the amounts that were approved for the planning of a new Town Hall on the Village Parcel property and asked if there is a plan for the new building. Town Manager Laurie Smith replied that she didn't recall the specific amount off the top of her head, but that the architect is developing a plan for the new Town Hall that will be presented in the July 13th Board of Selectmen's meeting. Robin also asked about the timing of a referendum regarding the building construction. Laurie responded that the intention has been for a referendum vote on the November 2023 ballot, but that the Selectmen haven't seen the plan yet. We'll know more about timing once they've had the opportunity to provide their feedback at the July 13th meeting.

No motion was necessary. No action was taken.

5. Update on Goose Rocks Beach access issue.

Town Attorney Amy Tchao reported that the attorneys and three parties involved (two beachfront owners and backlot owners with easements) have been working together diligently to come up with a final, long-standing agreement regarding the replacement and maintenance of the stairs over the seawall to the beach that was washed away in the December 2022 storm. They are also working towards a temporary solution with the cooperation of the Town regarding permitting so that the backlot owners will have access to the beach this season.

No motion was necessary. No action was taken.

6. Request for Picavet funds from the Police Department for duty weapon replacement.

Police Chief Sanford informed the board that the police officers need to replace the sidearms they carry on a daily basis. He would like to use Picavet funds to do so in order to save the taxpayers the need to pay this expense. The lowest bid was approximately \$23,000, but the Chief would like to request \$25,000 because the timing of the order could affect the prices.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to authorize up to \$25,000 of Picavet funds for duty weapon replacement by Parro's Gun Shop of Vermont. **Voted: 5-0. Motion passed.**

7. Consider a proposal by Camoin Associates to study the development of Village Parcel.

Laurie Smith described the work to date that has been done regarding Village Parcel development, noting that efforts were slowed considerably by the COVID-19 pandemic. Though this was done in the past, she continued that we need to get the current detailed survey on how the public would like to see the site developed. We also need to look into current financing options. We spoke with Camoin Associates, who put together a proposal to investigate these options. The project would take approximately six months and cost \$41,790. There's about \$102,000 remaining in the Village Parcel account.

Acorn Engineering would also need to update the cost of infrastructure as part of this analysis. She is asking if the Board would like to move forward with this project.

Director of Planning and Development, Werner Gilliam, spoke to the issue of form-based code. He will be working with Acorn regarding two elements: getting updated infrastructure costs to develop the “first third” of the parcel and a proposal from Acorn to look at the remainder of the parcel, which involves the connector street between North Street and School Street.

Selectman Dykstra commented that he hoped Camoin’s efforts would include meetings with members of the public and not just a survey. Laurie responded that outreach to the public had already been done as part of the visioning process a few years ago, and the current proposal did not include that type of public engagement though that could be scoped in for an additional cost.

Selectman Gilbert stated that she would like to see the Board look at the baseline financials for the development of the parcels in four “buckets”: current carrying cost for keeping the parcel as is, opportunity cost (what would the Town get for the parcel if sold in the current market), Phase 1 completion of a new Town Hall with the remainder of that phase unchanged as a carrying cost, and Phase 1 completion of a new Town Hall with the remainder of that phase being sold either to private developers or to the Kennebunkport Conservation Trust. She feels that these possibilities could be worked through by the Board without the need for external consultants.

Selectman Weston commented that he had been to 10–15 meetings where issues that Selectman Gilbert brought up had been discussed. While we don’t know what the best mix of housing types might be, the issue of density was at the forefront. Affordable housing cannot be implemented with large lot sizes. This brought up the method of form-based housing. When it comes to the financials, he feels that he is not qualified to do this, so he and Laurie have met with Camoin to work out a financial analysis of various options. Selectman Gilbert responded that she supported Camoin’s work but would also like the financial analysis as another work stream.

Werner explained there is a difference in what a property is zoned for (uses) and what type of development for which it was approved. This property is in two zones – village residential and free enterprise. Village residential is more restrictive. This property went through an extensive Planning Board and permitting process proposing duplexes in a condominium form of ownership. The developer initially proposed more clustered housing with a smaller footprint that less affected the surrounding area, but that proposal did not pass with the voters. The use of the property was to be residential. In order to offset wetland impacts by road infrastructure and development, The Army Corps of Engineers and Maine DEP required an offset purchase of additional land.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to authorize up to \$50,000 from the Village Parcel fund to pay Camoin Associates for the study. Discussion ensued.

Robin Phillips said the first meeting was not well attended and felt that in the second meeting that was well attended, there wasn't a lot of support for the plan. Chairman Weston responded that we had some well-attended meetings, some of which included consultants. While there certainly were members of the public who did not support the plan, the majority did support it, as evidenced by the vote. Robin expressed her concern that public input is being bypassed, reading a statement from Camoin stating that they felt a repeat engagement with the public was unnecessary. She also felt that the special town meeting in which the voters approved the Village Parcel purchase was rushed, and the small number of attendees was not representative of the Town overall.

Melinda Anderson via Zoom stated that she is in favor of holding on bringing in a consultant, saying that consultants were brought in for the Comprehensive Plan and that it failed. She thinks we should instead use the money to send out a mailing to all town residents to get their input on moving forward with Village Parcel development and holding the property. She feels the process should be slowed down.

Werner commented on the Comprehensive Plan. He informed everyone that the Town submitted the plan in a timely fashion. But there is only one staff person at the State to review Comprehensive Plans submitted by communities, and they went far past their approval deadline. The Town then made the decision to put the Plan before the voters, as there was no estimate of when the State would respond. Subsequently, the Town received notice that the plan was not consistent and what the corrections would need to be. He stressed that these items were minor and that he plans to put them before the voters in November.

Voted: 3-1-1, with Selectman Dykstra abstaining. He suggested that the financial concerns brought up by Selectman Gilbert be included in the analysis if that did not cost an additional amount. **Motion passed.**

8. Authorization to grant an easement to St. Ann's Episcopal Church for the sea wall project.

Laurie informed the Board that they had agreed to the easement language, and it had been approved by the voters. Now that the Board has been granted the power to do so, it needs to sign off on the easement.

Motion by Selectman Dykstra, seconded by Selectman Matthews-Bull, to approve the easement language proposed by the Town Attorney as read by Laurie. **Voted:** 5-0. **Motion passed.**

9. Annual board/committee appointments.

Laurie informed the board that they have two lists – reappointments and new appointments. The Board agreed to approve each as a slate.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve all committee reappointments. **Voted:** 5-0. **Motion passed.**

Chairman Weston then read the new committee appointments.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to approve the new committee appointments. **Voted:** 5-0. **Motion passed.**

10. **Accept a \$200 donation from Ed Briggs, where \$100.00 is dedicated towards the Fire Department, and \$100.00 is dedicated towards the Police Department and should be used for safety purposes.**

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept a \$200 donation from Ed Briggs, where \$100.00 is dedicated towards the Fire Department, and \$100.00 is dedicated towards the Police Department and should be used for safety purposes. **Voted:** 5-0. **Motion passed.**

11. **Accept a \$500.00 donation from Alisson's Restaurant to the general needs account.**

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept a \$500.00 donation from Alisson's Restaurant to the general needs account. **Voted:** 5-0. **Motion passed.**

12. Other Business.

Selectman Gilbert asked when the Board could start discussions regarding long-term strategies for consolidating core Town services to help bring costs down. She stressed that this would be part of the strategy process for future years – not 2024 or even 2025, but for future years. Laurie added that Selectman Gilbert's question was one of process. Should the Selectman have a subcommittee or establish a separate committee? The Board agreed that they would create a document for discussion at the next committee.

Selectman Dykstra informed the Board that now we have voter approval for the boat launch, we need to have a way to manage it to minimize the impact on residents and businesses on Langsford Road. We looked at several ways to do this with software, accounting for tides and water depth, daylight, and other factors. We found no "off the shelf" software that would do all that we needed it to in a satisfactory fashion, so he proposed that we purchase custom software to be developed from scratch by Pine Tree for a cost of \$10,000, with the subsequent annual maintenance cost of \$2,500.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, authorizing the Town Manager to sign a contract with Pine Tree to create and host the boat launch software for an initial cost of \$10,000, with the subsequent annual maintenance cost of \$2,500 to be funded by the Selectmen's Contingency Funds. **Voted:** 5-0. **Motion passed.**

Laurie asked the Director of Public Works, Chris Simeoni, to update the board on three projects:

The Causeway Project – The Army Corps of Engineers still has not assigned a project manager. But Woodward and Curran should provide a final design plan and cost estimate by June 30. Through August 30, we will be getting work licenses from the neighbors. July 15 is the date we will put the project up for bid and will be opening the bids on August 15. We hope to start construction on October 15, with substantial completion of the project (binder pavement installed) by May 31, 2024. He stipulated that we could put the project out to bid without Army Corps approval, but we cannot start construction until we have their approval.

Colony Beach – Chris is working with Maine DEP to get a permit by rule. However, as the Town does not own the entire beach (the Federal Government owns most of it, and the Colony Hotel owns a portion), Maine DEP is requesting authorization in writing from the Army Corps of Engineers to give the Town permission to do the work.

Wildes District Road – the shouldering of the road has started with work on drainage corrections proceeding this summer.

Laurie informed the Board that regarding Cape Porpoise Pier, we are awaiting both DEP and Army Corps permits. Once again, this is a staffing issue at both of those agencies. The Maine Economic Development Agency (EDA) that is funding the project requires the permits in hand before they will review, and they require six weeks for their review. If the permits come in the timeframe that they should, we could possibly put the project out to bid and be in construction by Thanksgiving.

Laurie added that closing for the purchase of the Langsford Road boat ramp property should happen on July 24th.

13. Approve the June 22, 2023, Treasurer's Warrant.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the June 22, 2023, Treasurer's Warrant. **Voted: 5-0. Motion passed.**

14. Adjournment.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to adjourn. **Voted: 5-0. Motion passed.**

The meeting adjourned at 7:26 PM.

Submitted by,
Dave Powell,
Technology Specialist

Town of Kennebunkport
Board of Selectmen Meeting
June 29, 2023
4:00 PM

MINUTES

Selectmen attending: Mike Weston, Allen Daggett, Jon Dykstra, Marybeth Gilbert.

1. Call to Order:

Chairman Weston called the meeting to order at 4:04 PM.

2. Executive Session per MRSA 1, §405-6C to consider the condition, acquisition, or the use of real or personal property:

Motion by Selectman Dykstra, seconded by Selectman Weston, to enter Executive Session per MRSA 1, §405-6C to consider the condition, acquisition, or the use of real or personal property. **Voted:** 4-0. **Motion passed.**

The Selectmen moved to the lounge for the Executive Session, which lasted for one hour and eleven minutes.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to leave Executive Session. **Voted:** 4-0. **Motion passed.**

Chairman Weston announced that no decisions were made in the Executive Session per MRSA 1, §405-6C to consider the condition, acquisition, or use of real or personal property.

No motion was necessary. No action was taken.

3. Adjournment.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to adjourn. **Voted:** 4-0. **Motion passed.**

Meeting adjourned at 5:15 PM.

Submitted by,
Dave Powell,
Technology Specialist

AGENDA ITEM DIVIDER

Town Hall Building Committee

Authorized at the October 13, 2022, BOS Meeting

Ad Hoc Committee. The Town Hall Building Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until the completion of the Town Hall Design. Please see attached schedule.

Membership: There are 7 residents from various professional backgrounds and two members from the Board of Selectmen.

- Deb Bauman
- April Dufoe
- Jon Dykstra
- David Graham
- Jessica Kimball
- Judith Phillips
- Larry Simmons
- Dick Smith
- Mike Weston

The Town staff that will support the project through the design process are:

- Laurie Smith – Town Manager
- Werner Gilliam – Director of Planning and Development
- Tracey O’Roak – Town Clerk
- Eric Labelle – Deputy Public Works Director & Town Engineer
- Yanina Nickless – Assistant to Town Manager

Quorum. A quorum for purposes of conducting business shall require a minimum of six members.

Minutes. Minutes shall be taken at all meetings.

Project Background: The Town of Kennebunkport has been housed at 6 Elm Street for a number of decades and has outgrown the space. The Town undertook a programming space analysis in 2019, and it was determined that the current departments housed would need a little less than 10,000 square feet for current needs and future growth, including public meeting space which is currently housed at the town fire station. The mission is to provide appropriate space for the community as well as five departments, providing high-functioning customer service spaces and team-oriented workflow. The Town is also seeking a building that speaks to the importance of climate change and the need to encompass the concepts of net zero design and construction. Since the study was completed, staff needs have continued to increase. It is anticipated that the needs assessment will need to be updated.

Project Goal. The Board of Selectmen seeks to develop a design and cost estimate for a new town hall that will allow for the future needs of the public and town staff to maintain the efficient and effective operation of town administrative functions for the

next 30 years. The design should incorporate necessary safety and technology measures to meet the needs of current office practices as well as anticipated future requirements. The structure should maintain as much flexibility and adaptability as possible for future needs. The building should incorporate the architectural elements that fit the culture of Kennebunkport and be an asset to the Town and the neighborhood.

Project Process:

Phase I - Programming

- Review and verify (or modify) the findings of the previous programming space study.
- Determine the functional relationships, if any, between the Town's needs and programs

Phase II - Site Analysis, Architectural Design, and Selection

- The consultant shall, with the assistance of staff, the Building Committee, and input from the public, analyze the town-owned site at the Village Parcel to determine the layout and location of the site, as well as the conceptual design and important architectural elements.
- This shall include up to three public meetings with the Board of Selectmen and up to four meetings with staff and the Building Committee.
- A presentation of the conceptual design and site plan.
- This shall include a preliminary cost estimate for the conceptual building design chosen by the Board and all necessary site work.

The consultant shall prepare a bid and final construction document, including but not limited to: Stamped engineered construction drawings, detailed mechanical specifications, Site plans and engineering plans, including the parking lot and stormwater design.

- The consultant shall prepare and submit plans and specifications to any and all required permitting agencies including: the Office of the State Fire Marshal, Kennebunkport Planning Board, Code Enforcement Officer, and Maine Department of Environmental Protection if necessary.
- The consultant shall present at separate meetings the Schematic Design to the Board of Selectmen, including any required Planning Board Public Hearings, Scope of Responsibilities. The Committee will support the consultants and staff as they study the existing building conditions, confirm community space requirements, and develop schematic renderings, new build design options, and cost estimates.

Committee members will research issues raised by the consultants and staff or residents and advise when questions or decisions must be answered/made with respect to design, value engineering, the scope of work, and cost estimating of the project.

The Committee shall advise the Board of Selectmen with respect to the public process and include elements necessary to complete the project. It is anticipated that the committee will need to meet with the consultants four times and attend up to two public meetings.

Committee Duties:

1. Become familiar with the Town Hall building, property, uses, and anticipated needs.
2. Develop a path forward through design and funding.
3. Engage the public in the design process to ensure we receive feedback throughout the process and ensure broad public support for the chosen design and site plan.
4. Provide feedback to the consultants and staff through the design process.
5. Solicit decisions by the Board of Selectmen needed to successfully complete the project, recognizing that the Board shall make all spending decisions and approve all final decisions in the process.
6. Implement decisions of the Board of Selectmen with regard to the project.
7. Serve as the Town's liaison with the community.

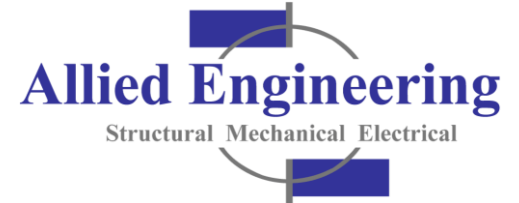
Staff Duties:

1. Staff shall serve as the main liaison with the consultants.
2. The Town Manager shall direct the consultants.
3. Staff shall support the committee's work, schedule meetings, and provide materials from the consultants.
4. Staff shall report to the Board of Selectmen to keep them updated on project progress and for any decision points.

Town of Kennebunkport Town Office



Grant Hays Associates, Inc.
ARCHITECTURE & INTERIOR DESIGN



Town Hall Background

- The Town Offices have been housed at 6 Elm Street since 1960, or 62 years ago.
- The Town considered rebuilding Town Hall at another location twice, once in the 1980's with a combined Police Department, and in 1999 with a combined Fire Department.
- In 1999 (24 years ago) the Town approved the Town Hall construction, but a lawsuit redirected the project as a renovation of 6 Elm Street in 2002.
- The current Town Hall is 3,723 s.f. (Office) 5,730 s.f w/ Garage Space.
- The programming space analysis determined our need is 12,661 s.f.
- New building provides public meeting & voting space to replace the Fire Station room which will be renovated for staff offices and housing.

Town Office Functions, Programming & Needs

- Town Clerks Office
- Vault – Vital Records
- Public Transactions Spaces
- Special Projects Area
- Secured Storage –Ballots/Licenses
- Town Manager
- Treasurer & Deputy Treasurer
- HR Specialist
- Communications & Technology
- Administration Assistant
- Conference Room
- Public & Staff Meeting Space
- Secured File Room – HR/Finance
- Copy Room
- Secured Access
- Planning & Codes (Director, Planner, Codes Officer, Asst. Codes Officer, Admin.)
- Assessor
- Public Meeting Space - Codes
- Copy/Plotter/Supplies
- Storage and Open Files - Codes
- Secured Archive Plans Room
- Assembly & Public Meetings – 100 Public and Board Seats
- Breakout Meeting Space
- Restroom Facilities
- Custodial
- Mechanical, Electrical, Sprinkler Room

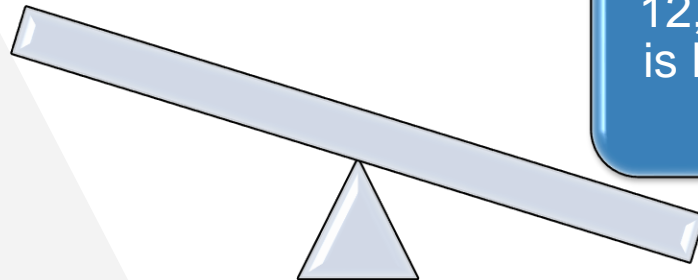
Programming and Needs

Current Town Office

3,723 s.f.
(Office) 5,730
s.f w/ Garage
Space

Needs from Programming Study

12,661 s.f.
is Needed



Process

Town Selected Project Team Through RFP

Town Established Building Committed Comprised of Staff, Selectboards Members and Public Members.

Completed Programming & Needs Assessment, Developed Alternative Layout Plan, Cost Assessment, Review Site Alternatives and Reviewed Existing Town Office.

Multiple Committee and Planning Meetings: 10/25/22, 11/30/22, 1/12/23, 2/8/23, 4/26/23, 6/15/23

Board & Public Role out of the New Town Office.

Locations Considered



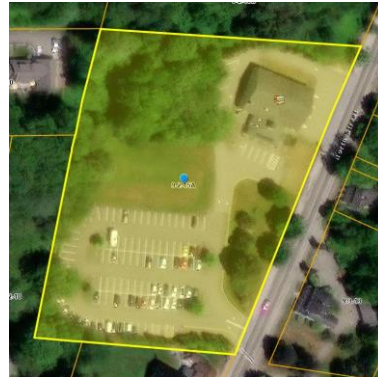
**Existing
Town
Office**



**North Street Site –
Preferred
Alternative**



**63 Wilds
District
Road**

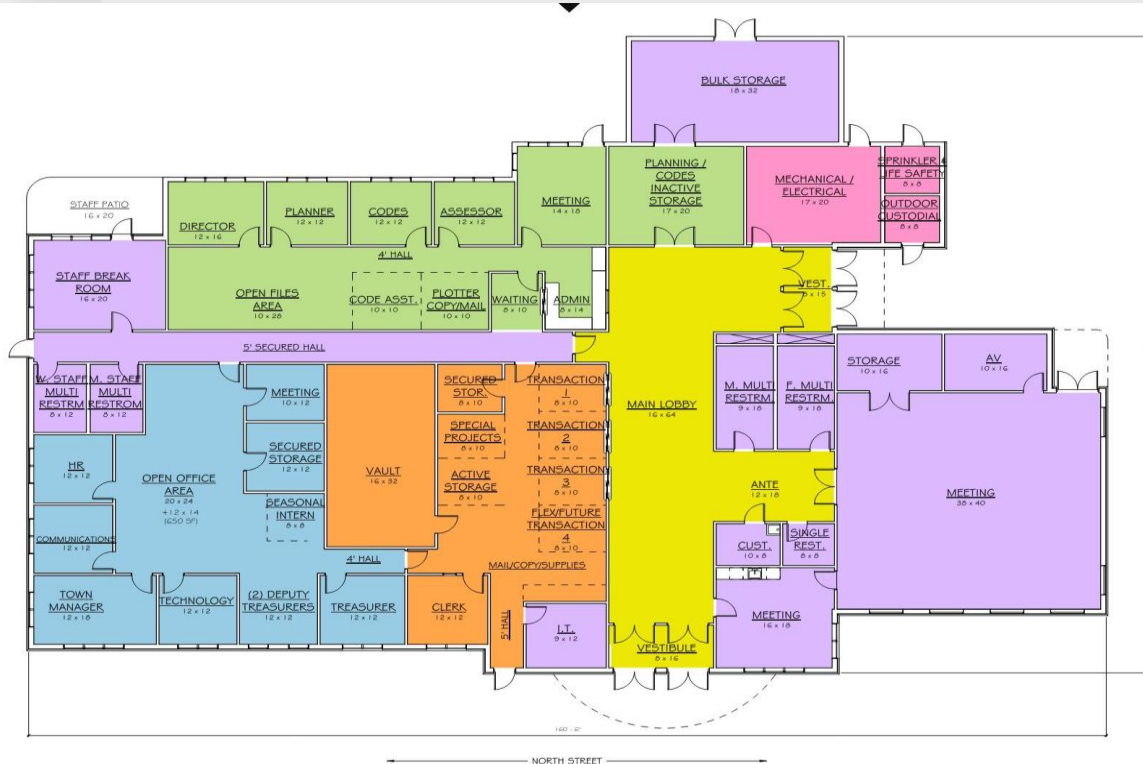


32 North Street

Town Office Planning and Floor Plans

Alternative A	Initial single floor concept - Space and Function modifications needed.
Alternative B	Reconfigured single floor concept - Space and adjacency modifications needed.
Alternative C	Two story option to reduce footprint – two story option not preferred due to separation of functions and circulation concerns.
Alternative D	Reconfigured two story option, public meeting space on second floor – similar concerns to Alternative C.
Alternative E	Two story option with public meeting space on 1 st floor, small basement for storage and second floor. Not preferred due to separation of functions and circulation.
Alternative F	Variation of E – Not desirable.
Alternative G	One story option with partial basement area for storage. Required elevator and increased foundation costs.
Alternative H	One story option with added bulk storage. No basement. Economized spaces and optimized layout with preferred functionality. Option is preferred by staff and committee.

Architectural Floor Plan – Alternative H – Preferred by Staff and Building Committee



DEPARTMENT LEGEND

	CIRCULATION	= 1,611 SF
	COMMON AREAS	= 4,680 SF
	PLANNING & CODES	= 2,085 SF
	TOWN CLERK	= 1,730 SF
	TOWN MANAGEMENT	= 2,080 SF
	UTILITY	= 475 SF

TOTAL = 12,661 SF

Architectural Elevation – North Street and Public Access



A PROPOSED WEST ELEVATION (NORTH STREET)
SCALE: 1/8" = 1'-0"



B PROPOSED SOUTH ELEVATION (PARKING)
SCALE: 1/8" = 1'-0"

Architectural Elevation – North Street and Public Access

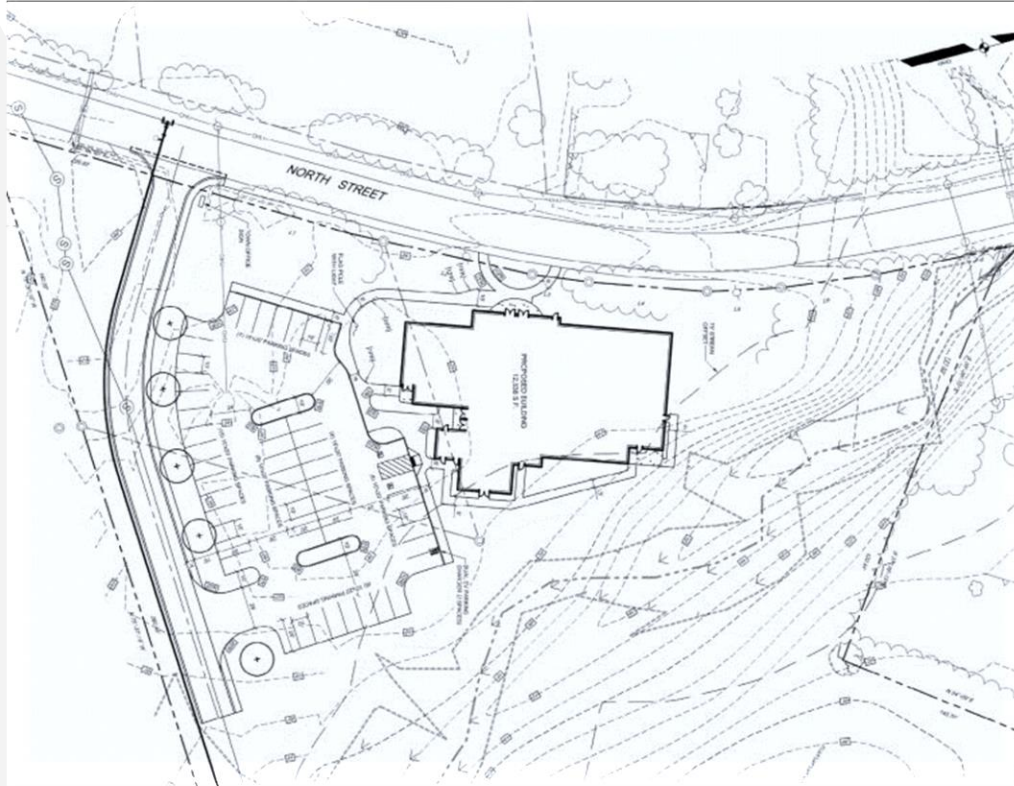


C PROPOSED EAST ELEVATION
SCALE: 1/8" = 1'-0"



D PROPOSED NORTH ELEVATION
SCALE: 1/8" = 1'-0"

North Street Site Layout Plan



- **12,838 S.F. Single Story Building.**
- **New Access Drive from North Street – Aligns with Future Development Potential.**
- **54 Parking Spaces**
- **Pedestrian Access from North Street and Parking Lot**

Project Costs

PROJECT NAME: Kennebunkport Town Office
 REVISED DATE: 7/3/2023
 PRELIMINARY OPINION OF CONSTRUCTION COSTS



	Unit	Quantity	Unit Cost	Subtotal	Totals	Notes
Site Construction	ls	1	\$1,650,510	\$1,650,510		Schematic Level - See attached.
Building Construction	sf	12,661	\$450	\$5,697,450		Est. Per Square Foot - 2024 Construction
FFE (Furnishings Fixtures, Equip.)	ls	0	\$400,000	\$0		IT, Furnishing, Equip. - Operations Budget
Subtotal - Project Costs					\$7,347,960	
Construction Contingency	ls	1	\$1,102,194	\$1,102,194	\$1,102,194	15% Allowance
Design, Permitting and Engineering	ls	1	\$0	\$0	\$0	Current Contract - Already Funded
Permit Fees	ls	1	\$10,000	\$10,000	\$10,000	Allowance - Assumes Town Fees Waived - Maine Fire Marshal Permit Needed, Traffic Study
Builders Risk Insurance	ls	1	\$7,000	\$7,000	\$7,000	Laurie will need to check with Town Insurance Carrier
Electrical Service Fees	ls	1	\$75,000	\$75,000	\$75,000	Allowance for Transformer and Power Extension
Impact Fees - Sewer	ls	4	\$3,500	\$14,000	\$0	\$3,500 flat charge per unit. 3 units for 20 employees plus 1 unit for the public. Town doesn't have to pay it.
KKWD Impact Construction	ls	1	\$5,000	\$5,000	\$5,000	KKWD - OAM spoke with Scott Minor on 5-9- 23. Carry \$5,000
Management/Oversight	ls	1	\$250,000	\$250,000	\$250,000	Allowance - Town Oversight, Engineering, Materials Testing, Architectural Support
Total Project Cost					\$8,797,154	Total

Schedule – 2 Year Timeframe

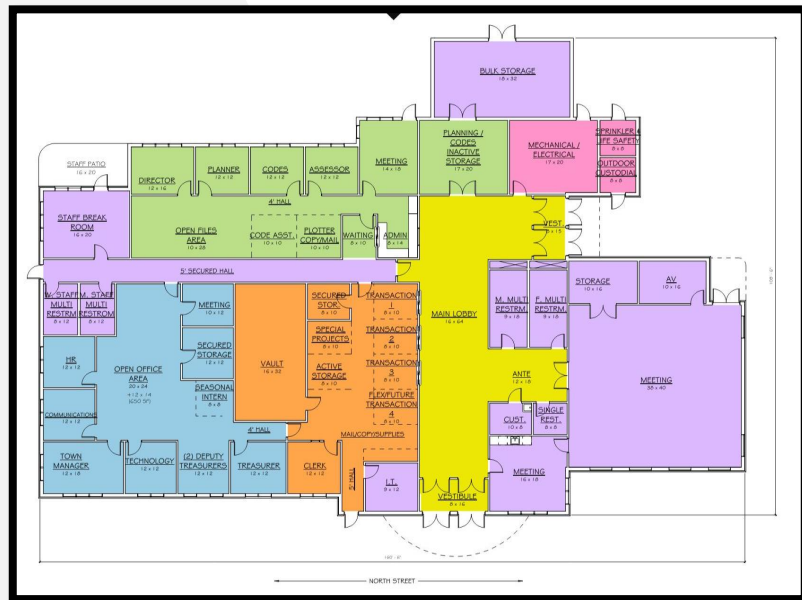
IF Referendum: November 2023

Permitting and Building Design: October 2023 – May 2024.

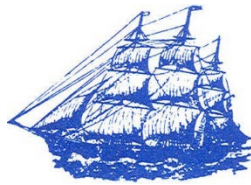
**Bidding Project (Design-Bid-Build Procurement)
June – July 2024**

Project Construction: August 2024 – December, 2025

Discussion – Kennebunkport Town Office



AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE
-INCORPORATED 1653-

To: Laurie Smith, Town Manager
Tracey O’Roak, Werner Gilliam
Fr: Michelle Radley, Planner
Re: Proposed Comprehensive Plan Revisions November 2023 Update
Dt: July 6th, 2023

After the initial passage of the Comprehensive Plan update last November, Town Staff received comments and needed revisions from the State. These revisions are minor in nature but are required for Kennebunkport’s Comprehensive Plan to be found complete and consistent by the State. Please find below a description of these revisions.

Revisions to Chapter 7 - Natural Resource

Revisions to this chapter include an update to the date of Chapter 7, and revisions to farm inventory. In response to a comment from a resident, we have removed an incorrectly identified farm and added Five Acre Farm to this list.

Revisions to Appendix A – Goals, Policies & Strategies

Revisions to this appendix include an update to the date of Appendix A, and the addition of 10 goals and strategies per state request. These revisions are minor and do not alter the spirit or major content of the plan. These changes are written to include that the town will maintain highlighted practices such as designated growth areas, providing training to the CEO, providing educational materials to the community, working collaboratively with land trusts, and so on. These practices are embodied throughout the plan and need to be added in the Goals, Policies, and Strategies Appendix to achieve state-level completeness and consistency. Subsequently, these additions have been numbered, and the following strategies have been renumbered as part of this revision.

REVISIONS TO THE KENNEBUNKPORT 2030 COMPREHENSIVE PLAN

Shall the “2023 Amendments to the Comprehensive Plan for the Town of Kennebunkport, Maine regarding Chapter 7, Natural Resources and Appendix A, Goals, Policies & Strategies” as submitted by the Town of Kennebunkport’s Growth Planning Committee be adopted? (A true copy of which is on file in the Town Clerk’s Office and is incorporated by reference.)

[Note of Explanation: This amendment would amend Chapter 7 and Appendix A regarding the Natural Resources Chapter and the Goals, Policies, and Strategies Appendix of the Comprehensive Plan adopted by the Town in 1996 and amended in 2006, 2007, 2008, 2009, 2010, 2011 & 2022.]



Chapter 7

Natural Resources

KENNEBUNKPORT COMPREHENSIVE PLAN 2030
Volume 2

~~May 2022~~ June 2023

Symbol	Soil Type	Total Acres	Poorly & Very Poorly Drained	Farmland Soils ^a	Forest Soils (Group IIB)
AdC	Adams loamy sand, 8 to 15 percent slopes	4.50			
Ba	Beaches, sand	53.19			
BH	Beaches, sand-Hooksan complex, 0 to 8 percent slopes	1.61			
HU	Hooksan-Urban land complex, 0 to 8 percent slopes	18.16			
LnD	Lyman loam, 15 to 25 percent slopes, rocky	6.26			
LyE	Lyman-Rock outcrop complex, 15 to 80 percent slopes	317.14			
Pg	Pits, gravel	26.57			
RoC	Rock outcrop-Lyman complex, 3 to 15 percent slopes	5.59			
RoE	Rock outcrop-Lyman complex, 15 to 80 percent slopes	8.55			
ShA	Succotash sand, 0 to 3 percent slopes	6.37			
UH	Urban land-Hooksan complex, 0 to 8 percent slopes	117.90			
W	Water bodies	319.68			
Ur	Urban land	32.30			
Total Acres		12,960	4,762.7	1,122.3	143.4

^a Farmland soils in Kennebunkport consist primarily of soils of statewide importance. * denotes prime agricultural soils.

Agricultural Soils

Less than one acre in town is considered prime farmland. As defined by the US Department of Agriculture, prime farmland is land that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber, and oilseed crop and is available for these uses.¹⁶

Approximately 8.7% of soils are classified designated as *farmland of statewide importance*: areas of soils that nearly meet the requirements for prime farmland and that economically produce high yields of crops when treated and managed according to acceptable farming methods.¹⁷

As noted in the 2012 Comprehensive Plan, sub-optimal growing

conditions and the high price of land are significant constraints on farming. However there are diverse business such as Blackrock Farm, Ewe and I, ~~Frinklepond Farm~~ **Five Acre Farm**, Adams Family Christmas Tree Farm, and Wolff Farm scattered throughout rural areas of town. The town is home to horses kept for riding and cattle and sheep farms. Several of these farms are located in the vicinity of the intersection of Gravelly Brook Road, Goose Rocks Road, and Arundel Road.

Local food production is an important component of reducing the ecological footprint of individuals and communities. The ecological footprint is the impact of a person or community on the environment, expressed as the amount of land required to sustain their use of natural resources.



Goals, Policies & Strategies

KENNEBUNKPORT COMPREHENSIVE PLAN 2030

Volume 2 Appendix A

~~May-June 2023~~

Introduction

The table of Goals, Policies, and Strategies that follows summarizes the action steps that are intended to guide implementation of the plan. This table will help the next generation of community leaders and officials understand the desire of the townspeople as they balance the events of the future, budgets, and tax rates. It is a road map for all to use and shall be referenced and utilized frequently as the routine tasks of local government are undertaken.

Although the table presented here has segmented parts corresponding to each Comprehensive Plan chapter, the strategies are as interconnected as the subjects of the chapters. Housing, natural resources, or the local economy may seem distinct and sometimes even counter to each other, however, these elements are inexorably linked and their reciprocal influence over each other blends true distinction. Similarly, the challenges brought by a changing climate cannot be separated out into a section of its own. Instead, adaptation and consideration of climate change has been addressed in each section because its effects will challenge the community in innumerable ways.

This plan aims to work collaboratively with residents, business owners, and regional partners on the challenges of sea-level rise, transportation, housing, and others that we share in southern Maine. Through adaptation we will strive to preserve Kennebunkport's historic integrity, protect natural resources, and strengthen the town's unique small-town character while improving economic vitality.

Responsible Parties List

<u>Entity</u>	<u>Acronym</u>	<u>Entity</u>	<u>Acronym</u>
Assessing Department	AD	Kennebunkport Historical Society	KHS
Beach Advisory Committee	BAC	Library Trustees and Staff	L
Board of Selectmen	BoS	Parks and Recreation Department	PRD
Budget Board	BB	Planning Board	PB
Cemetery Committee	KCC	Planning Department	PD
Cape Porpoise Archaeological Alliance	CPAA	Police Department	PoD
Chamber of Commerce	CoC	Public Health Department	PH
Code Enforcement Officer	CEO	Public Safety Committee	PSC
Conservation Commission	CC	Public Works Department	PW
Emergency Management	EM	Recreation Committee	RC
Finance Department	FD	RSU 21	RSU
Growth Planning Committee	GPC	Shade Tree Committee	STC
Harbormasters	HM	Shellfish Conservation Committee	SCC
Kennebunkport Heritage Housing Trust	KHHT	Solid Waste Committee	SWC
Kennebunk River Committee	KRC	Town Clerk	TC
Kennebunkport Business Association	KBA	Town Manager	TM
Kennebunkport Emergency Medical Services	KEMS	US Coast Guard	CG
Kennebunkport Conservation Trust	KCT	US Fish & Wildlife Service	FWS
Kennebunkport Consolidated School	KCS		

Timeframes: Short term = 0-3 years; Medium term = 3-5 years; Long term = 5+ years

Chapter 3: Historic Resources			Responsible Party	Timeframe
1	GOAL	PROMOTE AND PRESERVE LOCAL HISTORY AND HERITAGE.		
2	Policy	Promote awareness of the Town's history.		
3	Strategy	Prioritize Planning Board applicants who have knowledge of architectural history, historic preservation, and archaeology.	BoS	Ongoing
4	Strategy	Continue to teach local history at the Kennebunkport Consolidated School. Coordinate efforts between local historians, residents, parents, friends, and teachers at the Consolidated School.	RSU 21 & KCS	Ongoing
5	Strategy	Undertake a detailed, town wide survey of Kennebunkport's historic structures. Identify historic sites and areas. Identify historic buildings that are threatened by sea level rise and extreme weather events.	KHS	Medium Term
6	Strategy	Promote awareness of historic structures and districts that are listed in the National Register of Historic Places and the Historic American Building Survey.	KHS	Ongoing
7	Strategy	Update the historic building plaque program to include structures and sites dating to the mid-20 th century.	KHS	Short Term
8	Strategy	Develop audio recordings of self-guided walking tours of Kennebunkport's historically and architecturally significant sites. Erect interpretive signs.	KHS	Medium Term
9	GOAL	RECOVER DATA FROM PREHISTORIC AND HISTORIC ARCHAEOLOGICAL SITES.		
10	Policy	Protect and preserve prehistoric and historic sites until such time as data can be recovered by professional archaeologists.		
11	Strategy	Develop an ordinance to protect archaeological sites.	PD & CPAA	Medium Term
12	Strategy	Educate property owners and developers on the importance of archaeological remains and seek their cooperation to ensure that prehistoric and historic sites are left in an undisturbed state.	PD & CPAA	Ongoing
13	Strategy	Support the Kennebunkport Conservation Trust in its efforts to preserve the sites of historic European fishing settlements and Native American use of the Cape Porpoise area.	PB & KCT	Ongoing

14	Policy	Efforts to recover data from archaeological sites in coastal areas should be accelerated due to the increasing intensity of extreme weather events.		
15	Strategy	Support the rapid response efforts of the Cape Porpoise Archaeological Alliance and accelerate efforts to recover data from offshore shipwrecks.	PB & CPAA	Ongoing
16	GOAL	PROTECT AND PRESERVE HISTORIC STRUCTURES AND DISTRICTS.		
17	Policy	Preserve historic and architecturally significant structures and areas.		
18	Strategy	Educate property owners on tax incentives for the restoration and preservation of income producing property.	PD	Ongoing
19	Strategy	Advise property owners on improving a building's energy efficiency while preserving its historic character.	CEO	Short Term
20	Policy	Protect historic structures that are threatened by sea level rise and extreme weather events.		
21	Strategy	Work with the Silver Jackets and other experts to devise a plan to protect Dock Square buildings.	PD	Short Term
22	Goal	PRESERVE CEMETERIES AND GRAVEYARDS.		
23	Policy	Restore, maintain, and protect cemeteries and burial plots.		
24	Strategy	Research and document all cemeteries and burial plots. Seek permission from private property owners to allow access for restoration, monitoring, and necessary maintenance. Enlist volunteers to work with the Cemetery Committee to restore all sites.	KCC	Medium Term

Chapter 6: Housing

Responsible
Party

Timeline

1	GOAL	MEET THE DEMAND FOR AFFORDABLE HOUSING BY PROVIDING FOR A MIX OF HOUSING TYPES IN A BROAD RANGE OF PRICES.		
2	Policy	Incentivize the construction of year-round affordable housing units and create standards of eligibility for such units with preference for school and government employees, Kennebunkport residents, and persons employed in the Town.		
3	Strategy	Amend the LUO to include a definition of affordable housing.	PD	Short Term
4	Strategy	Consider the acquisition or use of Town-owned land for the construction of affordable year-round housing units.	BoS	Ongoing
5	Strategy	Consider amending the LUO to reduce minimum lot size requirements and increase allowable density within Growth Areas.	PB & PD	Short Term
6	Strategy	Encourage clustering of all types of housing units, including duplex and multi-plex units.	PB & PD	Short Term
7	Strategy	In subdivisions of 10+ dwelling units, the developer should set aside 10% as affordable units. In subdivisions of 5 to 9 dwelling units, at least one should be set aside. Alternately, the developer may consider an in-lieu fee.	PB, HHT & PD	Short Term
8	Strategy	Encourage the construction of accessory dwelling units for year-round use.	PB & PD	Ongoing
9	Strategy	Amend the LUO to allow accessory dwelling units (ADU) and home occupations to co-exist and utilize performance standards to regulate the appearance and potential impact of these uses within neighborhoods.	PB & PD	Short Term
10	Strategy	Allow the development of multi-plex (multi-family) housing, including rental units, in designated Growth Areas.	PB & PD	Short Term
11	Strategy	Encourage the development of assisted living and independent living facilities.	PB & PD	Ongoing
12	Strategy	To ensure a timely response by volunteer first responders, the Town should take steps to ensure that in-town housing options are affordable for first responders.	PSC, PB & BoS	Ongoing
13	Strategy	Support the Kennebunkport Heritage Housing Trust.	BoS	Ongoing

14	Strategy	Consider the establishment of a development impact fee to fund affordable housing.	PD	Short Term
15	Strategy	<u>Maintain locations in growth areas where mobile home parks are allowed pursuant to 30-A M.R.S.A. §4358(3)(M) and where manufactured housing is allowed pursuant to 30-A M.R.S.A. §4358(2).</u>	<u>PD & GPC</u>	<u>Ongoing</u>
16 5	GOAL	MINIMIZE THE ADVERSE IMPACTS OF CLIMATE CHANGE.		
17 6	Policy	Reduce the vulnerability of housing to climate change.		
18 7	Strategy	Educate homeowners about flood vulnerability.	CEO & PD	Short Term
19 8	Strategy	Seek grants from the Federal Emergency Management Agency and other state and federal agencies to assist property owners adapt to climate change.	PD	Ongoing
20 19	Strategy	Review current zoning codes, regulations, and policies to incorporate natural design elements and building practices such as Low Impact Design standards.	PD & PB	Short Term
21 0	Strategy	Consider climate impacts when identifying future growth areas.	PD, PB & GPC	Long Term
22 1	Strategy	Recommend where appropriate the reduction of width standards for roads that serve multiple buildings as a strategy to reduce impervious surfaces.	PD & PB	Medium Term
23 2	Strategy	Review and make recommendations for off-street parking requirements for residential use.	PD & PB	Medium
24 3	Strategy	Encourage builders and residents to install and maintain pervious material in appropriate locations.	PD & PB	Ongoing

Chapter 7: Natural Resources, Forest Resources, and Agricultural Resources

			Responsible Party	Timeframe
1	GOAL	PROTECT CRITICAL NATURAL RESOURCES, INCLUDING WETLANDS, TERRESTRIAL AND AQUATIC HABITAT, SAND DUNES, BEACHES, SCENIC VISTAS, AND UNIQUE NATURAL AREAS.		
2	Policy	Conserve and protect Kennebunkport's critical natural resources through conservation and education.		

3	Strategy	Support and collaborate with the Kennebunkport Conservation Trust to protect critical and important natural resources through purchase of land or easements from willing sellers.	KCT & CC	Ongoing
4	Strategy	Conduct a natural resources inventory to prioritize conservation and allocation of resources toward conservation, maintenance, and monitoring activities in areas with greatest co-occurrence of water features, important natural communities, listed animal and plant species, and undeveloped land.	CC & PD	Medium Term
5	Strategy	Collaborate with conservation partners to identify and make public a regional database of educational resources and information about critical habitat (including salt marshes), vulnerable species, and the impacts of development and human activity on natural resources.	CC, FWS & PD	Short Term
6	Policy	Minimize the impacts of development and human activity on natural resources.		
7	Strategy	Require that subdivisions and commercial developments maintain open space to the greatest extent practicable.	PB & PD	Short Term
8	Strategy	Encourage the use of native plants on public and private property.	PB & PD	Short Term
9	Strategy	Encourage developers to install street trees to enhance wildlife habitat and provide shade.	PB & PD	Short Term
10	Strategy	Conduct monitoring to evaluate the impact of pesticides and herbicides on natural resources and water resources and identify strategies to minimize impacts such as through alternative weed and pest controls and regulations as needed.	PD, CC & BAC	Short Term
11	GOAL	PROTECT RARE AND ENDANGERED SPECIES.		
12	Policy	Educate the public about rare and endangered species.		
13	Strategy	Collaborate with conservation partners to develop an education and outreach program to inform the public about the presence of endangered, rare, and significant species and how to avoid impacting these species.	CC, FWS & PD	Medium Term
14	Strategy	Work with the Maine DOT and Kennebunkport's Public Works Department to accommodate known migratory crossings of endangered reptiles and amphibians as part of road construction and repair projects. Continue to place caution signs at appropriate sites.	PW & PD	Ongoing

15	Strategy	Continue to place signage on beaches during plover nesting season.	PW	Ongoing
16	GOAL	PROTECT FOREST RESOURCES AND FARMLAND FROM THE NEGATIVE IMPACTS OF DEVELOPMENT.		
17	Policy	Support agricultural and forestry activities.		
18	Strategy	Support forestry and agricultural uses and activities such as agritourism, backyard chickens, farms, farm stands, and firewood sales.	PD	Short Term
19	Strategy	Review Town ordinances and regulations for consistency with Maine's Right to Farm Law (Title 7 MSRA, Chapter 6) to determine if local ordinances and regulations require strengthening.	PD & PB	Short Term
20	Strategy	Review Town ordinances and regulations for consistency with Article 1 Section 25 Establishing A Right to Food of the Constitution of the State of Maine	PD & PB	Short Term
21	Strategy	Amend the LUO to permit farmers' markets.	PB	Short Term
22	Strategy	Review and amend, as necessary, the LUO and subdivision regulations to develop performance standards to protect forest and farmland resources. Land developers should identify critical natural resources and utilize Beginning with Habitat maps and other data resources.	PD & PB	Short Term
23	GOAL	PROTECT NATURAL RESOURCES WHILE MANAGING FOR LOW IMPACT PUBLIC USE.		
24	Policy	Maintain and enhance open space recreational assets.		
25	Strategy	Coordinate with the Kennebunkport Conservation Trust to interconnect public and private conservation lands and trail systems including links to routes and facilities in neighboring communities.	CC & KCT	Medium Term
26	Strategy	Review use of Town-owned conservation lands to ensure activities do not damage or deplete natural resources.	CC & PD	Medium Term
27	Strategy	Periodically review the use of town properties and seek input from residents on uses of properties	CC & BoS	Medium Term
28	Policy	Provide access to conservation land.		
29	Strategy	Coordinate with the Kennebunkport Conservation Trust to inventory, and improve, as needed, parking, access, and trails at conservation land that is open to the public. When appropriate, support the KCT as it works toward improving accessibility to a range of users, physical abilities, and activities.	CC & KCT	Ongoing

30	Strategy	Form a committee to investigate opportunities to balance protection and enjoyment of natural resources with tourism and recreation opportunities.	CC, KCT & CoC	Short Term
31	Policy	Maintain and enhance scenic resources.		
32	Strategy	Inventory scenic resources and create an online map of scenic vistas.	PB & PD	Medium Term
33	Strategy	Add protection of scenic views and scenic resources to Site Plan Review Performance Standards.	PB & PD	Medium Term
34	Goal	ADAPT TO CLIMATE CHANGE.		
35	Policy	Enhance the resiliency of habitats and species.		
36	Strategy	Identify opportunities to accommodate marsh migration inland to protect this critically important resource from sea level rise.	PB, CC & PD	Short Term
37	Strategy	Encourage conservation of low-lying undeveloped uplands where coastal marshes, beaches, and other intertidal natural communities can migrate inland with sea level rise.	PB, CC, KCT & PD	Short Term
38	Strategy	Identify locations to enhance wildlife corridors to help create places for species to migrate and shift north as temperature increases and protect these areas. The Nature Conservancy's Resilient Lands mapping tool is a good resource for identifying resilient and connected networks.	PB, CC & PD	Medium Term
39	Strategy	Create and implement an invasive species management policy, including public outreach and education, and prepare to manage invasive species on town property.	PW, CC & PD	Short Term
40	Strategy	Educate property owners about impacts of climate change, such as extreme heat, drought, and changes in precipitation on habitats and species. Provide information to new homeowners.	CC & PD	Short Term
41	Policy	Increase community resilience.		
42	Strategy	Provide education about the role of shade trees in reducing heat and mitigating climate change and impacts.	STC	Short Term
43	Strategy	Engage in efforts to protect and restore protective natural features, such as floodplains, wetlands, marshes, dunes, and dune grass.	CC	Ongoing

Chapter 8: Water Resources

			Responsible Party	Timeframe
1	GOAL	PROTECT THE QUALITY AND QUANTITY OF WATER RESOURCES.		
2	Policy	Protect drinking water sources.		
3	Strategy	Collaborate with the City of Biddeford to ensure cross boundary protection of groundwater resources. Create an aquifer protection overlay district.	PB & PD	Medium Term
4	Strategy	Coordinate with the Kennebunk, Kennebunkport & Wells Water District (KKWWD) and area towns to protect regional drinking water resources.	PD	Ongoing
5	Strategy	Periodically review regulations to ensure that freshwater wetlands that provide important groundwater recharge are sufficiently protected.	PD	Medium Term
6	Policy	Protect water resources from the impacts of development and reduce the potential of water quality degradation.		
7	Strategy	Conduct a comprehensive review of the LUO and Subdivision Regulations to identify opportunities to strengthen provisions for water resource protection.	PB & PD	Medium Term
8	Strategy	Reduce the threshold percentage of impervious surface area that triggers the need for a stormwater management system under site plan review and increase the design standard for stormwater infrastructure to the 100-year storm event.	PB & PD	Medium Term
9	Strategy	Amend stormwater regulations to require that stormwater be managed onsite as opposed to allowing offsite mitigation.	PB & PD	Medium Term
10	Strategy	Amend the LUO and Subdivision Regulations to include green infrastructure and low impact development standards. Encourage complete streets and green streets.	PB & PD	Short Term
11	Strategy	Continue to follow best practices that achieves a balance of low salt application with roadway safety.	PW	Ongoing
12	Policy	Improve aquatic habitat.		
13	Strategy	When possible, follow Stream Smart road crossing policies to reduce the impact of road crossings on fish and other aquatic species and habitat.	PW& PD	Ongoing
14	Policy	Identify, monitor, and reduce sources of pollution.		
15	Strategy	Conduct regular water quality monitoring of Little River, Beaver Brook, Smith Brook, Batson River, and the Kennebunk River.	PH & PD	Ongoing

16	Strategy	Continue to monitor the impact of the sewer outfall in the Kennebunk River.	PW	Ongoing
17	GOAL	INCREASE COMMUNITY AWARENESS ABOUT WATER RESOURCE PROTECTION.		
18	Policy	Educate the public about water resource protection.		
19	Strategy	Include resources and links to information on water quality best management practices and pollutants (including invasive species, fertilizer, pesticide, herbicide use, septic failure, sedimentation, and hazardous substances) in town-wide mailings and post this information on the Town's website.	CC	Short Term
20	Strategy	Distribute educational material to property owners about the impacts of development, impervious surfaces, and disturbance of banks and riparian habitat on water bodies.	CC	Short Term
21	Strategy	Develop material on natural resource and water quality protection measures for owners of property including rental properties to make available to short term and seasonal renters.	CC	Short Term
22	Strategy	Conduct a public outreach campaign to increase awareness of the impact of septic systems on surface and groundwater.	CEO	Short Term
23	Policy	Manage water resources at a regional and watershed scale.		
24	Strategy	Collaborate with Kennebunk, Biddeford, Arundel, the York County Soil and Water Conservation District, and the Kennebunk River Committee, and land trusts in neighboring communities to protect water resources.	BoS, CC & KCT	Ongoing
25	Policy	Maintain healthy biological and ecological diversity.		
26	Strategy	Add a definition of vernal pool to the LUO that is consistent with ME DEP Chapter 335 rules.	PB & PD	Medium Term
27	Strategy	Coordinate with the City of Biddeford to adopt performance standards to protect vernal pools in the Biddeford/Kennebunkport Vernal Pool Complex.	PB & PD	Medium Term
28	GOAL	ADAPT TO THE IMPACTS OF CLIMATE CHANGE.		
29	Policy	Minimize the impacts of climate change to water resources and water infrastructure.		
30	Strategy	Adopt water conservation policies for properties on public water and educational measures to conserve water during droughts and encourage conservation and reuse of water resources.	BoS	Short Term

31	Strategy	Identify opportunities to lead, participate, and build from regional climate adaption efforts.	BoS, PB & PD	Ongoing
32	Strategy	Encourage homeowners to test private well water quality and to inform the Town of high salinity levels that may be due to saltwater intrusion.	CEO	Ongoing
33	Strategy	Investigate the vulnerability of public and private wells to sea level rise induced groundwater rise and to drought. Initiate planning for the potential future needs to expand the Town's drinking water and wastewater infrastructure if private wells and/or septic systems become unusable due to drought, salinity, or other contamination.	BoS & PD	Medium Term
34	Strategy	Identify and monitor buried hazards and registered storage tanks that may be impacted by rising groundwater and develop a plan to relocate them as necessary.	PD	Medium Term
35	Strategy	Provide education about climate change impacts such as increased and more frequent flooding of surface water, wetlands, and floodplains, and other low-lying areas.	PD	Short Term

Chapter 9: Marine Resources			Responsible Party	Timeframe
1	GOAL	ENSURE ACCESS TO COASTAL WATERS NECESSARY FOR COMMERCIAL FISHING, COMMERCIAL MOORING, DOCKINGS, AND RELATED FACILITIES.		
2	Policy	Cooperate with the Towns of Kennebunk and Arundel in the management of the tidal portions of the Kennebunk River.		
3	Strategy	Continue active participation in the Kennebunk River Committee as provided by the Inter-local Agreement.	KRC	Ongoing
4	Policy	Ensure safe, well-marked, and unimpeded use to both of the Town's major harbors.		
5	Strategy	Work with the harbormaster(s) and the Coast Guard to maintain clear markings of the channels.	HM & CG	Ongoing
6	Policy	Provide sufficient regulation to require safe and courteous operation of watercraft and maintenance of moorings.		

7	Strategy	Provide regulations to encourage the safe operation of watercraft in affected areas.	BoS & HM	Ongoing
8	Policy	Reserve a sufficient number of moorings to meet the needs of the commercial fishing industry.		
9	Strategy	Maintain separate mooring lists for commercial and pleasure craft to provide access for both uses in the harbors.	BoS & HM	Ongoing
10	Strategy	Continue to assign priority status to commercial fishermen for mooring spaces.	BoS & HM	Ongoing
11	Policy	Protect and support the marine resources industry.		
12	Strategy	The LUO should continue to allow marine resource uses in appropriate areas.	PD & PB	Ongoing
13	Strategy	Identify and assess appropriate sites for aquaculture.	HM, BoS, KCT & SCC	Medium Term
14	Strategy	Reduce the flow of nitrates into nearshore waters and eel grass habitat by expanding the Town's sewer service area.	PW, CC & PD	Long Term
15	Strategy	As the water temperature rises in the Gulf of Maine, assist local fishermen in transitioning to the harvesting of species that thrive in warmer waters.	PD	Long Term
16	Strategy	Support the provisions of the Land Use Ordinance that support the commercial fishing industry.	PB & PD	Ongoing
17	Policy	Keep Government Wharf & Cape Porpoise Pier well maintained, and Preserve the Working Waterfront		
18	Strategy	Maintain the Cape Porpoise Pier and Government Wharf and ensure that there is adequate access and amenities for commercial fishermen.	BoS & HM	Ongoing
19	Strategy	Educate individuals engaged in working waterfront activities about the working waterfront current use program.	A	Ongoing
20	Goal	ENSURE ACCESS TO PUBLIC BEACHES BY RESIDENTS AND SUMMER VISITORS, WHILE PROTECTING THE PRIVACY OF PROPERTY OWNERS IN THE VICINITY.		
21	Policy	Allow residents and visitors to enjoy the use of the Town's beaches.		
22	Strategy	Maintain signage marking public access to beaches.	PW & BAC	Ongoing
23	Strategy	Provide information regarding use of the beaches with all parking stickers.	BAC & TC	Ongoing
24	Strategy	Continue the use of public safety patrols on the beaches.	PoD	Ongoing

25	GOAL	PROTECT THE WATER QUALITY OF TIDAL RIVERS, STREAMS, MARSHES, AND COASTAL BEACHES		
26	Policy	Protect the health of recreational users of tidal areas and beaches.		
27	Strategy	Continue the partnership with Maine's Healthy Beaches Program and implement the recommendations in its " Summary Report of Enhanced Monitoring and Pollution Source Tracking Efforts in the Goose Rocks Beach Watershed, Kennebunkport ," published in February 2021.	BAC & PD	Short Term
28	Policy	Reduce contamination levels to allow shellfish harvesting and to meet all applicable water quality standards.		
29	Strategy	Work with the Maine Department of Environmental Protection to monitor and eliminate fecal coliform levels found in tidal waters.	BAC & PD	Ongoing
30	Strategy	Inspect subsurface wastewater disposal systems and enforce the applicable regulations. Enforce overboard discharge regulations.	CEO	Ongoing
31	Strategy	Pump outs should be provided in Cape Porpoise Harbor and the Kennebunk River and educate the public about the importance of the use of the pump outs.	BoS & HM	Short Term
32	Policy	Educate the public about the value of and need to protect salt marshes.		
33	Strategy	Create educational materials and assess need for regulation to promote regular maintenance on private septic systems, especially within areas adjacent to salt marshes.	CC & FWS	Short Term

Chapter 10: Energy

			Responsible Party	Timeframe
1	GOAL	REDUCE THE VOLUME OF GREENHOUSE GASSES GENERATED IN KENNEBUNKPORT		
2	Policy	Develop and implement community-wide strategies to reduce greenhouse gas (GHG) emissions.		
3	Strategy	Review LOU to ensure minimum regulatory hurdles which would allow all properties to install EV chargers.	PD	Short Term

4	Strategy	Investigate the benefits of adopting the state energy stretch code.	PD & CEO	Medium Term
5	Strategy	Remove barriers and encourage commercial development of a certain scale to include EV charging stations and be designed to exceed minimum energy code standards.	PB & PD	Short Term
6	Strategy	Continue to look for opportunities to expand bike and pedestrian paths to lessen dependence on conventional vehicles.	PD & PW	Ongoing
7	Policy	Strive to match or exceed the State of Maine's goals of a 45% reduction in GHG emissions by 2030, and 80% by 2050.		
	Strategy		BoS	
8	Strategy	Utilize Southern Maine Planning & Development Commission's calculations on Kennebunkport's GHG emissions in the transportation sector as a baseline to measure progress in the future.	PD & Bos	Ongoing
9	Strategy	Measure & monitor GHG emissions from municipal operations, and community wide by establishing a GHG emissions inventory and a plan for reducing emissions.	PD & Bos	Ongoing
10	Strategy	Develop a town wide climate action plan.	BoS & PD	Short Term
11	Strategy	Educate community members about steps they can take to reduce emissions and become more resilient	PD	Ongoing
12	Policy	Prepare the community for a changing climate.		
13	Strategy	Educate the community about current clean energy incentives and options.	PD	Ongoing
14	Strategy	Educate community members about how to prepare their property for the effects of a changing climate.	PD	Short Term
15	Policy	Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures.		
16	Strategy	Continue to budget and plan for long-term energy efficiency equipment upgrades.	TM, BB, BoS	Medium Term
17	Strategy	Review the potential to install and operate renewable energy systems at municipal facilities.	BoS	Medium Term

18	Strategy	Continue to support the procurement of renewable energy for public facilities using bundled or unbundled Renewable Energy Certificates (RECs).	BoS	Ongoing
19	Strategy	Continue to collaborate with other municipalities to install and operate renewable energy systems for municipal and community use.	BoS & PD	Ongoing
20	Strategy	Track and benchmark building energy consumption and seek ways to improve energy efficiency in all facilities.	TM, Fin Dept.	Medium Term
21	GOAL	IMPROVE THE RELIABILITY OF KENNEBUNKPORT'S ELECTRICAL POWER SUPPLY		
22	Policy	Encourage local generation of renewable energy and decentralization of the electrical grid.		
23	Strategy	Amend the LOU to allow solar arrays (up to 10 acres) in appropriate locations with appropriate performance standards.	PB & PD	Medium Term
24	Strategy	Review LUO for hinderances to renewable energy systems and recommend amendments.	CEO & PD	Short Term

Chapter 11: Transportation			Responsible Party	Timeframe
1	GOAL	ENSURE THE TOWN'S TRANSPORTATION SYSTEM PROVIDES EFFICIENT, SAFE, AND CONNECTED ACCESS FOR THE COMMUNITY		
2	Policy	Maintain and improve transportation infrastructure and provide adequate facilities and equipment to do so.		
3	Strategy	Continue to update, prioritize, and fund the Town's plan for transportation improvements, maintenance, and repairs.	TM	Ongoing
4	Strategy	Maintain the Town's Street Acceptance Policy that requires sufficient public benefit for a street to be considered for acceptance as a public way.	BoS	Ongoing
5	Strategy	Maintain and invest in Town roads, including all necessary ditches, streams, culverts, and drainage structures, as well as capacity to accommodate pedestrian and bicycle use.	PW	Ongoing
6	Policy	Support a safe, efficient, and optimal use of the regional transportation system.		

7	Strategy	Collaborate with regional partners to identify solutions to meet needs of community.	BoS	Ongoing
8	Strategy	Work with the Maine Department of Transportation (MDOT) to improve pedestrian and bicycle connections between Cape Porpoise Square and Dock Square.	PD	Ongoing
9	Policy	Plan and prepare to accommodate electric vehicles (EV).		
10	Strategy	Identify locations for EV charging stations, according to Maine Clean Community recommendations, that would benefit the community.	PD	Short Term
11	Strategy	Ensure there are no unnecessary regulatory hurdles to installing EV charging stations on public or private property and support their procurement.	PB & PD	Short Term
12	Policy	Reduce traffic congestion.		
13	Strategy	Consider a traffic study to identify opportunities to reduce congestion in Dock Square.	BoS & PD	Medium Term
14	Strategy	Evaluate the need for new traffic patterns when considering higher density development in the growth areas.	PD	Long Term
15	Strategy	Evaluate the need for additional parking to service Dock Square.	BoS	Medium Term
16	Strategy	Advertise alternative transportation means for sightseeing and recreation to visitors of Kennebunkport.	CoC	Short Term
17	GOAL	INCREASE MULTI-MODAL TRANSPORTATION OPTIONS		
18	Policy	Meet the diverse transportation and public health needs of all residents and visitors by providing a safe, efficient, and adequate transportation network for all types of users.		
19	Strategy	Review complete street practices for relevant tools and ideas for Kennebunkport.	PD, PW	Medium Term
20	Strategy	Develop a long-term vision for a network of bicycle routes to serve the community and link to routes and facilities in neighboring communities.	PD, KCT, PW, PRD	Medium Term
21	Strategy	Consider a standard minimum sidewalk width for public streets. Identify areas of high pedestrian traffic in need of sidewalks.	PW & PD	Medium Term
22	Policy	Prioritize safety for pedestrians and bicyclists.		

23	Strategy	Identify and resolve any safety issues or concerns within the vicinity of the consolidated school.	RSU, Police, PW	Short Term
24	Strategy	Identify locations where a reduction in speed will minimize the potential pedestrian and bicycle fatalities and serious injuries.	PD, Police, PW	Short Term
25	Strategy	Request Maine DOT install bike routes near the school and along state roads.	BoS	Short Term
26	Strategy	Seek opportunities to integrate traffic calming methods into roadway improvements.	PD, PW	Ongoing
27	Policy	Provide amenities for bicyclists.		
28	Strategy	Encourage commercial property owners to install bike racks.	PB & PD	Ongoing
29	Strategy	Inventory existing public bike racks and identify locations where additional public racks are needed.	PD, PRD	Short Term
30	GOAL	INTEGRATE TRANSPORTATION AND LAND USE PLANNING		
31	Policy	Develop a connected network of streets and destinations.		
32	Strategy	Work with the Kennebunkport Conservation Trust to enhance trail connectivity.	PRD, KCT & PD	Ongoing
33	Strategy	Add criteria in subdivision regs that promote shared driveways and require developers to show future connectivity to adjacent parcels including roads and trails.	PB & PD	Short Term
34	Policy	Enhance access to waterfront, recreation, and other amenities.		
35	Strategy	Continue to issue beach parking stickers to residents and visitors.	BoS, Clerk	Ongoing
36	Policy	Maintain compatibility between transportation infrastructure and surroundings.		
37	Strategy	Coordinate with MDOT to ensure that transportation improvement projects on Route 9 and North Street are consistent with the character of the neighborhood.	PW	Ongoing
38	Strategy	Investigate the merits of separate roadway design standards for designated rural and growth areas for subdivisions.	PB & PD	Medium Term
39	Strategy	Consider identifying scenic byways for future preservation.	PB & PD	Medium Term
40	GOAL	REDUCE IMPACTS TO INFRASTRUCTURE FROM TO CLIMATE CHANGE		

41	Policy	Integrate climate risk assessment and adaptation planning into prospective transportation projects.		
42	Strategy	Conduct a comprehensive transportation vulnerability assessment to identify vulnerable assets and loss of connectivity due to sea level rise.	PD	Short Term
43	Strategy	Investigate impacts of groundwater rise and extreme heat on transportation infrastructure.	PD	Short Term
44	Strategy	Continue to upgrade culverts to withstand extreme weather events and greater precipitation.	PW	Ongoing
45	Strategy	Continue to upgrade and repair publicly owned seawalls.	BoS, PW	Ongoing
46	Strategy	Plan for the possibility that some town roads or segments of town roads may require elevation to avoid inundation due to sea level rise.	PD, BoS, PW, TM	Short Term

Chapter 12: Economy

			Responsible Party	Timeframe
1	GOAL	ACHIEVE A SUSTAINABLE BALANCE BETWEEN TOURISM AND MAINTAINING THE TOWN'S CHARACTER AND QUALITY OF LIFE FOR ALL ITS RESIDENTS		
2	Policy	Recognize the importance of seasonal visitors while maintaining Kennebunkport's scenic beauty and architectural heritage for the enjoyment of all.		
3	Strategy	Incorporate placemaking signage to designate specific points of interest.	PW & CoC	Medium Term
4	Strategy	Support the needs of the business community to attract tourists while at the same time assuring a high quality of life for residents.	PD & CoC	Ongoing
5	Policy	Recognize the important contributions by non-resident taxpayers.		
6	Strategy	Encourage involvement by non-resident taxpayers in community forums and other venues.	TM	Ongoing
7	GOAL	PROMOTE THE DEVELOPMENT AND VIABILITY OF LOCAL BUSINESSES.		
8	Policy	Develop and maintain local jobs for residents of all ages and backgrounds.		

9	Strategy	Update and simplify ordinance provisions governing home occupations.	CEO & PD	Short Term
10	Strategy	Investigate appropriate locations for food trucks and provide recommendations for ordinance amendments.	PD	Medium Term
11	Strategy	Explore innovative approaches to housing the tourist industry's seasonal workforce.	PD, CoC, KBA	Medium Term
12	Strategy	Create and promote a community brand featuring natural resources and cultural characteristics of the community.	PD & CoC	Medium Term
13	GOAL	MITIGATE POTENTIAL IMPACTS OF COMMERCIAL USES ON SURROUNDING NEIGHBORHOODS		
14	Policy	Manage commercial development and associated tourism to ensure the safety and enjoyment of residents and visitors.		
15	Strategy	Review past PB conditions of approval to identify commonly added standards that address specific adverse effects on residential neighborhoods to determine if the LUO adequately protects residential use and enjoyment.	PB & PD	Medium Term
16	Strategy	Encourage the PB to develop an ongoing reporting requirement for conditions of approval when appropriate	PB & PD	Medium Term
17	Strategy	Develop standards for businesses and small-scale professional offices so that they reflect the scale and character of the community.	PB & PD	Medium Term
18	Strategy	Review current policies for parking and traffic flow control provisions to ensure reduced congestion and provide a healthful, safe, and peaceful environment for residents and visitors.	PB & PD	Short Term
19	Strategy	Collaborate with the Town of Kennebunk and the business communities in Dock Square and Kennebunk Lower Village to manage tourism to ensure the safety and enjoyment of residents and visitors.	BoS, CoC & KBA	Ongoing
20	Strategy	Investigate and recommend standards for commercial enterprises that provide goods and services catered to a year-round community	PB & PD	Medium Term

Chapter 13: Public Facilities & Services			Responsible Party	Timeframe
1	GOAL	MAINTAIN A LOCALLY BASED PUBLIC-SCHOOL FACILITY.		
2	Policy	Continue to have a local public-school facility in Kennebunkport.		
3	Strategy	Ensure that Kennebunkport's municipal cost share for RSU 21 continues to support and maintain staff and facilities at consolidated school.	BoS	Ongoing
4	GOAL	ENSURE ADEQUATE MUNICIPAL OFFICE SPACE AND TECHNOLOGY FOR TOWN GOVERNMENT AND RELATED SERVICES.		
5	Policy	Provide adequate facilities for local government.		
6	Strategy	Continue to offer online municipal services to better serve the public, while maintaining an efficient workforce.	BoS	Ongoing
7	Strategy	Consider facility and staff needs assessment to be kept up to date with current and future internal and external needs.	TM, BoS, Dept. Heads	Medium Term
8	GOAL	PROVIDE PUBLIC SEWER SERVICE IN AREAS DESIGNATED AS GROWTH AREAS AND WHERE SEWER EXPANSION WILL BENEFIT ENVIRONMENTALLY SENSITIVE AREAS.		
9	Policy	Monitor and prepare for the need for sewage facilities in growth areas and where sewer expansion will benefit environmentally sensitive areas.		
10	Strategy	Assessment of existing wastewater infrastructure for both current and future design flows	PW	Medium Term
11	Strategy	Continually re-evaluate the rate of impact fees and user fees.	BoS & PW	Ongoing
12	Strategy	Ensure that the maintenance of aging sewer infrastructure is a priority.	BoS & PW	Ongoing
13	Strategy	Evaluate adding existing developed areas in environmentally sensitive locations onto public sewer	PW	Medium Term
14	Strategy	Adhere to the Maine Climate Council's recommendation to locate new critical infrastructures, such as pump stations and other wastewater infrastructure, away from areas that are at-risk from sea level rise and flooding.	BoS & PW	Ongoing
15	GOAL	PROVIDE ADEQUATE FACILITIES AND SERVICES TO MEET PUBLIC SAFETY NEEDS.		

16	Policy	Maintain an adequate police, fire, and ambulance service to protect the community and properties of Kennebunkport.		
17	Strategy	Support the continued needs of the Town's evolving fire service.	FC & BoS	Ongoing
18	Strategy	Ensure that adequate capital is appropriated for buildings, trucks, and equipment.	TM	Ongoing
19	Strategy	Continue to support mutual aid agreements for fire and ambulance service.	PSC, PC & BoS	Ongoing
20	GOAL	MAINTAIN KENNEBUNKPORT AS A TREE CITY USA COMMUNITY.		
21	Policy	Maintain an active Shade Tree Program.		
22	Strategy	When specified, require developers to plant shade trees in a manner consistent with a town-wide plan (specifications to be developed by the Shade Tree Committee) prioritizing the public roadways.	Shade Tree Committee, PB & PD	Medium Term
23	Strategy	Review and revise, if necessary, the town's current shade tree program to ensure adequate installation, maintenance, and replacement policies.	PB, STC & PD	Short Term
24	Strategy	Maintain large trees that provide shade	PW & STC	Ongoing
25	Strategy	Encourage the PB to maintain existing large trees that provide shade.	PB	Ongoing
26	GOAL	REDUCE SOLID WASTE.		
27	Policy	Encourage the reduction of solid waste and support and sustain a viable and creative recycling program.		
28	Strategy	Maintain a consistent and continuing educational program to keep citizens informed of recycling, hazardous waste disposal, composting, and other programs available for them to use.	PW, BoS	Ongoing
29	Strategy	Develop a program to assist commercial properties to actively participate in recycling programs.	PW, BoS	Short Term
30	Strategy	Reduce solid waste and increase composting and recycling by investigating things such as increasing the frequency of recycling pick-ups, supporting composting, pay-by-the bag solid waste, public recycling bins, etc.	PW, BoS Fin. Dept, PW	Short Term
31	Strategy	Encourage commercial businesses to implement a dedicated recycling policy.	PD, CoC	Short Term

32	GOAL	STRIVE FOR MUNICIPAL OPERATIONS THAT ARE SUSTAINABLE & RESILIENT.		
33	Policy	Lead by demonstrating sustainable values and practices.		
34	Strategy	Strive toward net zero by incorporating green building standards into RFPs and other consideration for public building projects.	BoS & PD	Ongoing
35	Strategy	Create an environmental impact policy when planning special town events to establish minimum standards.	BoS, TM, Dept. Heads	Short Term
36	Strategy	Integrate sustainability criteria into capital planning.	TM, BoS, Dept. Heads, BB	Ongoing
37	Strategy	<u>Locate new public facilities comprising at least 75% of new municipal growth-related capital investments in designated growth areas.</u>	<u>TM & BoS</u>	<u>Ongoing</u>
387	Policy	Operate a safe, clean, and efficient fleet of vehicles.		
398	Strategy	Prioritize carbon emissions reduction when purchasing new vehicles	BoS, PSC & PW	Short Term
4039	Strategy	Develop anti-idling policies for public fleet vehicles, contractors, suppliers, and vendors, when appropriate to reduce carbon emissions.	BoS, Dept. Heads, TM, BoS	Short Term
419	Policy	Incorporate climate change risk assessment and adaptation into public facilities and services planning		
421	Strategy	Develop criteria to include climate change vulnerability and risk assessment of projects that are proposed for inclusion in the capital improvement program.	TM, BoS	Short Term
432	Strategy	Develop a policy to utilize the Maine Climate Council's guidance on planning and preparing for sea level rise when identifying appropriate sites for new construction or redevelopment of town-owned structures and critical infrastructure.	PW, TM, BoS	Short Term

Chapter 14: Fiscal Capacity

			Responsible Party	Timeframe
1	GOAL	CONTINUE TO PLAN FOR AND FINANCE PUBLIC FACILITIES AND SERVICES TO ACCOMMODATE ANTICIPATED GROWTH AND ECONOMIC DEVELOPMENT.		
2	Policy	Finance existing and future facilities and services in a cost-effective manner.		
3	Strategy	Identify cost effective opportunities when extending public sewer, water, and sidewalks when reviewing development proposals.	PB & PD	Ongoing
4	Strategy	Explore opportunities to work with neighboring communities to plan for and finance shared or adjacent capital investments to increase cost savings and efficiencies.	TM	Ongoing

Chapter 15: Recreation & Cultural Resources

			Responsible Party	Timeframe
1	GOAL	PROVIDE HIGH QUALITY PARKS AND RECREATIONAL FACILITIES AND THE FINEST PROGRAMS, ATHLETICS, EVENTS, AND LEISURE ACTIVITIES.		
2	Policy	Continue to offer an array of recreational and cultural programs, classes, and opportunities for residents of all ages and identify opportunities to enhance recreational and cultural resources.		
3	Strategy	Support the creation of a Parks Master Plan.	RC & PRD	Short Term
4	Strategy	Maintain and expand virtual recreation and cultural opportunities.	RC & PRD	Ongoing
5	Strategy	Identify locations for programs such as splash pad, sports fields, roller hockey, pickle ball, and other uses identified by the Parks and Recreation Department and residents as part of a Parks Master Plan.	RC & PRD	Short Term
6	Strategy	Identify public locations that could be used year-round for community gatherings as a part of a Parks Master Plan	RC & PRD	Short Term

7	Strategy	Involve residents in long-term recreational and cultural resource planning efforts.	RC & PRD	Ongoing
8	Strategy	Continue to support the Recreation Department in programming and facilities needs.	RC & BoS	Ongoing
9	Strategy	Encourage businesses, non-profits, and the RSU 21 to better communicate with residents and others about cultural programs in an organized and central location such as a community calendar.	L	Short Term
10	Strategy	Continue to host seasonal events that provide social and cultural opportunities for residents and visitors.	RC, L, KHS, CoC, KBA	Ongoing
<u>11</u>	<u>Strategy</u>	<u>Work with public and private partners to extend and maintain a network of trails for motorized and nonmotorized uses. Connect with regional trail systems where possible.</u>	<u>PD & CC</u>	<u>Ongoing</u>
<u>12</u>	<u>Strategy</u>	<u>Work with an existing local land trust or other conservation organizations to pursue opportunities to protect important open space or recreational land.</u>	<u>CC</u>	<u>Ongoing</u>
<u>13</u>	<u>Strategy</u>	<u>Provide educational materials regarding the benefits and protections for landowners allowing public recreational access on their property. At a minimum this will include information on Maine's landowner liability law regarding recreational or harvesting use, Title 14, M.R.S.A. §159-A.</u>	<u>PD</u>	<u>Ongoing</u>
<u>14</u>	GOAL	MAINTAIN AND EXPAND ACCESS TO THE SHORE AND RIVERS FOR RECREATIONAL USES.		
<u>15</u>	Policy	Enhance public access to the water for recreational use.		
<u>16</u>	Strategy	Create a public boat launch.	BoS, CC	Medium Term
<u>17</u>	Strategy	Where parking is appropriate, install signs that indicate points of interest, parking, and public rights-of-way to the water.	RC, PW	Medium Term
<u>18</u>	GOAL	PREPARE FOR CLIMATE CHANGE.		
<u>19</u>	Policy	Integrate climate vulnerability and adaptation into recreational planning efforts.		
<u>20</u>	Strategy	Identify undeveloped land that is vulnerable to sea-level rise and make recommendations on acquisition to act as flooding buffer.	CC & BoS	Short Term

21 8	Strategy	Identify recreational assets that are vulnerable to sea level rise.	RC, PRD & PD	Short Term
22 9	Policy	Incorporate adaptation strategies into facility design.		
23 0	Strategy	Review parks for adequate canopy cover and plant additional shade trees when necessary.	RC & STC	Ongoing
24 1	Strategy	Evaluate the use of pervious surfaces and other green infrastructure in parks to reduce stormwater runoff.	RC & PW	Ongoing

Chapter 16: Hazard Mitigation			Responsible Party	Timeframe
1	GOAL	MITIGATE VULNERABILITY TO NATURAL HAZARDS, HUMAN-MADE HAZARDS, AND CLIMATE CHANGE.		
2	Policy	Plan and prepare for hazards.		
3	Strategy	Continue to participate in multi-hazard mitigation plan updates and encourage public participation in this process.	PSC	Ongoing
4	Strategy	Continue to partner with regional entities and communities to enhance evacuation route planning and community education on evacuation routes.	PSC	Ongoing
5	Strategy	Continue to partner with regional entities and communities to identify additional options for shelters.	PSC	Ongoing
6	Strategy	Incorporate planning for pandemics into existing hazard mitigation and emergency operations plans to increase preparedness for future pandemics.	EM & PH	Ongoing
7	Strategy	Encourage participation in the National Flood Insurance Program.	CEO, PD	Ongoing
8	Strategy	Evaluate the applicability of the Community Rating System in Kennebunkport.	CEO & BoS	Medium Term
9	Strategy	Educate the public about hazards and strategies to avoid potential damage and injury.	EM & PD	Ongoing
10	Strategy	Keep the Town's emergency operations plan current.	EMA	Ongoing
11	Strategy	Review and update as needed a disaster recovery policy to maintain municipal operations.	BoS, EM, HD	Ongoing

12	Policy	Increase community resilience to climate change impacts.		
13	Strategy	Complete the Maine Flood Resilience Checklist to assess coastal vulnerabilities.	PD	Short Term
14	Strategy	As part of the Climate Action Plan, assess non-coastal vulnerabilities to establish a comprehensive understanding of current and future climate change impacts to people, infrastructure, and natural resources.	PD	Short Term
15	Strategy	Seek applicable grant opportunities that will fund projects that will increase understanding of vulnerability and mitigate vulnerability.	PD	Ongoing
16	Strategy	Continue to participate in regional efforts to assess and mitigate vulnerability.	BoS & PD	Ongoing
17	Strategy	Continue to incorporate climate adaptation into future updates to the Comprehensive Plan.	GPC	Ongoing
18	Strategy	Incorporate hazard mitigation analysis review into planning and zoning reviews.	PB & PD	Medium Term
19	Strategy	Ensure adequate funding for emergency services, critical infrastructure protection, public health services, and hazard identification and mitigation.	BoS, BB, TM	Ongoing

Chapter 17: Regional Coordination

			Responsible Party	Timeframe
1	GOAL	COORDINATE WITH OTHER COMMUNITIES IN THE REGION		
2	Policy	Maintain cooperative agreements with nearby communities that are mutually beneficial.		
3	Strategy	Continue to participate in partnerships that support sustainability and resilience, multi-modal transportation, river management, aquifer protection, and other regional considerations.	BoS	Ongoing
4	Strategy	Continue to participate in regional partnerships that support public safety, education, communication, emergency management, and other basic services.	BoS	Ongoing

Chapter 18: Future Land Use			Responsible Party	Timeframe
1	GOAL	KEEP THE LAND USE ORDINANCE CURRENT AND ALIGNED WITH THE COMPREHENSIVE PLAN		
2	Policy	Regularly review and amend the LUO.		
3	Strategy	Identify necessary amendments to the LUO on an annual or regular basis.	PB & PD	Ongoing
4	Strategy	Perform a review of the LUO for consistency with the comprehensive plan and make recommendations for warrant articles.	PD	Medium Term
5	Strategy	Review uses in Free Enterprise and Farm and Forest Zones and make recommendations for warrant articles.	PD	Medium Term
6	Strategy	Create educational curriculum for boards and committees that are responsible for land use decisions and make available to the public.	PD	Short Term
7	GOAL	ENSURE ORDERLY GROWTH AND PREVENT SPRAWL.		
8	Policy	Encourage growth adjacent to current village centers. Growth should be compatible with and integrated with the existing infrastructure and built environment.		
9	Strategy	Conduct a build-out analysis on a periodic basis to understand opportunities and constraints to growth.	PD	Long Term
10	Strategy	Review the impact of Growth Management permits on a periodic basis to determine its effectiveness in directing growth in a manner that is consistent with this Comprehensive Plan.	GPC & PD	Short Term
11	Strategy	Develop a long-term plan for sewer and water expansion to accommodate future growth.	PW & PD	Long Term
12	Strategy	Incorporate Traditional Neighborhood Design (TND) principals in the subdivision regulations for growth areas.	PB & PD	Medium Term
13	Strategy	Review LUO to ensure consistency with LD 2003, An Act To Implement the Recommendations of the Commission To Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions.	PD	Short Term
14	Policy	<u>To coordinate the community's land use strategies with other local and regional land use planning efforts.</u>		

15	Strategy	Track new development in the community by type and location.	PD	Ongoing
16	Strategy	Provide the code enforcement officer with the tools, training, and support necessary to enforce land use regulations, and ensure that the Code Enforcement Officer is certified in accordance with 30-A M.R.S.A. §4451.	TM, BB, & BOS	Ongoing
17	Policy	To support the level of financial commitment necessary to provide needed infrastructure in growth areas.		
18	Strategy	Periodically (at least every five years) evaluate implementation of the plan in accordance with Section 2.7.	PD & GPC	Long Term
19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	GOAL	ENSURE PUBLIC ACCESS TO THE COAST.		
20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Policy	Establish new public access points.		
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Strategy	Identify coastal properties that may be appropriate for more public access.	RC & PD	Medium Term
22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Strategy	Promote land acquisition for the establishment of access for small watercraft.	BoS	Medium Term
23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	GOAL	PRESERVE KENNEBUNKPORT'S OPEN SPACE AND RURAL CHARACTER.		
24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Policy	Identify land that warrants protection and set priorities.		
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Strategy	In collaboration with the Kennebunkport Conservation Trust, identify goals and a process for land conservation and planning for climate change and present recommendations to Selectboard.	KCT, PD & CC	Ongoing
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Strategy	Support Kennebunkport Conservation Trust in its goals of connecting open space to allow habitat for wildlife and endangered species, and the enjoyment of the natural environment.	PB & PD	Ongoing
27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Strategy	Educate the public about the benefits of conservation easements.	CC	Ongoing
28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Strategy	Establish a development impact fee to fund land conservation and recreation.	PD, TM & BoS	Medium Term
29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	GOAL	MAINTAIN KENNEBUNKPORT'S SMALL TOWN CHARACTER.		
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Policy	Maintain the aesthetic, historic, and architectural character of Kennebunkport's neighborhoods.		
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	Strategy	Encourage connecting streets, a pedestrian-friendly environment, and small-scale, neighborhood commercial services that are geared toward serving local residents.	PB & PD	Ongoing

32 ²⁷	Strategy	Preserve Goose Rocks Beach as a safe, limited use, and family-oriented beach.	BoS & BAC	Ongoing
33 ²⁸	Strategy	Develop the Village Parcel in a manner that is consistent with Kennebunkport's small-town character.	PB & PD	Medium Term
34 ²⁹	GOAL	PLAN FOR A CHANGING CLIMATE.		
35 ⁰	Policy	Steer growth away from areas that will be vulnerable to hazards caused by climate change.		
36 ¹	Strategy	Develop standards for new development in areas that are vulnerable to sea level rise (SLR) and ground water rise that is induced by SLR.	PB & PD	Medium Term
37 ²	Strategy	Complete and maintain the inventory of Town-owned parcels and research allowed uses. Climate change impacts should be considered for future uses.	BoS & PD	Short Term

AGENDA ITEM DIVIDER

AMENDMENT TO CHAPTER 147, ARTICLE II

§ 147-14 **Permit required.**

No person, firm or corporation, including utility companies, may make any excavation for the construction, repair or replacement of any underground facility in any street, sidewalk or public parking lot without having first obtained a permit as herein required. Every permit granted shall specify the time during which the excavation may remain open, the place where the excavation may be made, and the approximate number of square yards that may be disturbed. This section shall not apply to the State of Maine for work performed within the State right of way.

§ 147-15 **Emergency excavations.**

Notwithstanding the provisions of § **147-14**, emergency excavation for the construction, repair or maintenance of an underground facility in any street, sidewalk or public parking lot may be undertaken, provided that a permit is applied for on the first working day after such excavation is commenced.

§ 147-16 **Permit applications.**

A.

Permit applications may be obtained at the Town office.

B.

The permit application shall be completed by the owner of the property to be benefited by the work which necessitates the permit or by the owner's authorized representative. Where the excavation is undertaken by a utility company on its own behalf, the application shall be completed by such company.

C.

A completed application, together with an application fee as set by the Board of Selectmen, shall be submitted to the Director of Public Works. The party applying for a permit must also file a map or sketch with the Director of Public Works, showing the location and size of any cuts to be made. After review, the Director of Public Works shall forward the application to the Selectmen along with his recommendations. The Selectmen, applying the standards of this article, may approve, approve with conditions, or deny the application. After approval or approval with conditions by the Selectmen, the Director of Public Works shall issue a permit conditioned as required by the Selectmen.

[Amended 11-3-2020]

§ 147-17 **Bond.**

A.

No such permit shall be issued unless and until the permittee has filed with the Town Clerk a performance bond in accordance with the following schedule:

(1)

Minimum of \$52,000 ~~for cross-cut~~ for all openings.;

(2)

~~\$2,000 for parallel openings not exceeding 100 feet in length; or~~

(3)

~~\$20 per foot for parallel openings in excess of 100 feet in length.~~

B.

Such bond shall have as surety a corporation licensed to do business in the State of Maine as a surety company, and shall extend for a term of at least two years after completion of the project. An equivalent amount of cash or certified funds payable to the Town may be deposited for the same purpose in lieu of the surety bond required by this section.

C.

The Selectmen may, in their discretion, require surety in an amount greater than those set forth in the preceding schedule ~~or,~~ as recommended by the Public Works Director based on scope of work,

~~for a term in excess of two years in projects~~ where they determine that the project, because of its nature, magnitude, or unusual circumstances, warrants such additional security.

D.

Notwithstanding any of the above requirements, the Selectmen are hereby given the authority to allow utility companies to perform their own repairs, in lieu of posting any other surety or performance bond required by this section under the direction of the Public Works Director, ~~to instead post an annual bond of \$15,000 for the purposes set forth in this section.~~

E.

Applicants other than utility companies may post an aggregate bond in January of each year to secure a designated number of cuts during that year. The terms of that bond and per-cut amount shall be as provided herein for single-cut bonds. Any portion of such an aggregate bond not used by December 31 of the year it was posted may not, without approval of the Board of Selectmen, be carried over to the following year.

§ 147-18 **Insurance.**

A certificate of insurance shall be required with limits of public liability coverage deemed by the Selectmen to be sufficient to provide adequate protection to the Town, its citizens and the general public.

§ 147-19 **Excavation; care required.**

A.

Prior to excavation work, notice shall be given to the persons maintaining any underground facility, or to the municipal department or officer charged with the care thereof, which may be injured or affected by the making of any such excavation. Such notice shall be made in accordance with state law, as described in 23 M.R.S.A. § 3360-A.

B.

Every excavation must be done in a skillful manner. Each permittee shall obtain information as to the existence and location of all underground facilities and protect the same against damage.

C.

No injury may be done to any underground facility in the making of excavations. In order to avoid such injury, an excavator may not use mechanical means of excavation when excavating within 18 inches of any unmarked underground facilities until such facilities have been exposed. Notwithstanding this limitation, mechanical means are permitted, as reasonably necessary, for initial penetration and removal of pavement, rock, or other materials requiring the use of mechanical means of excavation.

D.

No damage may be done to any tree or shrub or the roots thereof in the making of any such excavation. The owner of such tree or shrub shall be compensated by the permittee for any damage done.

E.

Except by permission of the Director of Public Works, an excavator may not leave open at any time a trench or excavation of a greater length than 200 feet.

F.

The above requirements are not intended to supersede State or Federal requirements.
§ 147-20 **Restoring surface; minimum standards.**

A.

Any person, firm or corporation making any excavation in or under any street, sidewalk or public parking lot shall restore the surface to its original condition or better, in accordance with the minimum standards contained herein.

B.

Excavation work, including procedures and materials, shall conform to said minimum standards and to such other standards of the Director of Public Works as may be adopted by the Selectmen as a condition of permit approval.

C.

Minimum standards shall include the following:

(1)

In all cases, replaced bituminous asphalt shall include a grinded joint where it joins existing unimproved bituminous asphalt.

(2)

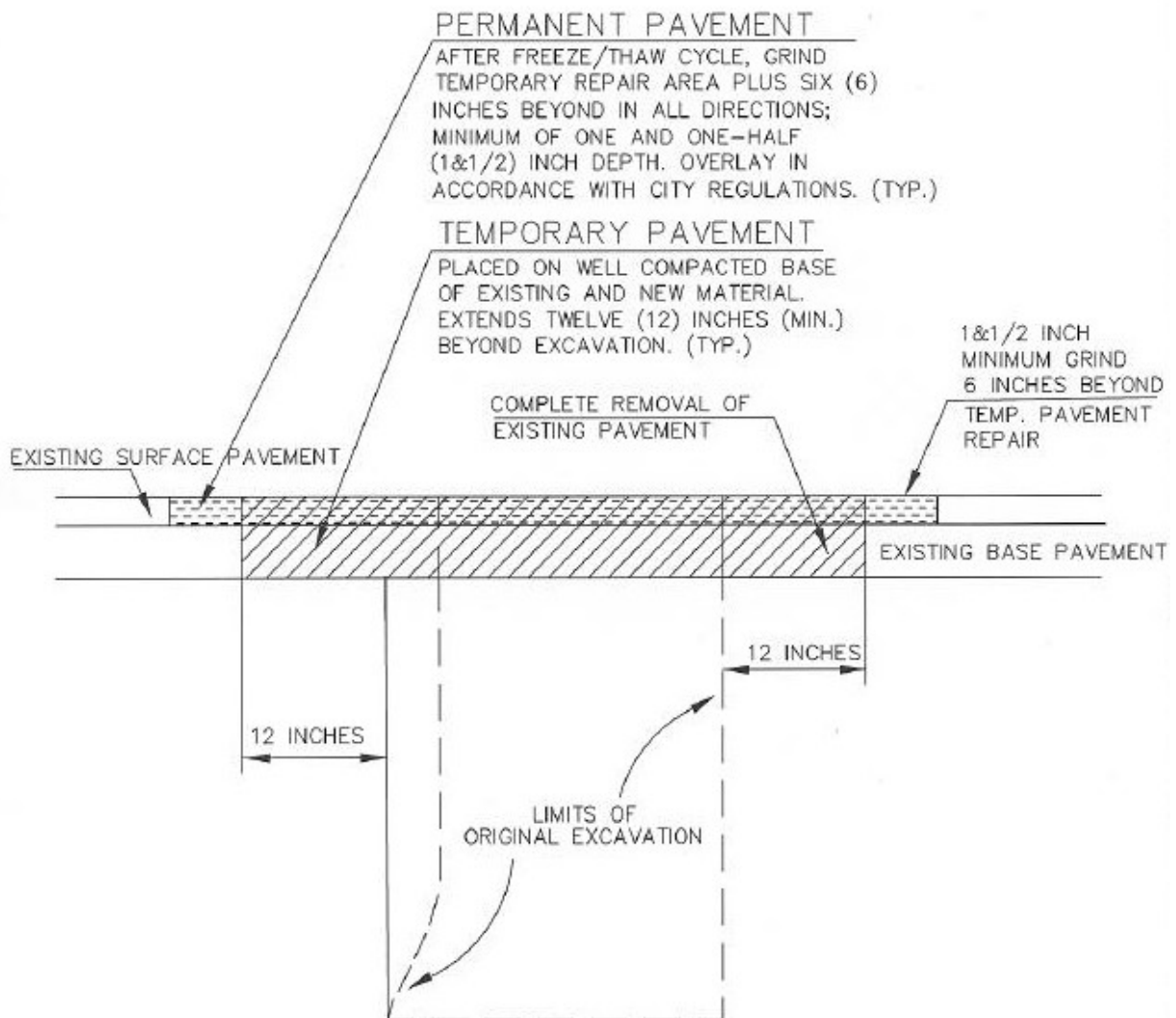
~~Parallel, diagonal, cross or right-angle street~~ All street openings temporary repairs shall be conducted in the following manner up to five feet in width or 10 feet in length shall:

- Pavement shall be saw cut with clean lines a minimum of 1 foot beyond the perimeter of the excavation.
- Be backfilled with $\frac{3}{4}$ " crushed packing gravel and compacted until 95% compaction is achieved.
- After proper compaction is achieved, include ~~new bituminous asphalt consisting of 42.5 inches of binder or base mix (19mm) applied in two, 2" lifts should be installed and properly compacted. Tack coat shall be applied to all edges, or thickness equivalent to the existing bituminous asphalt, whichever is greater, and one inch of surface mix confined within the limit of the opening.~~

(3)

All street opening permanent repairs shall be conducted in the following manner after one year/frost cycle (See detail/cross sections below.):

- Pavement shall be cold milled to a depth of 1-1.5 inches at a minimum distance of 6 inches beyond the perimeter of the temporary repair.
- Tack coat shall be applied to all milled surfaces at a rate of .06 - .08 gal./sq. yd
- The cold milled area will be overlayed with 9.5 mm surface mix asphalt as per MDOT requirements.



THE TWELVE (12) INCH PAVEMENT OVERCUT MEASUREMENT STARTS AT FURTHEST EDGE OF INTACT NATIVE SOILS. TRENCH WALL DISTURBANCE WILL IMPACT AMOUNT OF PAVEMENT REMOVAL REQUIRED.

CROSS SECTION OF TYPICAL EXCAVATION

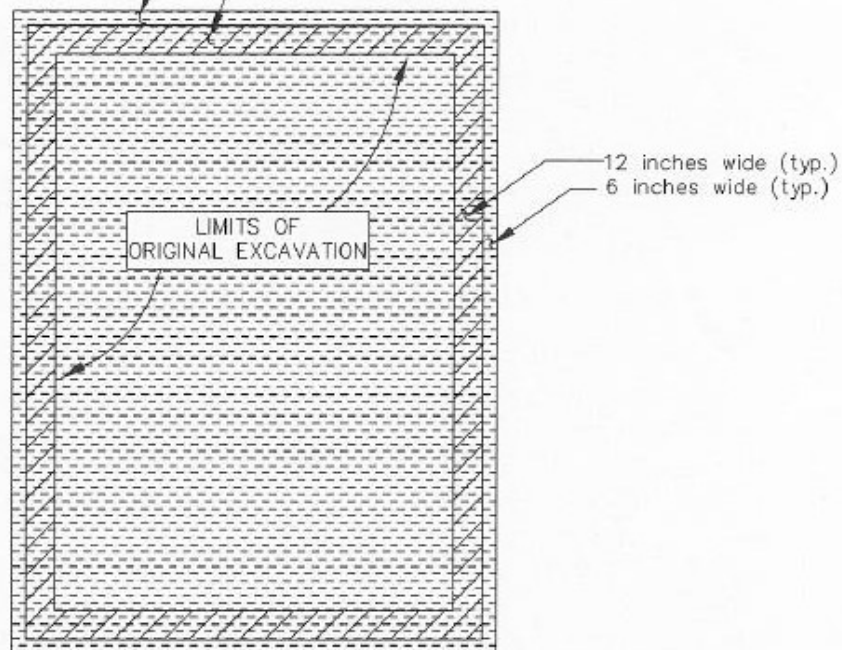
NOT TO SCALE

PERMANENT PAVEMENT

AFTER FREEZE/THAW CYCLE, GRIND
TEMPORARY REPAIR AREA PLUS SIX (6)
INCHES BEYOND IN ALL DIRECTIONS;
MINIMUM OF ONE AND ONE-HALF
(1&1/2) INCH DEPTH. OVERLAY IN
ACCORDANCE WITH CITY REGULATIONS. (TYP.)

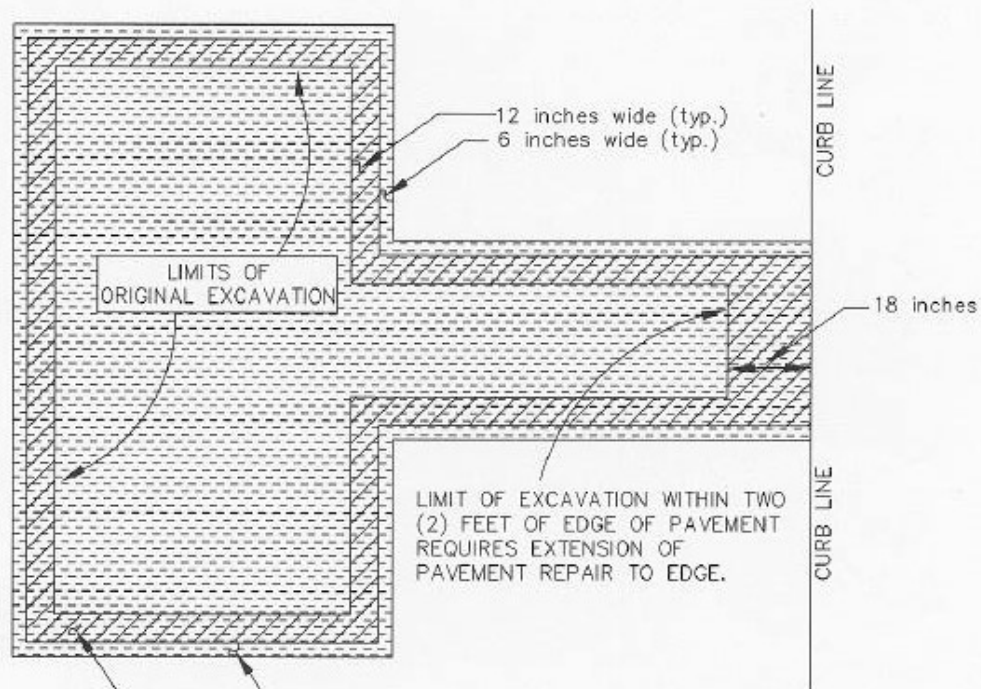
TEMPORARY PAVEMENT

PLACED ON WELL COMPACTED BASE
OF EXISTING AND NEW MATERIAL.
EXTENDS TWELVE (12) INCHES BEYOND
EXCAVATION. (TYP.)



PLAN VIEW OF MINOR EXCAVATION PAVEMENT REPAIR

NOT TO SCALE



PERMANENT PAVEMENT

AFTER FREEZE/THAW CYCLE, GRIND TEMPORARY REPAIR AREA PLUS SIX (6) INCHES BEYOND IN ALL DIRECTIONS; MINIMUM OF ONE AND ONE-HALF (1&1/2) INCH DEPTH. OVERLAY IN ACCORDANCE WITH CITY REGULATIONS. (TYP.)

TEMPORARY PAVEMENT

PLACED ON WELL COMPACTED BASE OF EXISTING AND NEW MATERIAL. EXTENDS TWELVE (12) INCHES BEYOND EXCAVATION. (TYP.)

PLAN VIEW OF MINOR EXCAVATION PAVEMENT REPAIR

NOT TO SCALE

~~within the limit of the opening. The full width of the paved street or sidewalk shall be paved five feet beyond the end of the opening and five feet prior to the beginning of the opening with not less than one inch of surface mix.~~

~~(4)~~

~~Parallel, diagonal, cross or right-angle street openings in excess of 10 feet in width or 20 feet in length shall include new bituminous asphalt consisting of 2.5 inches of binder or base mix, or thickness equivalent to the existing bituminous asphalt, whichever is greater, confined within the limit of the opening. The full width of the paved street or sidewalk shall be paved 20 feet beyond the end of the opening and 20 feet prior to the beginning of the opening with not less than one inch of surface mix.~~

§ 147-21 **Excavations in reconstructed streets.**

[Added 11-3-2020]

Whenever the Town has developed plans to reconstruct a street, the Town or its representative shall give written notice thereof to all abutting property owners, to the Town departments, and to all public utilities that have or may wish to lay pipes, wires or other facilities in or under the highway. Upon receipt of such written notice, such person or utility shall have 60 days in which to install or lay any such facility. If an extension of time is needed by a person or utility for the installation of such facilities, the person or facility shall make a written application to the Town during the sixty-day notice period explaining fully the reasons for requesting such an extension of time. At the expiration of the time fixed or extended and after such street has been reconstructed, no permit shall be granted to open such street for a period of five years from installation of hot-mixed asphalt surface course layer unless an emergency condition exists or unless the necessity for making such installation could not reasonably have been foreseen at the time such notice was given. The above-mentioned five-year moratorium for street openings also pertains to all new public or private streets, i.e., new subdivisions or developments that have been accepted in accordance with Town specifications. The Town shall publish an annual street opening moratorium list with year of notice and year of expiration for each street. This section should not be construed to supersede Maine DOT street opening regulations for roads maintained by the State of Maine.

Restoring surface; minimum standards.

A.

Any person, firm or corporation making any excavation in or under any street, sidewalk or public parking lot shall restore the surface to its original condition or better, in accordance with the minimum standards contained herein.

B.

Excavation work, including procedures and materials, shall conform to said minimum standards and to such other standards of the Director of Public Works as may be adopted by the Selectmen as a condition of permit approval.

C.

Minimum standards shall include the following:

(1)

In all cases, replaced bituminous asphalt shall include a grinded joint where it joints existing unimproved bituminous asphalt.

(2)

All street opening temporary repairs shall be conducted in the following manner as indicated in § 147-20 C.2 :

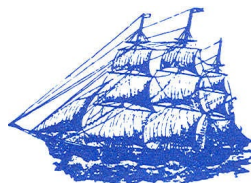
- Pavement shall be saw cut with clean lines a minimum of 1 foot beyond the perimeter of the excavation.
- Be backfilled with ¾" crushed packing gravel and compacted until 95% compaction is achieved.
- After proper compaction is achieved, new bituminous asphalt consisting of 4 inches of binder or base mix (19mm) applied in two, 2" lifts should be installed and properly compacted. Tack coat shall be applied to all edges.

(3)

All street opening permanent repair shall be conducted in the following manner after one year/frost cycle as indicated in § 147-20 C.2 with the exception of the increased milling/overlay distance requirement indicated below :

- Pavement shall be cold milled to a depth of 1.5 inches at a **minimum distance of 20 feet** beyond the perimeter of the temporary repair.
- Tack coat shall be applied to all milled surfaces at a rate of .06 - .08 gal./sq. yd
- The cold milled area will be overlayed with 9.5 mm surface mix asphalt as per MDOT requirements.

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

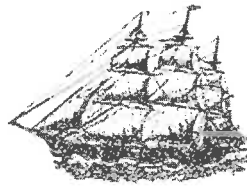
MEMORANDUM

To: Laurie Smith
Fr: Chris Simeoni, Director of Public Works
Re: Authorize paving contract FY 24-FY 26
Dt: July 6th, 2023

The Town of Kennebunkport received the attached paving bids for a three-year paving contract on July 5th, 2023. I have reviewed the bids and from a cost standpoint, Dayton Sand & Gravel is the low bidder based on our planned paving work. An asphalt escalator clause consistent with MaineDOT contracts has been incorporated into our bid specifications. The price of paving will go up and down based on asphalt binder pricing as published by MaineDOT. The formula for determining pricing is based on the MaineDOT paving contract. Dayton Sand & Gravel is qualified to perform the work under this contract, and I recommend that the Town of Kennebunkport accept their bid.

Town of Kennebunkport
 Bituminous Concrete Mix / Paving Bids
 Wednesday, July 5, 2023, 2:00 PM

	Current Bidders						Previous Bidder
	Shaw Brothers	Pike Industries	Dayton Sand & Gravel	Libby Scott	Thyng Paving	FR Carroll	Previous Contract (Expired)
Roadwork Paving Bid Per Ton: 9.5 mm HMA	\$120.00	\$111.00	\$92.15	No bid	No bid	No bid	\$76.00
Roadwork Paving Bid Per Ton: 12.5 mm HMA	\$115.00	\$108.00	\$91.50	No bid	No bid	No bid	\$74.00
Roadwork Paving Bid Per Ton: 19 mm HMA	\$100.00	\$97.00	\$90.50	No bid	No bid	No bid	\$72.00
Cold Milling Price per sq yd.	\$15.00	\$4.65	\$5.50	No bid	No bid	No bid	\$2.00
Reclaim/Fine Grade Price per sq yd.	\$4.00	\$3.00	\$3.30	No bid	No bid	No bid	\$2.00
2nd Reclaim/Cement Base Price per sq yd.	\$8.00	\$8.56	\$9.75	No bid	No bid	No bid	\$5.25
Sidewalk/Driveway Apron (handwork) Paving Bid Price per ton	\$200.00	\$205.00	\$160.00	No bid	No bid	No bid	\$162.00
Slipform Concrete Curb Price per Lin. Ft.	\$17.00			No bid	No bid	No bid	\$21.50
Tack Coat cost per gallon	\$12.00	\$10.00	\$7.00	No bid	No bid	No bid	\$10.00
Shoulder Gravel Cost per cub. Yd.	\$75.00	\$57.00	\$40.00	No bid	No bid	No bid	\$45.00
Binder Component Bid Price per ton	\$662.50	\$662.50	\$662.50	No bid	No bid	No bid	\$552.50



TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

PROPOSAL SUMMARY FORM

Paving Bid

Public Works Department

In accordance with the Request for Proposals, Instructions, and Specifications; the following Proposals were received and opened:

Date: 7/5/23 Time: 2:00 p.m.

Bidder Name	Contact Information	Proposal Amount
Dayton Sand & Gravel Co., Inc		9.5 mm is \$92.15/t 12.5 mm is \$91.50/t 19 mm is \$90.50/t
Pike Industries		9.5 mm is \$111.00/t 12.5 mm is \$108.00/t 19 mm is \$97.00/t.
Shaw Brothers Construction, Inc.		9.5 mm is \$120.00/t 12.5 mm is \$115.00/t 19.0 mm is \$100.00/t

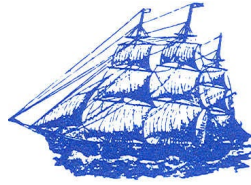
Opened By: Christopher Simeon

Witness: Gary Nickless

Signature: [Signature]

Signature: [Signature]

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

MEMORANDUM

To: Laurie Smith
Fr: Chris Simeoni, Director of Public Works
Re: Consider bids and authorize the purchase of a new single-axle dump truck.
Dt: July 6th, 2023

On June 1, 2023, the Public Works Department went out to bid on a new single-axle dump truck to replace Truck 3. Please see attached bid specification and vendor list. We received the following bids from the following vendors:

Bidder	Proposal Amount
Freightliner of Maine with HP Fairfield gear	Western Star 47X \$254,628
Freightliner of Maine with Viking Cives gear	Western Star 47X \$252,501
O'Connor's with HP Fairfield gear	Western Star 47X \$249,700
O'Connor's with Viking Cives gear	Western Star 47X \$247,573
Allegiance Trucks with HP Fairfield gear	International HB513 \$254,277.45
Allegiance Trucks with Viking Cives gear	International HB 513 \$252,150.45

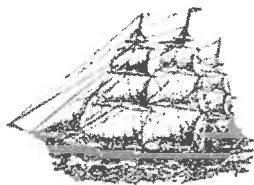
TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

In evaluating the bids we made the following considerations:

- Visibility over the hood for driver and motorist safety.
- Reliability of the Detroit DD13 over the International models that have been problematic in the past.
- Convenience of having one brand of truck and engine to service, keeping cost down by not stocking parts for multiple brands of trucks
- The Western Star has a 50,000 lbs. GVW over the 39,000 lbs. GVW of the other truck options, increasing the durability of the truck.
- The Western Star will have a 12.24"X3.43"X.51" frame that exceeds both spec and the other truck option in size, increasing the durability of the truck.
- The Western Star Cab will be made of aluminum that does not corrode as easily as the steel cab for the other truck option, increasing the durability of the truck.
- The DD13 engine has a higher horsepower and torque rating at lower RPMs than other options. This will allow the engine to run at a lower RPM thus decreasing the fuel consumption.
- The DD13 engine is equipped with engine brakes. This would save on brake maintenance and repair, as well as increase the truck's braking capabilities which results in increased safety.
- The DD13 engine is equipped with an aluminum oil pan which is much more durable than the steel one offered by the other option. We have had to replace 3 oil pans in the last 12 months at a cost of \$1100 per pan.

For the above reasons, as well as being the lowest responsive bidder, I am recommending the Western Star 47X, with the Viking Body and plow set up priced at \$247,573 from O'Connor's.



TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

PROPOSAL SUMMARY FORM

Single Axle Dump Truck

Public Works Department

In accordance with the Request for Proposals, Instructions, and Specifications; the following Proposals were received and opened:

Date: 7/5/23

Time: 12:00 p.m.

Bidder Name	Contact Information	Proposal Amount
Freightliner of ME (H.P.)		254,628
Freightliner of ME (Viking Civ)		252,501
HP Fairfield (gear only)		112,727
O'Connor (Viking) O'Connor H.P.		249,700
O'Connor (Viking)		247,573
Viking Cives (gear only)		110,600
Allegiance trucks (Viking)		252,150.45

Allegiance trucks
(H.P. Fairfield)

254,277.45

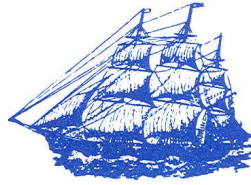
Opened By: Christopher Simons

Witness: Nadia Crockett-Current

Signature: [Signature]

Signature: [Signature]

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

*– INCORPORATED 1653 –***MEMORANDUM**

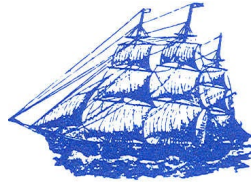
To: Laurie Smith
Fr: Chris Simeoni, Director of Public Works
Re: Consider granting authorization to the Public Works Director to enter into a purchase and sales agreement for replacing a one-ton pickup truck.
Dt: July 6th, 2023

As part of the FY '24 Public Works Budget, we budgeted \$70,000 to purchase a replacement one-ton pickup truck for our 2006 Ford F350 pickup truck. (Truck 10) On June 1st the Public Works Department went out to bid on a new replacement truck. Our invitation to bid was met with no bids due to supply chain issues, Ford's suspension of their order bank for Ford Super Duty's, Ford's suspension of municipal incentives, and Ford's current inability to release pricing for the new model Super Duty. At this point, an order cannot even be placed with a dealer. However, there is limited inventory at some dealers on an ever changing basis.

In performing some research, new Ford Super Duties do arrive at dealers from time to time. However, due to supply chain issues, they do not last long as they are purchased almost immediately. Due to the short window of availability, it can be difficult to obtain authorization from the Select Board at a Selectmen's meeting in time to enter into a purchase and sales agreement with a dealer. I am requesting prior authorization from the Board to proceed with entering into a purchase and sales agreement, up to the budgeted amount of \$70,000, with a vehicle dealer upon locating an available truck. The parameters to which we would hold to would be:

- A new Ford Super Duty F250/F350 SRW 4x4 with or without snowplow.

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

MEMORANDUM

To: Laurie Smith
Fr: Chris Simeoni, Director of Public Works
Re: 2023/2024 Winter Salt Bid Recommendation
Dt: June 20, 2023

Winter salt bids were recently received from the Southern Maine Planning and Development Commission and Maine DOT. The two responsive bidders consisted of Morton Salt and Eastern Salt Co. The low bidder was Eastern Salt Company, through MDOT, at \$76.72 per ton. This price is down \$1.28 per ton from last year's price of \$78.00 per ton. I recommend the Town accept the low bid from Eastern Salt Company, through MDOT, of \$76.72 per ton delivered.

2023 - 2024 Road Salt Bid Results				
	Morton Salt (855) 665-4540	Eastern Salt Co (978) 251-8553	Safe Road Services, Inc. (508) 364-1739 or FAX: (508) 541-3121	Cargill Deicing (800) 600-7258
Sodium Chloride				NO BID
Inside Storage - Delivered	\$90.60	No Bid	No Bid	
Outside Storage - Delivered (Per Ton)	\$90.60	\$76.90	No Bid	
Treated salt w/Ice B'Gone (Per Ton)	\$116.60	No Bid	No Bid	
Calcium Chloride				
Liquid - Delivered (Per Gallon)	No Bid	No Bid	No Bid	
Magnesium Chloride/Organic Additive/Corrosion Inhibitor				
Liquid - Bulk Delivery (Min 4,500 gallons)	No Bid	No Bid	No Bid	
Pellet - Bulk Delivery	No Bid	No Bid	No Bid	
ProMelt Ultra 2000			No Bid	
Liquid - Bulk Delivery (Min 4,500 gallons)	No Bid	No Bid	No Bid	
Brine (Gallon)	No Bid	No Bid	No Bid	
Treated Salt w/Ice B'Gone II (Liquid)	No Bid	No Bid	No Bid	
Safe Melt Liquid (4500 Gallons) Full Trailer Load	No Bid	No Bid	\$2.25	
Safe Melt Liquid (2,000-4,499 Gallons)	No Bid	No Bid	\$2.65	

Results R
Eastern Salt
Company Inc

2023-2024 Bid Price Per

Municipality	Tonnage	Ton
Acton	1500	\$79.24
Alfred	1300	\$75.88
Auburn	4500	\$78.61
Baldwin	1000	\$76.09
Berwick	2500	\$79.24
Bridgton	1200	\$78.40
Canton	352	\$83.02
Cornish	500	\$77.14
Dresden	450	\$81.34
Durham	2000	\$76.09
Fryeburg	800	\$81.55
Gorham	2200	\$74.74
Greene	980	\$79.45
Greenwood	425	\$82.81
Hebron	600	\$79.45
Hollis	1200	\$75.31
Kennebunk	2400	\$75.88
Kennebunkport	800	\$76.72
Lebanon	1200	\$78.61
Lewiston	5000	\$78.61
Lisbon	3500	\$77.14
Livermore Falls	500	\$83.85
Lovell	600	\$82.18
Lyman	1200	\$75.88
Mechanic Falls	1000	\$77.77
Minot	900	\$78.61
Naples	1500	\$76.72
Newfield	600	\$79.03
North Yarmouth	850	\$75.31
Norway	1100	\$79.66
Old Orchard Beach	1285	\$74.74
Oxford	1400	\$78.61
Oxford County	650	\$80.92
Peru	450	\$84.48
Poland	950	\$76.72
Portland	6500	\$74.16
Pownal	725	\$75.31
Raymond	1200	\$75.31
Rumford	2500	\$86.37
Sabattus	1440	\$79.24
Sanford	4400	\$77.56
Sebago	1500	\$76.09
Shapleigh	600	\$79.03
South Berwick	3000	\$79.45
South Portland	2500	\$74.16
Standish	2300	\$75.31
Stoneham	120	\$81.97
Sumner	1000	\$83.43
Turner	1100	\$80.08
Wales	475	\$79.24
Waterboro	2000	\$76.30
Wiscasset	1000	\$80.08

AGENDA ITEM DIVIDER

Memorandum

To: Board of Selectmen

Fr: Laurie Smith, Town Manager

Re: Solid Waste and Recycling Collection Contract.

Dt: July 10, 2023

As the Board knows, our current contract expires at the end of August 2024. We are prepping for the transition to an automated waste collection system. In your packet is our draft invitation to bid, which I would like to send out by the end of July. Although the Select Board does not normally review the bids or RFPs prior to advertising, the staff wants to ensure that the Board understands the potential changes in our system. I have highlighted in yellow the portions of the contract that are of particular interest. Some of these items are noted below.

1. We have two options for proposals:
 - a. One with weekly pickup of solid waste and recycling.
 - b. One with weekly pickup of solid waste and bi-weekly pickup of recycling.
2. We have included an alternative (A) that the contractor provides and maintains all carts for recycling and solid waste throughout the town, and the cost be financed over 5 years. The Board can choose whether we take this alternative or purchase the carts ourselves and manage them.
3. Each property gets one recycling and one MSW cart. The cart size will be approximately 64 gallons, although we will have a few smaller and larger carts available. There are operational challenges with both the smaller and larger carts, so our goal is to standardize cart size as much as possible.
4. Currently, the Town pays for the cost of commercial pickup and disposal of trash and recycling. In order to accomplish this, the vendor has to make a specific run from a front-load trash truck into Town and keep that trash separate from other commercial entities in other Towns so we don't pay for other communities. The new system will collect trash and recycling very differently, and we won't have the front-load trash truck run like we did in the past.

It is unusual in Towns to pay for commercial pickup and disposal, but Kennebunkport has offered this service for many years. Our working group has proposed to continue to offer commercial pickup and disposal for any property that can accomplish it with one trash and one recycling cart, as is offered to residents. We anticipate this will decrease our tonnage in recycling and solid

waste and have reflected these new numbers in the bid document. We have classified these as "small commercial"

5. We are offering a 5-year contract with an automatic 5-year renewal.
6. We are offering an annual adjustment according to the past year's CPI-U increase, up to a maximum of 5%.
7. We have included a fuel adjustment similar to our current contract.
8. Recycling will be taken to ecomaine OR a processing facility of the contractor's choosing. Our ecomaine contract will expire at the same time as our collection contract, which gives us this flexibility.

Town of Kennebunkport, Maine

Invitation to Bid

1.0 SCOPE OF WORK/BID OPTION DESCRIPTIONS

The intent of this contract is for a duration of 5 or 10 years for:

1. Option 1 – Weekly pickup of solid waste and recycling.

- a. Solid Waste (within a cart) Collection and Recycling (single stream within a cart)
Collection will be limited to carts provided by the Contractor. Any waste or recycling outside of the carts will be deemed ineligible for collection. Carts will be approved by the Town.
- b. Trash Barrel collection of solid waste (Dock Square, Goose Rocks beach, & Parks, see addendum 1 for listing - barrels supplied by Town)
 - 1) Daily pickup from May 15 – October 15
 - 2) Twice per week pickup from October 16 – December 20
 - 3) Once per week pickup (reduced number of barrels) from December 21 – May 14.

2. Option 2 – Weekly pick of solid waste and bi-weekly (every two weeks) pickup of recycling.

- a. Solid Waste (within a cart) Collection and Recycling (single stream within a cart)
Collection will be limited to carts provided by the Contractor. Any waste or recycling outside of the carts will be deemed ineligible for collection. Carts will be approved by the Town.
- b. Trash Barrel collection of solid waste (Dock Square, Goose Rocks beach, & Parks, see addendum 1 for listing - barrels supplied by Town)
 - 1) Daily pickup from May 15 – October 15
 - 2) Twice per week pickup from October 16 – December 20
 - 3) Once per week pickup (reduced number of barrels) from December 21 – May 14.

3. Bid Alternative A – The Contractor will provide and maintain all carts for recycling and solid waste pickup. The Town estimates that 6,200 (3,100 MSW carts, 3,100 recycling carts) carts will be necessary to provide service throughout Town. All carts will be embossed with the Town Seal. During the implementation of the automated waste collection system the Contractor will be responsible for the delivery of all carts to households. The Contractor shall be responsible for the replacement, maintenance, and delivery of carts throughout the duration of the contract.

1.1 QUALIFICATIONS OF BIDDERS

No agreement shall be awarded to any bidder who, as determined by the Town, is not qualified to perform satisfactory service due to an unsatisfactory record or inadequate experience, or who lacks the necessary capital, organization and equipment to conduct and complete the services in strict accordance with the specifications.

All bidders hereunder must furnish satisfactory evidence to the Town that they have operated, presently operate, or have the ability to operate in the area that the Contractor is submitting a bid on. This can be a municipal collection service, including collection of recyclables, transfer station, or a composting collection system and are familiar with all weather conditions prevailing in this area. Bidders with the experience outlined shall submit a list of geographic areas in which they are collecting municipal waste and/or recyclable material, managing a transfer station(s) or composting collection systems with their proposal. The list of communities shall include length and type of contract, name and size of municipality, and name of contact person at the community. The Town may inspect or call the respected services.

Each proposal shall include the name and address of the owner, all principals and/or partners, and all stockholders holding greater than ten (10%) percent of authorized and issued stock.

Each bidder, if a corporation, shall include the state of incorporation and its principal officers. Each bidder, if it is not a Maine corporation, must include a certified copy of the certificate to do business in the State of Maine.

All bidders shall be required to demonstrate to the satisfaction of the Town that they have adequate financial resources, experienced personnel and expertise to perform services required by the specifications and shall furnish such information and/or proof of these qualifications, including the qualifications of the person(s) that the bidder will make its manager and contact person, with their proposals.

The bidder shall submit proof of their ability to obtain a performance bond with the bid. The Town reserves the right to reject any and all bids for reasons it deems appropriate.

Each area of service may not be assigned, sublet, or transferred without the written consent of the Town.

1.2 TIMELINE OF PROCESS

- August 1, 2023 – Town releases Invitation to Bid
- August 15, 2023 – Mandatory Pre-Bid Meeting (1:00 p.m.)
- September 1, 2023 - Deadline for Responding to Questions
- September 14, 2023 – Deadline for Receiving Bids (11:00 am)
- Bid Award, September 21, 2023
- Carts to be delivered during the month of August for a start date of September 1, 2024
- September 1, 2024 – Begin delivery of service.

1.3 INVENTORY OF EQUIPMENT

Bidders proposing to collect and transport municipal solid waste and recyclables shall supply with their bid a detailed inventory of all their equipment to be dedicated to the performance of this Contract showing each type by model, year of manufacture, anticipated remaining useful life and all accessories for each piece listed. All leased equipment shall be separately listed and the time remaining on each

leased machine shall be shown as well as any options of renewal. Any equipment to be used during the term of this Contract shall not exceed eight (8) years of age at any time. Delivery guarantees by manufacturers of new equipment that is to be purchased shall be provided to the Town within 60 days of the award of the bid. Failure to provide the documentation shall constitute a default.

The Contractor shall supply all equipment, materials, and labor required to complete the work. The cost and expense of all the necessary labor, tools, material, and equipment required to complete the work shall be included in the prices stated in the Bid.

The Contractor shall be responsible for:

- (1) assuring that solid waste is collected and disposed consistent with the terms of Kennebunkport's Waste Management Ordinance, and
- (2) maintaining the quality of the recyclable material and making every attempt to minimize contamination of said recyclable material.

The Contractor shall record the address where any contaminated recyclable material is collected and forward the information to the Town in order to facilitate education and enforcement.

Contractor must include a tip fee (costs), revenue, and a clearly defined market mechanism outlining a determination of shared costs/revenues based on recyclable markets and processing costs.

1.4 BIDDER RESPONSIBLE TO LEARN LOCAL CONDITIONS

Bidders are cautioned to examine carefully the conditions affecting the collection and transportation of municipal solid waste and recyclables and to acquaint themselves with the quantity and character of the material to be handled under this Contract.

In the Town of Kennebunkport, residential and small commercial¹ properties are eligible for curbside residential municipal solid waste and recyclable collection service. The total number of collection stops per week is approximately 3,000. The annual weight of Municipal Solid Waste (MSW) collected is approximately 2,200 tons. The annual weight of recyclable materials is 370 tons.

Each bidder is cautioned to become fully familiar with the Town of Kennebunkport and all the physical characteristics of the Town which in any way affect the bid and all services contemplated herein. Submission of a bid shall be deemed conclusive evidence that the bidder is fully acquainted with and shall be fully responsible for any restrictions, constraints, or any physical difficulties inside the municipal boundaries of the Town of Kennebunkport, including the site(s) to which the waste and recyclables shall be delivered and processed. It is the bidder's responsibility to base their bid upon conclusions that are drawn from their own investigations.

No trip performed in fulfillment of the obligations in this Contract shall include solid waste collected from any establishment other than those described in this Contract. Recyclables from Kennebunkport may not be mixed with material from entities outside Kennebunkport or any other location. It shall be the Contractor's responsibility to track all recyclables for Kennebunkport and provide annual tonnage by category if applicable. All residential solid waste must be delivered to the Casella Waste facility at Westbrook. All recyclable materials collected under this Contract shall be delivered to a Contractor of the applicants choosing.

It shall be the responsibility of the Contractor to adhere to all applicable sections of Kennebunkport's

¹ Defined as a property that can be serviced with one recycling and one MSW cart

Ordinances unless specified otherwise in this Contract.

Each bidder shall break out the cost for solid waste collection and recycling collection on separate lines on the bid form.

The Contractor shall have the ability to add personnel or equipment to meet the demand for services during periods of heavy material generation, such as during springtime, summer time, Christmas holidays, etc. The Contractor shall remove all properly prepared municipal solid waste and recyclable material that is placed at the curb each week and that is covered by these Contract documents.

Pertinent Data Concerning the Current Operation:

Town Population:	3,680
Number of Public Road Miles	52
Estimated Number of Stops	3,000

Housing Count: (this information represents Assessing information on housing)

- | | |
|-------------------------|--|
| • Residential | 2,643 |
| • Residential Condo | 211 |
| • Residential Apartment | 5 |
| • Mixed Use | 49 |
| Sub-Total | 2,908 |
| • Commercial Improved | 197 |
| • Industrial Improved | 11 |
| • Exempt | 24 |
| • Municipal Facilities | 9 (includes three (3) four-yard dumpsters) |

Current Route (WINTER):

- Tuesday Trash
- Thursday Trash
- Friday Trash

Every Other Week

- Tuesday Recycling
- Thursday Recycling
- Friday Recycling

Current Route (SUMMER: June – Labor Day):

- Tuesday Trash
- Thursday Trash
- Friday Trash
- Saturday Trash – Goose Rocks Beach

Every Other Week

- Tuesday Recycling
- Thursday Recycling
- Friday Recycling
- Saturday Trash – Goose Rocks Beach

1.5 WORK TO BEGIN and CONTRACT PERIOD

Upon acceptance of the bid by the Town, the general collection of municipal solid waste and recyclables shall begin on September 1, 2024. All bidders must supply a local phone number, and have a designated supervisor or manager for the duration of the contract, and have the ability to respond to complaints and requests for service within the same day the information is received. It shall be the Contractor's responsibility to retrieve any missed stops on the same day they are missed.

- The contract period will be for **five (5) years with an automatic five (5) year renewal**, subject to a satisfactory performance review. The contract would begin on September 1, 2024 and end August 31, 2029 with an extension option. Carts would be delivered during the month of August 2024.

1.6 CONTRACT ADMINISTRATION

The Town of Kennebunkport, through the Town Manager or his designee, shall administer the provisions of this Contract. The collection schedule, the method of collection, and the transportation of material collected must all be in a manner satisfactory to the Town Manager or their designee. Decisions of the Town Manager or their designee will be final.

A. Invoice & Payment

The contractor shall be entitled for payments to be made in the following manner:

- Invoices: Each monthly invoice shall be for one twelfth (1/12) of the annual contract price for work completed during the prior month.
- Payment: Payment by the Town to the contractor shall be made within thirty (30) days from the date of receipt of invoice, subject to deductions and claims based on contractor's failure to perform work as specified.
- **Contractor shall increase the invoice amount on an annual basis starting on September 1 or each year of the contract. The contract will be increased by the lesser of five (5) percent per year or the previous year December to December 12-month percent change in the Consumer Price Index for All Urban Consumers (CPI-U) as published by the U.S. Department of Labor, Bureau of Labor Statistics for ME, NH, MA, CT. The percentage of increase at no point shall increase greater than 5.0% per year.**
- **Fuel adjustment fees for picking up solid waste and recyclables shall have a base of \$4.25 per diesel gallon or \$4.00 per gallon for gas. To request a fuel adjustment fee, the price of a gallon must be higher than the base cost for more than 30 days. Contractor will submit supporting documentation to the Town. Under no circumstances shall the increase in the fuel adjustment be more than the CPI increase in any given year.**
- The Contractor and the Town of Kennebunkport shall have the right to negotiate regarding stop count changes each year. Stop count change data shall be tabulated on two separate dates mutually agreed upon and averaged.

B. Cancellation by Town

If the Contractor shall be adjudged bankrupt, or if he/she should make a general assignment for the benefit of his creditors, or if he/she should cease solid waste and recycling collection, or should fail, except in cases which extensions of time are provided, to supply enough properly skilled workers or

proper materials or equipment or disregard the laws, ordinances or the instructions of the Town or otherwise breach any provision of the Contract, then the Town, without prejudice to any other right or remedy and after giving the contractor seven (7) days notice, may terminate this agreement.

C. Assignment

The Contractor shall not assign the Contract or any portion of the service nor sublet it in whole or in part, nor delegate any of the work to be performed to any other person, firm or corporation without written approval of such act by the Town.

1.7 COLLECTION PROCEDURES

A. Definitions:

1. **Town** shall mean the Town of Kennebunkport, a body corporate and politic of the State of Maine and shall include all streets and ways and all buildings and improvements within the Town boundaries as set forth on an official map filed in the office of the Town Clerk.
2. **Municipal Solid Waste** shall mean all Municipal Solid Waste as defined in all applicable State Law and Rules for which the Town accepts responsibility for collection, transportation, and disposal and which may be accepted for disposal according to Town and agreement with Casella Waste by contract.
3. **Recyclables** shall mean all components of Municipal Solid Waste as defined in all applicable State Law and Rule for which the Town accepts responsibility for collection, transportation and which may be processed as recyclables according to the Town Ordinance and contractual agreements.
4. **Automated Collection** shall mean a collection system consisting of specially designed, wheeled carts and refuse and/or recycling collection vehicles that are equipped with automated arms.
5. **Standard Collection** shall mean a collection system consisting of picking up solid waste trash in and collection of recyclables sorted per the Town's ordinance.
6. **Collection Days Route** shall mean the scheduled municipal solid waste and recyclable collection patterned for any particular calendar day provided said schedule has been pre-determined by the Contractor and approved by the Town Manager or their designee in accordance with the terms and conditions of these Specifications.
7. **Holiday for Kennebunkport** - If a holiday falls on the scheduled collection day, the Contractor may pickup on the Holiday or shall schedule a make up day for the solid waste and recycling collection, on a day approved by the Public Works Director. All holiday pickup schedules must be approved by the Public Works Director by January 1 each year.

These days are collected before or after the Holiday occurs:

- New Years' Day
- Martin Luther King Day
- Presidents' Day

- Patriots' Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

8. **Casella Waste** shall mean disposal facility at 590 County Road in Westbrook. Residential waste shall be delivered to this address per the Town's long-term Solid Waste Disposal Contract.

B. Standard Curbside Collection:

1. Collection procedures shall be as stipulated by the Town's Ordinances and the Town Manager or their designee.
2. No collection will be required from inside any building.
3. Solid waste and recyclables shall be placed at the curb in accordance with the Ordinances and Policies of the Town no later than 6:30 A.M., prevailing time, on the day of collection and the Contractor shall commence collections at that time. Collections shall end no later than 4:00 P.M. without the Town Manager or his designee's approval.
4. Vehicles used for solid waste collection shall be vehicles designed and manufactured for automated curbside solid waste collection and must be approved by the Town. Vehicles used for recyclables collection shall be vehicles designed and manufactured for automated curbside recyclables collection. In emptying solid waste and recycling containers, the Contractor and his employees shall place, not drop, the containers or bins on sidewalks or any other place, shall not handle the bins so as to damage them, and shall place all bins or containers at least two feet (2) off the travel way. No scavenging shall be performed or permitted along the streets and all recyclables or refuse dropped in handling shall be picked up by the Contractor's employees. Furthermore, the Contractor agrees that the waste collection or recycling hopper(s) of the truck will be frequently emptied to prevent recyclables and other litter from being deposited or blown from the collection hoppers into the travel way or into the environment.

The Contractor shall be responsible for any damaged solid waste carts or recycling carts in the first year caused by the Contractor. The Contractor shall replace any carts if, in the opinion of the Town Manager or their designee, the collectors did not exercise sufficient care. No truck shall be emptied or partially emptied or load transferred in any street in the Town or in any other place with the Town boundary, except at a facility approved by the Town Manager or their designee. Contractor will deliver carts to each home designated in the database. The Town will maintain a supply of the carts for replacement after year one. The Town will repair any carts after year one. Any damage to the carts by Town plow trucks will be addressed by the Town.

5. All solid waste and recyclables collected pursuant to these specifications shall be collected by vehicles, which shall be emptied and void of all solid waste or recyclables or other material prior to the commencement of a day's collection route. No out-of-town solid waste or commercial solid waste shall be mixed with Town's residential solid waste collection by the Contractor.

6. All municipal solid waste and recyclables collected by the Contractor shall be transported on the same day it is collected by the Contractor, unless permission is received from the Town Manager or his designee. All collection trucks provided by the Contractor shall have bodies designed to prevent spillage and shall be maintained at all times in a clean and sanitary condition. The Contractor shall comply with all State and Federal Laws and Regulations and Town Ordinances relating to the collection and transporting of solid waste and recyclables.
7. Direction/Supervision: The operation of collecting municipal solid waste and recyclables shall be administered under the direction of the Town Manager or his designee. A sufficient number of employees shall be employed by the Contractor to efficiently do the work. The Contractor shall immediately rectify all complaints of operation received by the Town Manager or his designee or the Contractor.
8. The Contractor shall monthly report to the Town annual tonnage amounts on recyclable materials and solid waste disposal. The Contractor will supply additional reports as necessary. The reporting will comply with State requirements.
9. Contractor shall track the number of lifts per cart per household with a minimum of 95% or better accuracy.
10. The municipality will own the carts at the end of the term of the contract.
11. The Contractor shall have access to a spare truck within 24 hours or an alternate solution acceptable to the Town to maintain continuity of collection.
12. The Contractor for Residential Household Compost Collection will maintain and service all containers for the length of the contract.

1.8 DISPOSAL FEES

All fees for disposal, now or within the Contract period, and any extension thereof, shall be paid by the Town for all municipal solid waste collected under this Contract, except as provided. Contractor must include a tip fee (costs), revenue, and a clearly defined market mechanism outlining a determination of shared costs/revenues based on recyclable markets and processing costs. The Contractor shall provide the average monthly cost per ton for processing and disposal of recycled materials over the past fiscal year (July 1, 2022 – June 30, 2023). The Contractor shall be responsible for any recyclable material that is deemed contaminated and unfit for acceptance as a recyclable material by ecomaine or an alternative site (Contractor's choice) due to the Contractor's negligence in sorting and/or safeguarding the recyclable material while in his possession. The Contractor shall be responsible for all licensing and permitting as required by State, Federal and local regulations.

1.9 RENEWAL OF CONTRACT

If Kennebunkport elects to extend the Contract at the end of any option as outlined in Section 1.5, the Town shall notify the Contractor one hundred and eighty (180) days prior to the anniversary date.

1.10 INSURANCE REQUIRED

The contractor shall furnish proof of adequate insurance coverage of the types, and to the limits, specified below. Certificates of such insurance shall be filed with the Finance Director within thirty (30) days following notification of the Bid Award.

A. Workers' Compensation:

The Contractor shall purchase and maintain during the life of this Contract Workers Compensation Insurance for all employees employed by the Contractor in the course of performing services under this Contract as awarded pursuant to these Specifications; and in case any work is sublet, the Contractor shall require the Sub-Contractor to similarly provide Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded the Contractor. In case any class of employees engage in hazardous work under the Workers' Compensation Statute, the Contractor shall provide adequate coverage for the protection of employees not otherwise protected. All coverage to be in accordance with State of Maine laws in effect and the requirements of the Industrial Accident Commission.

B. Indemnity Clause:

Liability Insurance will be required of the successful bidder in which the successful bidder will be required to hold harmless and indemnify the Town of Kennebunkport from all claims legal or equitable, including court costs and reasonable attorney's fees arising out of the Contractors performance of the work required by the Specifications and this Contract.

C. Liability Insurance:

The Contractor shall carry and maintain, until final written acceptance of the work by the Town Manager or their designee, insurance as specified below and in such form as shall protect the Town of Kennebunkport and its employees and officials from all claims and liability for damages and bodily injury including accidental death and for property damage which may arise from operations under this Contract. The Contractor covenants and agrees to hold the Town of Kennebunkport and its employees, agents, and officials harmless from loss and damage due to claims from personal injury and/or property damage arising from or in connection with operations under this Contract. Except as otherwise stated, the amounts of such insurance shall be for each policy not less than:

1. For liability, for bodily injury, including accidental death \$1,000,000 on account of one occurrence and \$2,000,000 aggregate limit.
2. For liability for property damage \$2,000,000 on account of any one occurrence and \$2,000,000 aggregate limit.
3. An umbrella policy in the amount of \$2,000,000 covering the underlying policies. All policies shall be so written that the Town Manager's office of the Town of Kennebunkport will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or amendment. A certificate from the Contractor's insurance carrier showing at least the coverage and limits of liability specified above and expiration date shall be filed with the Town before operations may begin. Certificates shall make no claims against the Town of Kennebunkport or its officers for any injury to any of his officers or employees for damage to his trucks or equipment arising out of work

contemplated by this Contract. The Contractor agrees to hold the Town harmless from any claims so made and to indemnify the Town, its officers, employees, agents, and servants from all claims legal or equitable, including court costs and reasonable attorney's fees arising out of the operation of the contract.

D. Automotive Liability Insurance:

Automotive Liability Insurance with a minimum limit of liability for bodily injury in the amount of \$400,000 for each occurrence and minimum limit of liability for property damage in the amount of \$50,000/\$100,000 aggregate.

E. Pollution Liability Insurance:

Pollution liability insurance in an amount of not less than \$1,000,000.

1.11 MODIFICATIONS TO COLLECTION ROUTES

The Town reserves the right to make minor modifications to the collection routes to increase efficiency or to improve the level of service. Minor modifications will not affect the overall scope of the work or add to the collection costs.

1.12 ROUTE COLLECTION MAPS

The Town will provide a route map for collection of solid waste and recycling. Changes to this route map would be submitted to the Director of Public Works, who may after consultation with the Town Manager modify it. Contractor may propose a reduction in route days collected provided all pick up "stops" are achieved within the ordinance timeframe. Substantive changes to the routes will require 60 days for approval by the Town Manager. Household compost collection route may be the same.

1.13 O.S.H.A. REGULATIONS

The Contractor shall, at all times, comply with O.S.H.A. regulations and enforce any Sub-Contractors to abide accordingly. Any violation either by the Contractor or his/her Sub-Contractors, shall be the sole responsibility of the Contractor.

1.14 PROMOTION OF SOLID WASTE AND RECYCLING COLLECTION

The Contractor shall partner with the Town to educate citizens on best collection practices and the transition to the automated collection system. The Contractor should have budget funds allocated for web and printed material as a part of this promotion.

Should the contractor have additional in-house staff to assist in the promotion of the respective service please indicate what those services would be in the bid submission.

1.15 BID SECURITY AND PERFORMANCE AND PAYMENT BOND

A. Bid Security:

Each bid must be accompanied by a certificate of authorization by the Contractor indicating the signatures have the capacity to commit the service. Bidder shall provide a bid bond equal to 5% of the bid or a certified check with the submission of the bid. Should any successful bidder withdraw its bid prior to contract signing, the bid bond or certified check in the amount of 5% of the deposit will be paid to the Town as an agreed amount of liquidated damages.

B. Damages For Failure To Enter Into Contract:

If the successful bidder fails to sign and return the contract with the required certificate of insurance and performance bond within 14 days after notification by the Town that it is ready for signature, its bid will lapse at the election of the Town.

C. Performance And Payment Bonds:

The successful bidder shall provide a performance bond in an amount equal to one hundred (100) percent of the Contract Price for the first twelve (12) calendar months, which bond shall be duly executed and provided to the Town Manager upon execution of this agreement and in no event later than the date upon which Contractor begins services.

1.16 ADDENDA AND INTERPRETATIONS

No interpretation of the meaning of the plans, specifications, or other contract documents will be made to any bidder orally. Every request for such interpretation shall be in writing, addressed to the Town Manager or their designee, Town of Kennebunkport, P.O. Box 566, 6 Elm Street, Kennebunkport, ME 04046, and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed or faxed to all prospective bidders, at the respective addresses furnished for such purposes, not later than one (1) day prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

1.17 AWARD OR REJECTION OF BIDS

The Contract will be awarded to the lowest responsible bidder complying with the conditions of the Invitation for Bids, provided the bid is reasonable (meets all contract requirements, financial stability, reference checks - up to and including businesses, residential, municipalities) and it is to the interest of the Town to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The Town, however, reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder who the Town has knowledge of or reason to believe is not in a position to perform the contract as bid. To better ensure fair competition, and to permit a determination of the lowest bidder, bids that the Town deems to be non-responsive or impracticable may be rejected by the Town at its sole discretion.

1.18 QUESTIONS

Any questions may be directed to The Town Manager or his designee.

Laurie Smith, Town Manager

Lsmith@Kennebunkportme.gov

Chris Simeoni, Director of Public Works

Csimeoni@Kennebunkportme.gov

ADDENDUM 1

BID INSTRUCTIONS FOR BID OPTIONS 1 & 2

LOCATIONS & NUMBER OF STOPS

A. The number of collection stops is approximately 3,000. All residential units and small businesses² in the Town of Kennebunkport are eligible for curbside recycling collection. Note that each stop, residential or business, will require pickup of two automated containers. Bidder is responsible for verifying actual stop count.

B. The Contractor will be required to collect all residential and business recycling collection stops for the entire contract period.

C. The Contractor shall collect solid waste from the designated locations below. Each area has various requirements as outlined below.

- Street Rubbish (as defined by Dock Square, Goose Rocks Beach, and Town properties will be collected at the designated locations indicated below.
- Goose Rocks Beach rubbish (defined by Beach Location) and street rubbish receptacles shall be collected daily from May 15th through October 15, including Saturdays, Sundays and Holidays.
- From October 16 – December 20, beach rubbish and street waste receptacles shall be collected twice per week.
- From December 21- May 14, beach rubbish and street waste receptacles shall be collected once per week.
- Quantity of beach rubbish containers will be reduced to 8 containers after Columbus Day through May 15th by Public Services.
- Extra Beach Rubbish containers will be stored at the Public Works Department at 105 Beachwood Avenue.

Public Trash Barrel Locations (Closest physical address)

	GPS Coordinates	Number
2 Ocean Avenue	-70.47664 43.36175	1
2 Ocean Avenue	-70.47634 43.36162	1
8 Spring Street	-70.47652 43.36211	1
8 Spring Street	-70.47652 43.36211	1
3 Dock Square	-70.47710 43.36167	1
29 Dock Square	-70.47801 43.36127	1
40 Dock Square	-70.47733 43.36148	1
40 Dock Square	-70.47722 43.36136	1
14 Dock Square	-70.47702 43.36140	1
7 Ocean Avenue	-70.47672 43.36137	1
13 Ocean Avenue	- 70.47673 43.36098	1
25 Ocean Avenue	-70.47699 43.36065	1
Dock Square Parking Lot	-70.47733 43.36190	1
Dock Square Parking Lot	-70.47762 43.36174	1

² Defined as a property that can be serviced with one recycling and one MSW cart

Dock Square Parking Lot	-70.47767	43.36172	1
Dock Square Parking Lot	-70.47774	43.36223	1
Silas Perkins Park	-70.47492	43.35801	1
Village Green	-70.47411	43.35877	1
Government Wharf Beach Entrance	-70.47318	43.34892	1
Colony Beach	-70.47400	43.34722	1
Parson's Way	-70.47311	43.34594	1
Parson's Way	-70.47330	43.34538	1
30 North Street Parking Lot	-70.47563	43.36617	1
Turbat's Creek Parking (74 Turbat's Creek)	-70.44609	43.35682	1
Cape Porpoise Pier (77 Pier Road)	-70.43125	43.36606	1
Fireman's Park	-70.43725	43.37825	1
781 King's Highway (Dyke Road Beach entrance)	-70.41731	43.39843	2
867 King's Highway (Bartlett beach entrance)	-70.41353	43.39850	1
924 King's Highway (Bel Air beach entrance)	-70.41091	43.39891	2
930 King's Highway (Belvidere beach entrance)	-70.41050	43.39923	2
950 King's Highway (Edgewood beach entrance)	-70.40981	43.39978	2
980 King's Highway (Proctor beach entrance)	-70.40896	43.40049	2
1017 King's Highway (Broadway entrance)	-70.40789	43.40110	1
6 Jeffrey's Way (Jeffrey's Way entrance)	-70.40471	43.40197	2
Rotart Park 105 Beachwood Avenue	-70.46235	43.38596	1
243 Ocean Aveunue (Whanby Beach)	-70.45902	43.34592	1

ADDENDUM 2

APPLIES TO ALTERNATE A

RESIDENTIAL/SMALL BUSINESS CURBSIDE COLLECTION CONTAINERS

Specifications to supply the Town of Kennebunkport with 30-40, 60-70, and 90-100 gallon size universal rollout waste containers for fully-automated and semi-automated waste collection. The majority of waste containers will be in the 60-70 gallon size, but the alternative sizes may be used on a special request basis.

A. BACKGROUND INFORMATION

The following specifications set forth describe the minimum acceptable features and performance requirements for the purchase of up to 6,200 plastic rollout containers to be used in automated waste/recycling collection. Bidders are to have thoroughly read and understood these specifications prior to proposal submission.

If the product being proposed does not meet a specification, then the bidder must check the individual item and list each deviation in the section titled, “Exceptions” and explain why their product does not meet the respective specification. Bidders who fail to do so will be disqualified as being non-responsive.

The container must be manufactured from extremely durable plastic, preferably low or high-density polyethylene.

The Town of Kennebunkport has a population of approximately 3,680. The Town is currently considering fully-automated collection of its municipal solid waste and having a curbside recycling one stream program. Therefore, bidders are asked to price-quote the purchase of up to 6,200 containers (approx. two carts per household). The Town is exploring a Solid Waste with Single Stream Recycling automated process. The amounts and sizes of containers will depend on the configuration of the program. The container lids would come in different colors and would be coordinated by function. The Town prefers the 64 gallon cart as the primary carts for solid waste and recycling. Smaller and larger carts are on a special request basis by the resident or business. There should be a certain supply of these odd size carts available. That volume necessary is up to the vendor to determine based on experience.

Containers will be supplied by the vendor.

Unless specifically stated otherwise, the specifications apply equally to the 30-40, 60-70, and 90-100 gallon containers.

Bidder agrees all containers being proposed are the manufacturer’s most recent and advanced design and will be new and unused.

B. INSTRUCTIONS

RESPONSE FORMAT - In order to establish a uniform review process, it is requested the proposals be submitted in three sets of copies, organized in the following manner:

- A. TITLE PAGE
- B. TABLE OF CONTENTS
- C. LETTER OF TRANSMITTAL

- D. PROPOSER PROFILE
- E. CONTAINER SPECIFICATIONS
- F. WARRANTY
- G. ASSEMBLY AND DISTRIBUTION
- H. INSTRUCTIONAL MATERIALS
- I. EXCEPTIONS
- J. LEASE PURCHASE OPTION
- K. MINIMUM RE-ORDER
- L. ADDITIONAL DATA

C. EVALUATION PROCESS

The Town shall review and evaluate proposals according to the following criteria, listed in random order:

- Recognition of Town proposal requirements/ability to meet Town of Kennebunkport needs/completeness of response
- Experience and expertise of proposing company's cart
- Cost

The Town of Kennebunkport wishes to select a cart that can best demonstrate the capability to provide the desired services, both currently and in the future, with quality and innovation at a competitive price.

D. TIMEFRAME

Proposals submitted will be evaluated by the Public Works Director and staff for recommendation to the Town Manager. The expected timetable for this selection is as follows:

- August 1, 2023 – Town releases Invitation to Bid
- August 15, 2023 – Mandatory Pre-Bid Meeting (1:00 p.m.)
- September 1, 2023 - Deadline for Responding to Questions
- September 14, 2023 – Deadline for Receiving Bids (11:00 am)
- Bid Award, September 21, 2023
- Carts to be delivered during the month of August for a start date of September 1, 2023
- September 1, 2023 – Begin delivery of service.

All bidders acknowledge and understand that the Town will not pay for any costs incurred by any bidder in connection with the preparation or submission of a proposal.

The Town of Kennebunkport reserves the right without prejudice to reject (failure to meet specifications, references, quality of material) any and all proposals.

Submission of a proposal indicates acceptance by the Contractor of the conditions contained in this Invitation to Bid unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Kennebunkport and the Contractor firm selected.

BID FORM FOR ALTERNATE A
RESIDENTIAL CURBSIDE COLLECTION CONTAINERS
Specifications for 30-40, 60-70 and 90-100 Gallon Size
Universal Rollout Waste Containers
for Fully-Automated and Semi-Automated
Waste/Recycling Collection

A. TITLE PAGE

Manufacturer _____

Contact _____

Address _____

State/Zip _____

Telephone No _____

B. TABLE OF CONTENTS

Include a clear identification of the materials by section and by page number.

C. BIDDER PROFILE

1. Indicate whether the bidder represents a local, national or international company.
2. List the number of years the bidder has continuously produced/manufactured containers for automated and semi- automated rubbish removal. Manufacturer must have a minimum of five (5) years experience.
3. Point of Manufacture:
 - a. The bidder certifies container body or lid will not be manufactured by a sub-contractor, out of house control.
 - b. If the bidder is a distributor or dealer, then the proposal must include a statement from the manufacturer which owns the brand that all container bodies and lids will be manufactured by its own majority owned plants and not subcontracted.
 - c. Describe any sub-consultants to be used. Subcontracting of any portion of this purchase is absolutely forbidden without first obtaining prior written consent from the Town Manager.
 - d. Units will be preassembled before distribution to Kennebunkport residents.

D. CONTAINER SPECIFICATIONS

1. Model Number:

Enter the exact model number of the container to be supplied:

30-40 gallon container being proposed is a _____

60-70 gallon container being proposed is a _____

90-100 gallon container being proposed is a _____

Bidder will include model specific literature with proposal documents.

2. Manufacturing Processes and Materials:

- a. The roll-out container shall consist of a body, lid, micro chip or the ability to have one installed, wheels, axle, and necessary accessories.
- b. Manufacturing processes will conform to all applicable industry standards, including most current ANSI, ASTM, ASPE and UL standards.
- c. Plastic material - All plastic materials must be 100% recyclable. Plastic resin must be first-quality, low or high density polyethylene supplied by a national petro-chemical producer.
- d. Bidder will state maximum percentage of post-consumer recycled plastic to be included in container body and lid for a positive environmental impact. The percentage is _____%.
- e. Bidder will submit original technical data sheet(s) from the resin producer, which, verify that the resin to be used in the containers body and lid will meet the specifications herein.
- f. Carts will become the property of the Town of Kennebunkport at the end of the contract.

3. Performance Testing:

Bidder shall submit performance testing that their containers have undergone. The tests shall be certified by an outside engineering firm. At a minimum the following test certifications shall be submitted:

- a. Semi-Automated Lifter Life Cycle
- b. Stability (Wind)
- c. Drop Test
- d. Bottom Wear
- e. Lid/Hinge
- f. Pin Life Cycle Test
- g. Wheel Test, and
- h. Temperature Rating

4. Resin Additives:

- a. The plastic resin must be enhanced with color pigment and ultraviolet inhibitor which must be uniformly distributed throughout the finished container.
- b. The container shall be stabilized against ultraviolet rays by an additive to the plastic resin. State the percentage used in cart production: _____
- c. Please state the percentage by weight concentration of color pigmentation to be compounded in production of the cart. _____%

5. Equipment Requirements:

- a. The rollout container must be compatible with the industry standard, fully-automated arm lifters as well as the standard American semi-automated bar-locking lifters.
- b. Container will meet the most current A.N.S.I. Z245.30 and Z265.60 requirements.
- c. The body walls shall have a slight taper so that the top of the body is slightly larger than the bottom for nesting during shipment.
- d. The interior surface shall be smooth and free from crevices, recesses, projections, and other obstructions where refuse could become entrapped.

- e. The container shall be designed to have a container bottom that meets industry standards.
- f. The container bottom should be reinforced to prevent wear and tear from normal use and should be designed to prevent rainwater and rodents from entering the container.
- g. Wall Thickness: Wall thickness at the critical wear points (i.e., container bottom, handle, lift mechanism).

30-40 gallon – State wall thickness here: _____ inches.
State wall thickness at critical wear points here: _____ inches

60-70 gallon – State Wall thickness here: _____ inches.
State wall thickness of critical wear points here: _____ inches

90-100 gallon – State Wall thickness here: _____ inches.
State wall thickness of critical wear points here: _____ inches

6. Dimensions:

The dimensions of the completely assembled container shall be as follows:

30-40 gallon:

- a. Height: State the height _____”
- b. Depth: State the depth _____”
- c. Width: State the width _____”
- d. Lift-over or Loading Height _____”
- e. Product Weight _____lbs.
- f. Load Rating _____lbs.
- g. Capacity _____gallons

60-70 gallon:

- a. Height: State the height _____”
- b. Depth: State the depth _____”
- c. Width: State the width _____”
- d. Lift-over or Loading Height _____”
- e. Product Weight _____lbs.
- f. Load Rating _____lbs.
- g. Capacity _____gallons

90-100 gallon:

- a. Height: State your height _____”
- b. Depth: State your depth _____”
- c. Width: State your width _____”
- d. Lift-over or Loading Height _____”
- e. Product Weight _____lbs.
- f. Load Rating _____lbs.
- g. Capacity _____gallons

7. Handles:

- a. The container must be equipped with a rear handle.
- b. The handles shall be designed to afford the user positive control of the loaded container.

1. Container Lid:

- a. The lid shall be configured to ensure that it will not warp, bend, slump, or distort to such an extent that it no longer fits the container properly or otherwise becomes unserviceable.
- b. The lid must be designed to disallow entry of rain when in a closed position and to discourage rain or snow accumulation on the lid.
- c. The lid must be attached to the container.
- d. The lid must have instructions hot stamped in white lettering, including directions about appropriate contents (i.e. garbage or type of recycling), safe use of container, etc.

2. Wheels and Axles:

- a. Each container shall be equipped with an axle and two wheels.
- b. Wheels:
 - i. Wheels should be capable of supporting 300 lbs
 - ii. Wheels should be constructed of high-density polyethylene or rubber.
- c. Axle: The axle shall be environmentally resistant to rust and be a minimum of 5/8" solid in diameter.
- d. Fasteners: Any parts used to secure wheels should be vandal-proof.

3. Stability:

- a. The container will be stable and self-balancing when in the upright position, either loaded or empty, certified by an engineer.
- b. The container will be designed to withstand winds of at least 35 mph when empty.
- c. The empty container shall remain upright when the lid is opened or released from an upright position.

4. Mobility:

The container shall be designed to facilitate ease in moving and tipping.

5. Lift System:

- a. The container shall be equipped with attachment points which make it compatible on standard American semi-automated bar locking lifters and fully-automated arm lifters.
- b. The upper lift point must be designed to withstand over ten years of lifter activity.
- c. The lower bar must be designed to withstand over ten years of lifter attachment. Please specify price difference between metal or plastic lift-bar.

6. Markings

Each cart will be permanently marked with letters/numbers as follows:

- a. Serial Numbers – Each cart must have an eight digit serial number, hot stamped, in white, on the front or side of its body. The manufacturer will coordinate serial numbers with the Town prior to production of the carts.
- b. The serial number will include a two digit code which will identify the size of container and year of manufacture.
- c. The name of the Town and Town of Kennebunkport logo will be hot stamped in white lettering on both sides of the container. Bidders can include information regarding their graphic arts capabilities over and above the minimum requested herein.
- d. Instructions for safe use of the container must be highly visible white lettering, either hot stamped or molded onto the lid. Wording will be provided by the Town of Kennebunkport prior to manufacture. The instructions shall be in English. The lid must be permanently marked in accordance with ANSI Standard Z245.30, paragraph 4.2.
- e. Bidder will submit samples of all artwork and marking for approval prior to production.
- f. Bidder will list standard color options for containers.
- g. Each cart will have the embedding of a microchip to track pickups and other data. If the cart design does not have this technology it must be able to be adapted. The vendor shall provide this technology to each cart.
- h. Vendor shall provide a software license to view the data from the micro chip remotely. Yearly maintenance fee shall be covered in the projected cost for the life of the contract.

7. Parts Uniformity

All containers and component parts shall be uniform in design, material and tolerances throughout the entire quantity of units furnished under these specifications.

8. Training and Tools

- a. The Bidder shall provide professional training to Town personnel, as required to enable onsite and/or shop repair of containers. This training shall be at no additional cost to the Town.
- b. The Bidder shall provide at no additional cost to the Town, two (2) complete sets of any and all specialized tools required to repair or maintain the containers. Tools may include but are not limited to wheel and/or handle replacement tools, lift bar replacement tools, etc.

9. References/Manufacturer and Delivery Contractor:

- a. Bidder will supply with its proposal a reference list of at least three (3) municipalities currently using containers in a fully and/or semi-automated collection program from the supplier. Please include at least two from cold-weather climates.
- b. The reference provided by the supplier shall have a minimum of five thousand (3,000) units that are of similar size, design, and material. Include the name of the City/Town, the user agency, contact person, phone number, quantity for each reference, and when the containers went into service.
- c. The Assembly/Delivery Staffing Plan and References must be submitted if awarded the bid.

- d. Failure to include these references will result in proposal disqualification.

10. References/Dealer:

Same requirement as above for Manufacturer.

E. **WARRANTY**

1. Bidder agrees to submit a copy of the warranty which clearly states the exact coverage, and list of all parts included in the bidder's warranty.
2. The unconditional warranty with no pro-ration will be for no less than ten full years and must specifically provide for no-charge replacement and associated labor of any container or component part which fails in materials, wear or workmanship for a period of ten (10) years after installation.
3. The container should be designed to be durable with a life expectancy of not less than ten (10) years. Throughout this ten-year period the container and its components shall retain their original shape and general appearance, be resistant to harsh weather conditions (sun, freezing cold), kicks, blows, etc., remain serviceable, require no routine maintenance, and in general be maintenance free. The container and its component parts shall not warp, crack, rust, discolor, or otherwise deteriorate through ten years of normal use.
4. Replacement of any component of the container under warranty shall be replaced at no cost to the Town of Kennebunkport within fifteen (15) working days from notification of such failure.
5. The Warranty includes but is not limited to one or more factors listed below:
 - a. The container is designed to be dumped by a standard American semi-automated and full-automated refuse collection vehicle.
 - b. All component parts which fail in materials or workmanship to perform as originally designed and shall be replaced by the bidder at no cost to the Town.
 - c. Failure of the lid to prevent rain water from entering the container when closed on the container body.
 - d. Damage to the container body, the lid, or any component parts through opening or closing the lid.
 - e. Failure of the lower lift bar from damage during interface with lifters.
 - f. Failure of the body and lid to maintain their original shape.
 - g. Failure of the wheels to provide continuous, easy mobility, as originally designed.
 - h. Failure of any part to conform to minimum standards as specified herein.
 - i. Failure of metal parts to resist rust and/or corrosion.

6. Parts/Service/Warranty:

All bidders will list below the complete name of who will provide warranty service: Name:

Company: _____

Address: _____

City/State: _____ Zip: _____

Bus. # _____ FAX#: _____

Emergency 24-Hour Service: # _____

7. Delivery - The Bidder agrees to meet the delivery dates as listed in the timeline, or suggests alternate delivery dates.
8. Samples - For testing purposes, bidder must submit one sample of each of their 30-40, 60-70, and 90-100 gallon containers. Please include any relevant manuals or literature. These samples will remain the property of the Town. If the containers meet specifications they will be the standard by which future containers will be measured.

Container samples should be delivered to:

Chris Simeoni, Director
Town of Kennebunkport
Department of Public Works
105 Beachwood Avenue
Kennebunkport, ME 04046

Containers to be delivered within five (5) days of proposal submission date. Call Chris Simeoni, 207-967-5728 or email csimeoni@Kennebunkportme.gov with any questions regarding specifications or sample delivery. Any information provided to an inquiry will be provided to all perspective bidders.

F. ASSEMBLY AND DISTRIBUTION

1. Explain the steps that make up the delivery to Kennebunkport Public Works and the subsequent assembly and distribution of the carts to every household unit in the Town of Kennebunkport. Bidder will be responsible for delivery to a staging area provided by the Town of Kennebunkport, assembly of containers, and delivery to the residential units.
2. Identify what the bidder will require in the way of assistance from the Town of Kennebunkport, i.e. route lists, staging area, etc.
3. Explain the method the bidder will use to identify/instruct residents regarding correct placement of cart for automated garbage collection.

G. INSTRUCTIONAL MATERIALS

The Town of Kennebunkport would like to provide each residential unit receiving a cart with a color tri- fold instructional brochure explaining Town regulations, safe use and care of the cart.

Propose how you will work with the Town of Kennebunkport to provide printed instructional materials to each household receiving a container. The Town must approve any text and art before printing.

H. EXCEPTIONS

List all exceptions to the invitation to bid specifications for this section on a separate sheet.

I. LEASE PURCHASE OPTION

The Town of Kennebunkport desires to have the cost of the containers within the cost of solid waste collection financed over a five (5) year period. Ownership of the carts reverts to the Town after 5 years. This cost would be identified as a separate line item to the solid waste pick up expenses.

J. MINIMUM RE-ORDER QUANTITY

The Town would like to have a locked price on carts for whatever the time period that can be arranged from the supplier. Please state the number of years the bidder agrees to lock price quote beyond original order one (1) year and specify the minimum quantity of additional carts that can be ordered within the designated time-frame. Additionally, the Town would like pricing on one truck load of carts based on the ratio of carts specified in the RFP. The Town would purchase these carts.

K. ADDITIONAL DATA

Bidder should use this section to provide or attach any additional information considered essential to the proposal.

TOWN OF KENNEBUNKPORT

BID FORM FOR

ALTERNATIVE A

RESIDENTIAL CURBSIDE COLLECTION CONTAINERS

The undersigned, as bidder, declares as follows;

1. The only parties interested in this Bid as principals are named herein.
2. This Bid is made without collusion with any other person, firm or corporation.
3. No officer, agent, or employee of the Town of Kennebunkport is directly or indirectly involved in the Bid.
4. The bidder has carefully read and examined the specifications herein and knows and understands the terms and provisions.
5. The Town of Kennebunkport reserves the right to reject any and all proposals and to waive any informalities or irregularities in the Bid received, and to accept any Bid which is deemed most favorable to the Town at the time and under the conditions stipulated.

PRICE PER ORDER OF containers based on the option identified in the bid coordinated into 2 colors according to function:

OPTION

30-40 gallon \$_____ per container (# requested is 1000)

60-70 gallon \$_____ per container (# requested is 5000)

90-100 gallon \$_____ per container (# requested is 200)

Total Container Cost \$_____

PROJECTED DELIVERY DATE _____

Please attach a price list for all replacement parts.

TOWN OF KENNEBUNKPORT
BID ACKNOWLEDGEMENT FORM
RESIDENTIAL CURBSIDE COLLECTION CONTAINERS

Proposing Manufacturer

Company Representative

Street Address

Street Address

City/State/Postal Code

City/Sate/Postal Code

Phone Number

Phone Number

Fax Number

Fax Number

Federal ID #: _____

Signature in ink: _____

Print Name and Title: _____

Date: _____

Type of Organization (Individual D/B/A, Partnership, Corporation): _____

Note: Bid must bear the handwritten signature of a duly authorized member or employee of the organization making the proposal. The Town of Kennebunkport reserves the right to accept or reject any and all bids or to negotiate with particular bidders following Bid opening.

(SEAL REQUIRED), if a Corporation

BID PROPOSAL SUBMISSION FORM (PAGE 1 OF 2)
CONTRACT NO. 2015-01

**SOLID WASTE, RECYCLABLE MATERIAL,
TRANSFER STATION OPERATION, AND COMPOSTING SERVICE**

SUBMIT TO: Laurie Smith, Town Manager Town of Kennebunkport 6 Elm Street, P.O. Box 566 Kennebunkport, Maine 04046	BID OPENING DATE: Thursday, September 14 , 2023 11:00 a.m. Town of Kennebunkport 6 Elm Street Kennebunkport, Maine 04046
CONTRACT PERIOD: Five (5) to Ten (10) years from September 1, 2024 to August 31, 2034	

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above project and offers to furnish all labor, equipment and supplies and related to do the work for collection of Town of Kennebunkport designated solid waste and recyclables, weekly curbside solid waste and single stream commingled recycling materials as detailed herein at the following base bid price. Any area that does not apply, mark as N/A.

OPTION 1 Automated Collection of MSW/Recycling Weekly

Solid Waste Collection **Base Bid Price for 1st year** \$ _____
Recycling Collection weekly **Base Bid Price for 1st year** \$ _____

TERM is for 5 YRS

Contract dollars in words for 1st year _____

Any other information relating to this option should be marked Option 1

OPTION 2 Automated Collection of MSW/Recycling Every Other Week

Solid Waste Collection **Base Bid Price for 1st year** \$ _____
Recycling Collection bi-weekly **Base Bid Price for 1st year** \$ _____

TERM is for 5 YRS

Contract dollars in words for 1st year _____

Any other information relating to this option should be marked Option 2

Bid submitted by:

Company_____

Address _____

Contact Person_____

Telephone Number _____

Signature _____

POTENTIAL CONTRACTORS

Troiano's Waste Services
P.O. Box 3541
Portland, Maine 04104-3541
(800)-310-2070
Fax: (207) 767-6156
sales@troianowaste.com

Casella Waste Systems
87 Pleasant Hill Road
Scarborough, Maine 04074
207-510-4831
Christopher.McHale@casella.com

Waste Management
4 Liberty Lane West
Hampton, N.H. 03842
(603) 929-3354
fax (603) 929-3155
jnocella@wm.com

AGENDA ITEM DIVIDER

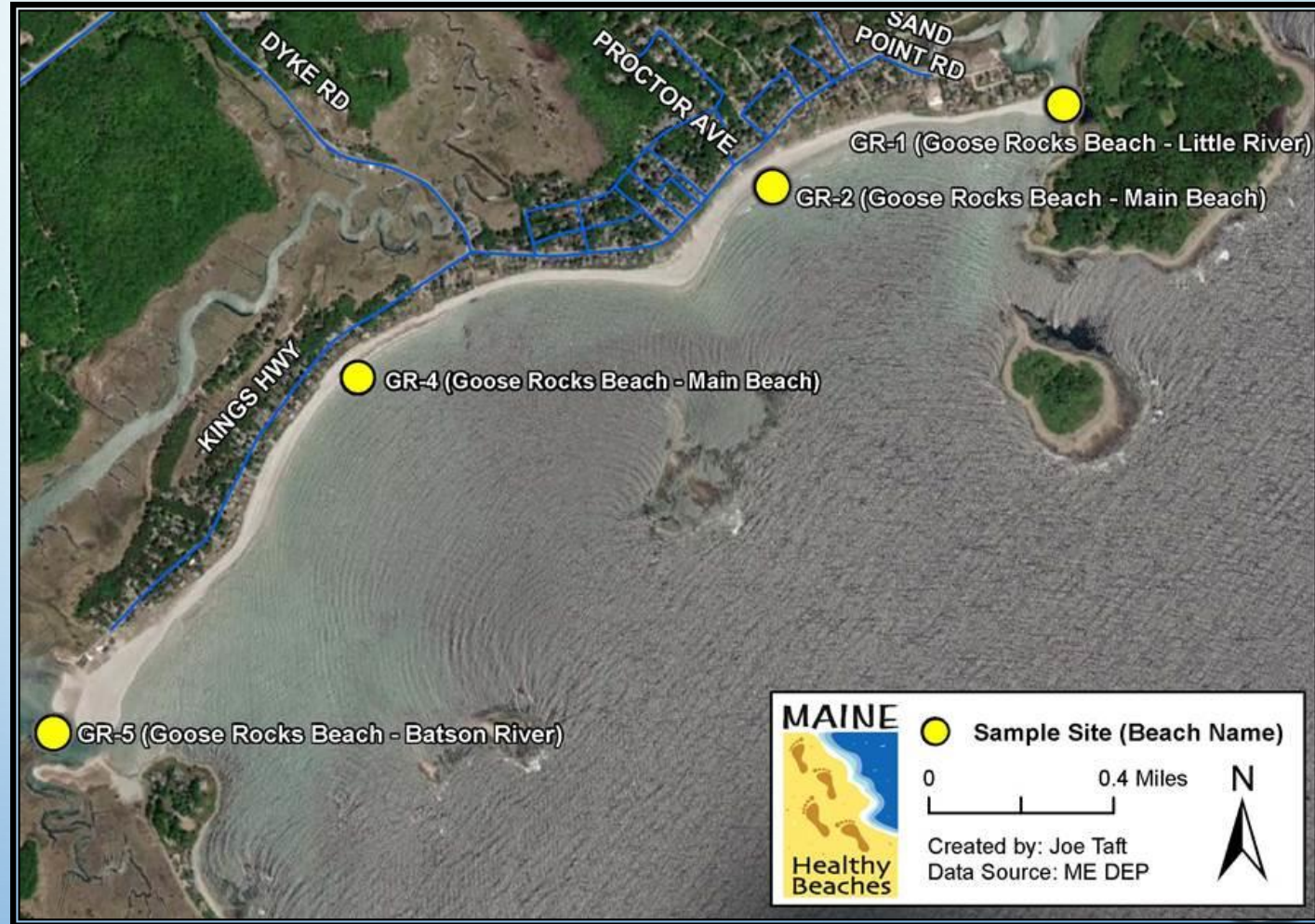
GRB WATER QUALITY SAMPLING AND COMMUNICATIONS UPDATE

July 13, 2023



BACKGROUND

- We have been collecting water quality samples at GRB and testing for Enterococci (Flag) bacteria since 2004.
- Over the past 20 years, over 27% of the samples collected at the Little and Batson River mouths have exceeded the EPA threshold for Flag bacteria concentrations. Along the main beach the threshold was exceeded only 10% of the time.
- Exceedances at the river mouths often associate with times of either low tide, high tidal range, and/or after significant rainfall.



BACKGROUND (CONT.)

- Because of the percentage of exceedances (particularly at the river mouths), GRB has been placed on the EPA “impaired beaches” list and the beach has been labeled on of the “dirtiest” in the State of Maine.
- The Town acknowledges that, although we have a lot of data, we have not been effective in communicating to our resident and tourist communities what these data mean in terms of health risks.



WOODARD & CURRAN

In March of this year, the Town contracted with Woodard & Curran (W&C) to analyze our 20 years of water quality data with the goals of:

- Understanding the potential sources of the Flag bacteria,
- Place in context the occurrence of elevated Flag bacteria with potential health risks, and
- Develop a communications program to improve sharing of testing results and potential health risks.

WOODARD & CURRAN

W&C principal recommendations on the science and health risks:

- Human-sourced bacteria (bacteroides) are correlated with human illness.
- Given the extensive saltmarshes drained by our two tidal rivers, Flag bacteria levels are expected to be consistently elevated, even in the absence of human-sourced bacteria.
- The town should increase sampling for human-sourced bacteria and contract with a commercial lab with a <3 day turn around.



WOODARD & CURRAN

The screenshot shows the official website of Kennebunkport, Maine. The header features the town's logo, name, and a navigation bar with links to Discover KPort, Departments, and Boards & Committees. A 'FIND IT FAST' button is also present. The left sidebar contains a list of services including Assistance, Beach Water Quality Testing Program, Community Health, Health Officer, Public Health Newsletter, Resources, Senior Supports and Resources, Services, and Transportation. The main content area is titled 'Beach Water Quality Testing Program' and includes a sub-header 'Water Quality Testing and Maine Healthy Beaches'. It provides a detailed description of the program, its history, and the testing process. A section titled 'Recent Testing Results' shows data for June 22, 2023, with a 'Retest results' label. The results are presented in a table format. A 'Contact Info' section is located in the bottom left, providing phone, fax, email, and address information.

Kennebunkport
M A I N E

Discover KPort ▾ Departments ▾ Boards & Committees ▾

FIND IT FAST

Assistance ▾
Beach Water Quality Testing Program
Community Health ▾
Health Officer
Public Health Newsletter
Resources ▾
Senior Supports and Resources ▾
Services ▾
Transportation

Contact Info
Phone:
(207) 967-4401
(207) 967-4401
Fax:
(207) 967-3633
After Hours Phone:
akenneway@kennebunkportme.gov
Address:
101A Main Street
Kennebunkport, ME 04046
United States
[See map: Google Maps](#)

Home » Departments » Public Health Department

Beach Water Quality Testing Program

Water Quality Testing and Maine Healthy Beaches

For almost 20 years, since 2004, the Town of Kennebunkport has voluntarily participated in the Maine Healthy Beach Program. Many Maine communities participate in this federally funded program to ensure that swim beaches across the nation are as free as possible of bacteria that could potentially cause illness. From Memorial Day through Labor Day, Kennebunkport Public Health staff and volunteers conduct weekly testing at five locations on Goose Rocks Beach and Colony Beach.

The tests seek levels of naturally occurring 'flag bacteria' or enterococci. While unlikely to pose any risk, 'flag bacteria' could affect the elderly, some children or those with a weakened immune system and could present in irritations to the skin or eyes, or in gastrointestinal issues. It is important to the Town of Kennebunkport to provide this information to allow people to make their own choices.

[Recent Testing Results:](#)
DATE: June 22, 2023 (**Retest results**)

• Colony Beach	<10
• Goose Rocks Beach, Little River (GR-1)	63
• Goose Rocks Beach, Main (GR-2)	31
• Goose Rocks Beach, Main (GR-4)	<10
• Goose Rocks Beach, Batson (GR-5)	63

W&C principal recommendations on communications:

- Develop a presence on Facebook and Instagram along with an easily accessible page on the Town website to communicate test results within a clear context of possible risks to human health.

2023 GRB WATER QUALITY PROTOCOL

The W&C report was shared with Maine Health Beaches (MHB), resulting in the following water quality protocol for 2023...

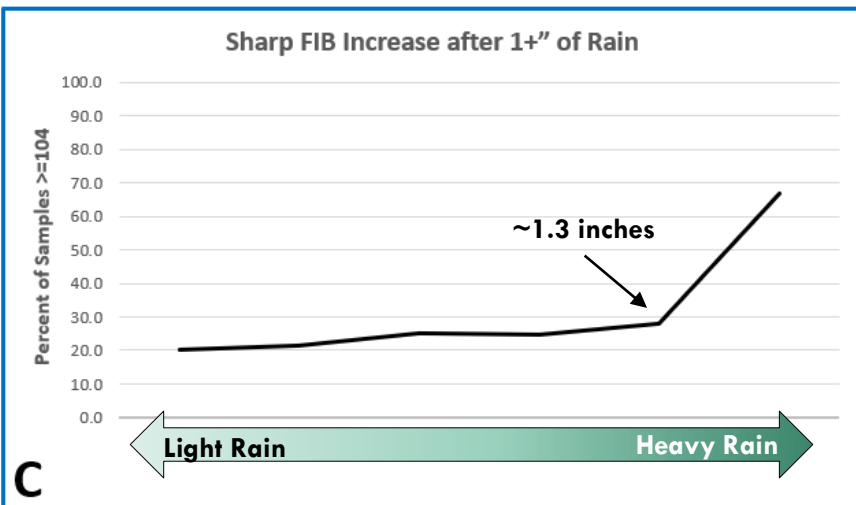
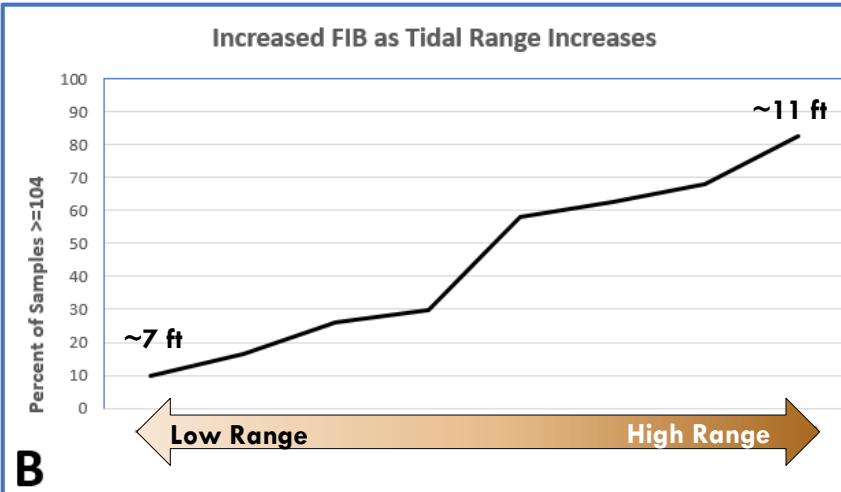
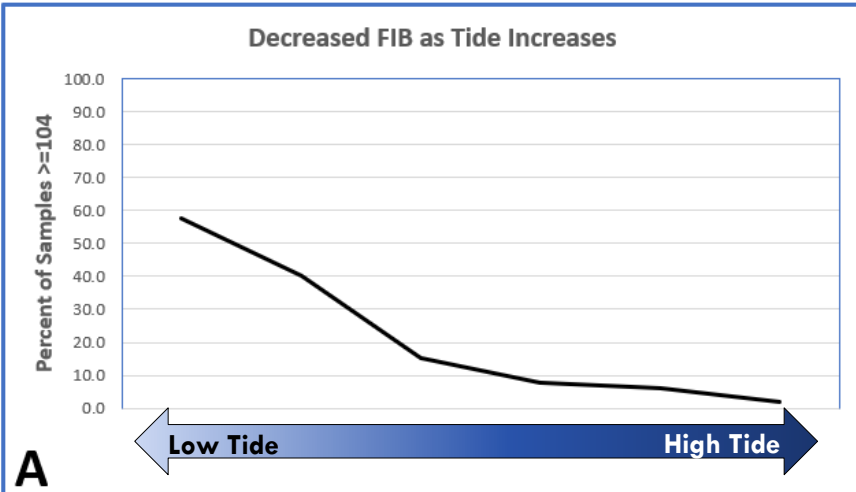
- With MHB's input, the Town will post permanent advisory signs for the Batson and Little Rivers, advising that children and immunocompromised individuals should avoid water contact.
- The Town will test for human-sourced bacteria every two weeks, with a 3-day turnaround, at the two river mouths. If human-source bacteria are found, a prescribed source/mitigation protocol will be initiated.
- With MHB support, the Town will test for Flag bacteria along the main beach twice a week following MHB's email and signage protocols when/if elevated levels are detected.

Given that the two river mouths would be permanently posted, they will be placed in a "dormant" category on the MHB's website and will no longer be factored into EPA's analysis of GRB's environmental status.

The background is a light blue gradient. In the top-left and bottom-right corners, there are several realistic water droplets of various sizes, some overlapping. The word "Questions?" is centered in the middle of the slide.

Questions?

RIVER MOUTH DATA: % EXCEEDANCES OF FLAG BACTERIA



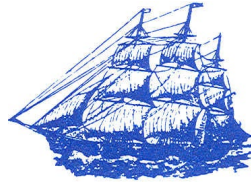
Goose Rocks Beach; Mouth of the Batson River (GR-5) Enterococci percentages above EPA threshold

- A: Consistent decrease with increased height of tide (number of hours from Low),
- B: Consistent increase with increased tidal throw (height difference between high and low tide),
- C: Marked increase with heavy precipitation (>1.3 inches of rain) within the past 48 hours

Although the timing is predictable, the % of the time the rivers exceed the EPA threshold, MHB has agreed with the Town to permanently poste the two tidal rivers as:

“Water Contact Unadvised”

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

MEMORANDUM

To: Laurie Smith, Town Manager
Board of Selectmen
Fr: Yanina Nickless, Director of Support Services
Re: Website Updates
Dt: July 5, 2023

During the capital budget presentation, one of the proposed projects we had was the improvement of the town's website.

The process started in 2020 when a first committee consisting of town employees started their search. They went through many vendor interviews and picked the top candidate, but it was still from the employees' perspective.

The second round of searches began when my team took over the project. We decided to change the approach and ask the residents about what they would be looking for in a website. We also created a website committee of professionals in the communications, marketing, PR, and IT fields. The committee met twice with specific agendas and homework. The goal of the committee was to create an RFP and also to give me guidance on what they were looking for in a website. Together, we looked at analytics, website trends, logistics, and general themes in municipal websites across the US. I also asked the committee members to find specific information on our current website and give me feedback on how easy/hard it was.

We drafted an RFP and sent it out to website vendors and MMA on Monday. The RFP included a proposed timeline, our requirements, and a budget overview.

Please see the included infographic for the projected timeline.

PROJECT TIMELINE



JULY 10

- Finish final notes on the RFP
- Send the RFP out to vendors, MMA,

JULY 28

- Received all the proposals by 2 PM
- Open and a quick review

JYLY 31

- Gather the website committee
- Start reviewing the proposals

AUG 18

- Make the final recommendation on the website vendor with the committee

SEPT 14

- Present the chosen vendor to the BOS
- Update on the next timeline

AGENDA ITEM DIVIDER

Memorandum

To: Board of Selectmen
Fr: Board Member Mary Beth Gilbert
Re: Proposed Long-Term Strategy Subcommittee
Dt: July 10, 2023

Committee Name- Town Core Services Long Term Strategy Committee

Purpose – Determine if shifts/changes are required in our core services given resource current/future constraints and increasing costs.

Given the potential short-term and longer-term issues with a full volunteer organization, the Fire Department will be the initial scope of this committee.

Committee goals- Within the Fire Department

- Define the current function and future function of our Fire Department to meet budget and community delivery expectations.
- Identify any resource constraints or resource cost issues that could impact the delivery expectation or significantly negatively impact the town budget now or in the near future.
- Work and develop strategic proposals to resolve these. This could result in both short-term and longer-term solutions.
- Proposed Fire Department strategy changes, if applicable, with cost and implementation timeline for review by Select Board and community.

In Scope:

Fire Department

Other Core services Long Term Strategy committees may be brought forward for the Select Board approval at a later date.

Required Committee Members:

Initial Committee: Town Manager, Fire Chief, and two members of the Select Board tasked to assemble the committee process, timeline, and define the broader committee team.

Timeframe:

Committee to kick off in Oct 2023; Duration 1 year

AGENDA ITEM DIVIDER

Select Board Committee Appointments

Committee	Notes	July 2022 - June 2023	July 2023 - June 2024
Cape Porpoise Pier Committee		Ed Hutchins	
GRB Advisory		Jon Dykstra	
Government Wharf		Allen Daggett	
Growth Planning Committee		Allen Daggett	
Graves Library Board		Mike Weston	
Investment Committee		Allen & Ed	
KPort Heritage Housing Trust		Jon Dykstra	
KEMS		Allen Daggett	
Planning Board		Sheila Matthews-Bull	
Shade Tree Committee		Sheila Matthews-Bull	
Southern Maine Regional Planning		Mike Weston	
Shade Tree Committee		Sheila Matthews-Bull	
Zoning Bord of Appeals		Sheila Matthews-Bull	
Climate Action Plan Task Force	Ad-hoc	Jon & Mike	
Town Hall Building Committee	Ad-hoc	Jon & Mike	
Village Parcel Update	Ad-hoc		

AGENDA ITEM DIVIDER



Kennebunkport

M A I N E

Published on *Town of Kennebunkport, ME* (<https://www.kennebunkportme.gov>)

[Home](#) > [Boards & Committees](#) > [Boards and Committees Information](#) > [Online Application for Boards/Committees](#) > [Webform results](#) > Online Application for Boards/Committees

Submission information

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

Submitted by Anonymous (not verified)

July 6, 2023 - 3:41pm

2600:387:5:80d::8f

Choose from the following:

- Boat Launch Committee
- Lighting Committee
- Shade Tree Committee

Please provide the following information:

Full Name

Carolyn Muse

Email

carolynmmuse@gmail.com

Residential Address

21 Ward Rd

Residential Phone

207-967-8378

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?

I am currently the Chief Administrative Officer of a small employee owned business. I'm also a spin instructor at a small gym. Wife and mother of two sons. I have lived in Cape Porpoise for the past 25 years.

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

I would like to provide a holistic approach and perspective with a goal to preserve the most natural state as possible.

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

Lighting committee

Boat launch

Shade

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/19586>

Links

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

AGENDA ITEM DIVIDER



Kennebunkport

M A I N E

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Submission information

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

Submitted by Anonymous (not verified)

July 7, 2023 - 2:32pm

2603:7080:f02:5954:9577:e46:29e2:e3aa

Choose from the following:

- Budget Board
- Zoning Board of Appeals

Please provide the following information:

Full Name

Charles R Tremblay

Email

crtremblay207@icloud.com

Residential Address

1 Boatswain Lane

Residential Phone

207-344-4559

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:

United Way of Warren County (OH) - Allocation Committee 2005-2008; Visited agencies applying for UWAY funding and made recommendations to board on allocation of said funds.

Junior Achievement of Greater Cincinnati - 2000-2005; In classroom teaching modules for 4th-6th

graders about business concepts.

Cub Scouts Den Leader - 1997-2001; Helped coordinate/lead activities for Cub Scout troop.

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

Recently retired after a 35+ year career working for Fortune 100 companies. Held leadership positions in Research & Development and also led business unit that delivered \$500M in annual sales. I have a proven track record for looking at problems/challenges objectively, and making sound decisions based on applying critical thinking skills.

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

Having recently retired, I am looking to use the skills I have acquired over a long career to help continue the positive growth and development that the town of Kennebunkport is known for.

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

1. ZBA
2. Budget

Source URL: <https://www.kennebunkportme.gov/node/2661/submission/19601>

Links

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

AGENDA ITEM DIVIDER

KCPTA
Kennebunkport Consolidated School
25 School Street
Kennebunkport, ME 04046

July 3, 2023

Board of Selectmen
Town of Kennebunkport
P.O. Box 566, 6 Elm Street
Kennebunkport, ME 04046

Dear Board of Selectmen,

The Kennebunkport Consolidated PTA (KCPTA) is hosting the children's circus "Circus Smirkus" again this year at Rockin' Horse Stables on August 10th and 11th. This is the KCPTA's ONE fundraiser for the entire year. All of the money made hosting the circus is used to enrich the curriculum for KCS students - to pay for field trips throughout the school year and to provide activities, equipment, and materials to the students that are not covered in the annual school budget.

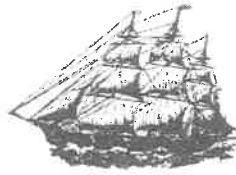
As the KCPTA is a non-profit, and the proceeds that come from hosting the circus directly benefit the children who attend KCS, we would like to request that the Selectmen waive the usual Tent Permit Fee, as you have generously done in previous years.

Respectfully,

A handwritten signature in dark ink, appearing to read "Dave Powell", written in a cursive style.

Dave Powell
KCPTA Representative

AGENDA ITEM DIVIDER



Kennebunkport Public Health

— INCORPORATED 1653 —

Kennebunkport Public Health

June 19, 2023

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 nurses 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		110
DATE <u>6/16/23</u>		SECURED BY ECH-SHIELD
PAY TO THE ORDER OF	<u>Town of Kennebunkport</u>	\$ <u>50.00</u>
<u>Fifty</u> ⁰⁰ / ₁₀₀	DOLLARS	
M&T Bank	MyChoice Premium	
MEMO <u>*Town Nurse Only</u>	<u>Thank you!</u> <u>Maggie O'Leary</u>	

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

AGENDA ITEM DIVIDER

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Stephanie Simpson, Director of Parks & Recreation
Re: Donation from Tommy McNamara Charitable Foundation
Dt: June 29, 2023

The Parks and Recreation Department has received a \$4,000.00 donation from the Tommy McNamara Charitable Foundation. This donation will be used for the Kennebunk-Arundel-Kennebunkport Fall Soccer League. They will be the league jersey sponsor this year and have their name on the shirts for all teams at all levels.

We are grateful to the Tommy McNamara Foundation for their continued generosity to the Parks and Recreation Department.

TOMMY McNAMARA CHARITABLE FOUNDATION, INC 54 GREAT HILL RD KENNEBUNK, ME 04043		1205 33-132110 MA 20703
DATE <u>6/12/23</u>		
PAY TO THE ORDER OF <u>Town of Kennebunkport</u>	\$ <u>4,000</u>	
<u>Four Thousand Dollars</u>	DOLLARS	
BANK OF AMERICA		
FOR <u>Summer Soccer program</u>		
MICR LINE: ⑈001205⑈ ⑈011000138⑈ 004638080032⑈		

Batch No: 1879 Seq: 40 Check No: 001205 Amt: 4000.00