

TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda
September 14, 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/84060389699>

or go to ZOOM and enter the **webinar ID: 840 6038 9699**

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

1. Call to Order.
2. **5:00 PM** - Executive Session per MRSA 1, §405-6E to consult with the Town attorney regarding contemplated litigation.
3. **Estimated 6:00 PM** - Approve August 24, 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. Authorize the warrant and easement for the November ballot.
6. Accept a \$500,000.00 anonymous donation to the Town Hall construction project.
7. Certification of the referendum questions for the November town meeting warrant.
8. Set a public hearing for October 12, 2023, for the November election.
9. Consideration of RSU 21 School Board applications.
10. Authorization to contract with website vendor.
11. Award bid for solid waste and recycling collection contract.
12. Award bid for Pier Road construction.

13. Award Pier Road Construction Administration Support contract to Woodard & Curran.
14. Authorization of Ocean Ave Preliminary Design contact.
15. Update on the communication towers (from Police and Fire Departments)
16. Authorization of Public Safety Study contract.
17. Consider Right of Way Agreement with Tax Map 34, Block 1, Lot 13, owned by Margaret and Clifton Mix.
18. Presentation of digital tablet options for the BOS members.
19. Accept a \$500.00 donation from Jean Perkins to the general nurses' account.
20. Other Business.
21. Approve the September 14, 2023, Treasurer's Warrant.
22. Adjournment.

AGENDA ITEM DIVIDER

Town of Kennebunkport
Board of Selectmen Meeting
August 24, 2023
6:00 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 6:02 PM.

2. Approve the August 10, 2023, selectmen meeting minutes.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the August 10, 2023, Selectmen meeting minutes. Chairman Weston requested that the spelling of Mr. Lamb's first name be corrected from Alan to Allyn. **Voted:** 5-0. **Motion passed.**

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

Nina Perlmutter had two concerns:

- She said there are too many landscaping vehicles parking on streets, blocking traffic and resulting in dangerous & unsafe traffic conditions.
- She claimed that an increased amount of watercraft on the Kennebunk River upstream of the Dock Square bridge presents a safety concern because many of the kayakers & paddle boarders do not wear life jackets and because of speeding power boats. She also claimed that the wake caused by power boats is causing rapid erosion of the riverbank.

She asked that the Town do something more to address both concerns. Chairman Weston thanked her for her comments.

Town Clerk Tracey O'Roak reminded everyone of two upcoming deadlines:

- Nominations for the Boston Post Cane Award are due by Friday, September 1st. The award goes each year to the oldest Town resident who has lived here full-time for at

least 20 years. Two nominations have been received so far. The oldest candidate is 98 years old.

- Those interested in filling the vacant RSU 21 Director's seat should submit their application at Town Hall by 4:30 pm on September 1st. The Board of Selectmen will choose one of the applicants to fill the seat in the Selectman's meeting on September 14th. Applications are available on the Town website, or paper copies are available at the Town Hall.

4. Consider the renewal of a liquor license submitted by Musette LLC, located at 2 Pier Rd.

Chairman Weston asked if the Board had received answers to the missing questions. They responded yes and that they were satisfied with those answers.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the renewal of a liquor license submitted by Musette LLC, located at 2 Pier Rd. **Voted:** 5-0. **Motion passed.**

5. Consideration of new Town Hall construction on Village Parcel.

Chairman Weston reviewed the presentation. He said concerns came up at the last Select Board meeting that the Town was not doing enough to communicate with the public about the process. The first slide of the presentation showed the public meetings and processes that have taken place from March 2019 up to the present. He also reviewed the Visioning Process that took place in 2019 & 2020.

The current Town Hall is 3,723 square feet. The new Town Hall is proposed to be 12,661 square feet. Meeting space will be required in the new Town Hall because the existing meeting space in the North Street Fire Station is planned to be converted to quarters for per diem firemen.

The projected cost for the new Town Hall is approximately \$8.8 million. This amount includes \$1.1 million for contingency costs. Cost reduction options - including the sale of 6 Elm Street, use of reserves, fundraising, and additional property sales - bring down the amount that would need to be bonded to \$5.8 million. For a 20-year bond, the increase to the mil rate for an \$8.8 million bond would be \$0.17; for a \$7.0 million bond would be \$0.14; and for a \$5.8 million bond would be \$0.11. Chairman Weston also mentioned debt retirements that will occur in FY26 – FY29, totaling \$481,837.83.

Town Manager Laurie Smith described the Capital Improvement Plan. She showed the plan that was developed in January 2023. The plan attempted to anticipate possible future expenditures so that we could prioritize and settle on our needs. The improvements are funded from a variety of sources. She described the projects that are in line for capital improvements from now through FY28. She stressed that this is a plan, not a budget, and it's a living document that changes each year as required. We have a number of CIP funding sources, including trust funds, grants, bonds, reserves, and

annual budgets. The bonds totaling \$16.9 million include, in addition to the Town Hall, other potential bond projects such as Fire Department renovations, resiliency at the head of the harbor and Ocean Avenue, and wastewater pump stations.

Currently, utility costs at 6 Elm Street are \$17,050 annually. The cost for the new Town Hall – because it is much larger – is estimated to be \$36,147. We are also looking into solar panels for the roof or the area surrounding the building to determine the cost and return on investment of this option.

The proposed public information timeframe before the November election is:

Sept 14 - Select Board authorizes ballot questions
Sept 28 - Public hearing & presentation on ballot questions
Oct 5 and/or Oct 10 - Open house at 6 Elm Street to tour current Town Hall
Oct 12 - Public hearing & presentation on ballot questions
Nov 7 - Vote on town ballot questions

Chairman Weston informed everyone that if the referendum is passed by the voters in November, the proposed new Town Hall construction timeframe is:

Oct. 23-May 24 – permitting and building design
Jun. 24-Jul 24 – bidding the project (design/bid/build/procurement)
Aug. 24-Dec 25 – project construction

Selectman Gilbert described the cost reduction options for the new Town Hall construction. They include the sale of the 6 Elm St. property (\$1 million), use of reserves (\$800,000), fundraising (e.g., memory wall in the new facility, \$500,000), and additional property sales (\$700,000). A committee will be formed to implement these options, assuming the new Town Hall project is approved by the voters. Volunteers for this committee should contact Selectmen Gilbert.

Kevin McDonald stated he feels there should be more communication about placing this project on the November ballot.

Melinda Anderson inquired via Zoom about faux windows on the new Town Hall building plan.

6. Consideration of Cape Porpoise Pier funding gap and updated cost estimate.

Barney Baker of BEI Consultants, the Engineer for the Cape Porpoise Pier Project, provided a brief overview of the project, talked about the funding shortfall; explained how they're addressing the shortfall, and discussed the next steps.

Mr. Baker explained that the project was started in 2018. Realizing that it was a significant cost for the Town, Mike Claus obtained an EDA grant for the project, and a feasibility study was done. They scaled up the costs of the recently completed Government Wharf project for this project. But the arrival of COVID brought with it a

marked increase in construction materials and labor costs. The project had to go through an extensive Army Corps of Engineers and Maine DEP review. The east end of the pier was replaced in the early 1990s and is in pretty good condition. The bait shed was built in the 1970s. It and the pier directly in front of it are in poor condition, and the substructure is failing, necessitating emergency repairs in 2020. The floats on the west side and the utilities are also substandard and in need of replacement.

The entire pier is in a flood zone, so all new construction must consider flooding and requires special considerations. Improvements will be made in structural integrity, flood resiliency, ADA compliance, and operational improvements. The design for the pier and shed includes moving the Harbormaster's office to a second floor above the flood zone and breakaway walls on the first floor of the shed in case of extreme flooding.

The projected increase between the initial (\$2.4 million) and updated (\$4.5 million) cost estimates is not due to a change in the project design but rather to several factors: increased cost of materials (e.g., the cost of pilings has doubled), increased cost of labor, and wide variation in the bids obtained from the few contractors who do this type of construction. To reduce the overall cost of the project, a base construction plan was developed, along with adding alternate items that could be included in later project(s): south gangway and floats, solar panels for the bait shed roof, and a new hoist. The cost estimate for the project without the additional items is \$4.1 million. Current available funding is \$3.4 million. In order to complete the project, we face a funding gap of \$706,752.

Laurie Smith stated that if the additional funding is approved, we would like to put the project out to bid with a deadline of the last week of February 2024 so that the budget can be discussed in March. Mr. Baker added that this time frame would be good to get the project on the contractor's schedule for the following season (November 2024) and to allow the contractor to obtain materials for the construction.

Selectman Gilbert inquired about the impact on the commercial fishermen if the add alternate items were delayed. Mr. Baker responded that these are additional to the configuration of the current facility. She also inquired if there is ongoing damage to the pier now that might require supplemental funding to remediate if the project is pushed back a year. Laurie Smith responded that minor damage (e.g., sinkholes in the parking lot broken pilings) occurs quite regularly. Mr. Baker added that significant damage could occur if there were a major storm – but that cannot be predicted. Aside from the storm threat, there is no imminent danger to the pier.

Melinda Anderson, via Zoom, asked if the sewer pump out station was still included in the project plan. Selectman Dykstra responded there is no sewer pump out station in the plan.

7. Consideration of an easement agreement between the Town of Kennebunkport and Green Marine Corporation.

Laurie Smith explained the sale of the Mooney's property to the Town for the Langsford Rd. Boat Ramp was completed in July. When the Town surveyed the property, it was discovered that the marine railway at the side of Green Marine was actually part of the property the Town had purchased. Town staff research discovered no additional deeds but evidence of Green Marine installing, operating, and maintaining the rails for decades. Discussions with John Green and his attorneys resulted in an agreement that the best option for both parties is to request authorization that the Town grant an easement to John Green, allowing him to continue to operate and maintain the railway as he has done for decades, and securing the Town's rights to the property.

Selectman Dykstra praised John Green's running of the boat ramp for several decades as a service to the harbor and voiced his full support for granting the easement. The other Selectmen agreed. John Green said that though he could make a case for adverse possession, he didn't want to go that route. He supports the granting of an easement as well.

8. Consideration of gift of Cape Porpoise Fire Station to the Town of Kennebunkport.

Fire Chief Everett recalled that the Atlantic Volunteer Engine Company (AVEC) approached him in July with the proposal that they sell the Cape Porpoise Fire Station to the Town for the nominal fee of \$1. To this point, the Town has been leasing the station from AVEC, paying them \$22,000 per year for its use. If the Town purchases the station, we will no longer have this leasing cost. Currently, Kennebunkport Emergency Medical Services (KEMS) pays for the majority of the utilities at the station, and that arrangement is expected to continue. AVEC has spent considerable effort and money maintaining and upgrading the facility. While the Town would take on the maintenance costs going forward, no longer leasing the building would result in a net decrease in Town expenditure for the station. Joe Frank, President of AVEC, added that the sale of the station has been considered for a while but that the group came to the unanimous decision that it was appropriate to sell the facility to the Town.

9. Potential November Ballot Questions.

Town Clerk Tracey O'Roak informed the Board that the draft of the warrant before them of the November ballot has all the items that have been discussed in previous Board of Selectmen meetings and tonight. Maine Title 30A of State statute requires that the Selectmen must sign the warrant at least 45 days prior to an election. This means that it must be signed at the next meeting on September 14th. She is seeking guidance as to which items the Selectmen want included. Then, she will finalize the draft, send it for legal review, and have it ready for the next meeting.

1) Comprehensive Plan updates.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to accept Question 1, to see if the Town will vote to authorize the approval of the Kennebunkport 2030 Comprehensive Plan. **Voted: 5-0. Motion passed.**

2) Street Opening Permit updates.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to accept Question 2, to see if the Town will vote to authorize the amendment to the street opening ordinance. **Voted: 5-0. Motion passed.**

3) Town Hall bond for new construction.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to accept Question 3, to see if the Town will vote to authorize a twenty-year bond in an amount not to exceed \$8 million for the construction of a new Town Hall. **Voted: 5-0. Motion passed.**

4) Request for additional funding for Cape Porpoise Pier.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to accept Question 4, to see if the Town will vote to authorize the Board of Selectmen or its agent to transfer an amount not to exceed \$710,000 from the Town's capital reserve fund balance for the Cape Porpoise Pier project. **Voted: 5-0. Motion passed.**

5) Authorize the Selectboard to enter into an easement agreement with Green Marine.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to accept Question 5, to see if the Town will vote to authorize an easement agreement with Green Marine as discussed in this meeting and to be approved by the Selectmen in the September 14th meeting. **Voted: 5-0. Motion passed.**

6) Acceptance of ownership of Cape Porpoise Fire Station

Motion by Selectman Daggett, seconded by Selectman Dykstra, to accept Question 6, to see if the Town will vote to authorize the acceptance of the Cape Porpoise Fire Station. **Voted: 5-0. Motion passed.**

10. Cape Porpoise Pier Parking Ordinance Amendment.

Laurie Smith explained that earlier this year the Board changed the traffic ordinance and pier parking rules to allow only one permit per pier member. Since that time, Harbormaster Frank Orr has received feedback from the pier members on the change. The pier committee members say it's a problem to have only one parking place available

for boats with two or more crew members. They propose that two permits be issued to boats with two or more crew. They can stack their parking at the top of the hill near the flagpole in two rows, with vehicles for the same boat parking each other. Single crew boats would park their single vehicle near the parking attendant hut and the bait shed. This arrangement would provide more overall parking without impeding others.

The Pier Committee requested three permits in certain cases, and there was some discussion between Frank Orr and the Board about that. Frank feels that the request for two permits for boats with crew is appropriate. The Board agreed that they would allow two season-long permits per boat and leave it to Frank's discretion to allow a short-term pass for a third vehicle in certain circumstances.

Melinda Anderson asked how many parking spaces are currently available in the lot and said she is concerned about equitable allocation of parking spaces between fishermen and the general public. Chairman Weston said they didn't have the number of parking spaces at hand but would get that figure for the next Selectmen's meeting.

Though a vote was not needed at this time, Laurie Smith confirmed that the Board agreed to move forward with a public hearing on the topic at a later date.

11. Board of Selectmen liaison appointments to committees.

Selectman Gilbert volunteered to be the Select Board liaison to the Growth Planning Committee and the Southern Maine Planning and Development Commission.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to accept the slate of committee appointments as amended. **Voted: 5-0. Motion passed.**

12. Consider two appointments for the Zoning Board of Appeals with a term expiring in June of 2026 from Kate Bauer-Burke and Allan Evelyn.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to accept two appointments for the Zoning Board of Appeals with a term expiring in June of 2026 from Kate Bauer-Burke and Allan Evelyn. **Voted: 5-0. Motion passed.**

13. Consider appointing Mark Messer for an alternate position on the Board of Assessment Review with a term expiring in June 2026.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept Mark Messer for an alternate position on the Board of Assessment Review with a term expiring in June 2026. **Voted: 5-0. Motion passed.**

14. Accept donations to the general nurses' account:

- a. **\$50.00 donation from an anonymous donor**
- b. **\$50.00 donation from the Health Council in honor of Marty Forbes**
- c. **\$50.00 donation from an anonymous donor**

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to accept a \$50.00 donation from an anonymous donor, \$50.00 donation from the Health Council in honor of Marty Forbes, and \$50.00 donation from an anonymous donor. **Voted: 5-0. Motion passed.**

15. Other Business.

None of the Selectmen had other business. Laurie Smith reminded all that there are still vacancies on various Town committees – two on the Administrative Code Committee, one alternate on the Board of Assessment Review, one on the Government Wharf Committee, one on the Kennebunk River Committee, one seat, and two alternates on the Growth Planning Committee, and three on the Recreation Committee. Anyone interested in serving on these Committees should contact Town Clerk Tracey O’Roak or fill out a volunteer application form, which can be found under the Forms link at the bottom of the main Town web page.

Laurie Smith thanked the Support Services Department for their efforts to update the current website as they prepare for a new website. She noted that there is now a Projects button on the main web page at <https://www.kennebunkportme.gov> that takes you to a page with information about ongoing Town projects.

16. Approve the August 24, 2023, Treasurer’s Warrant.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the August 24, 2023, Treasurer’s Warrant. **Voted: 5-0. Motion passed.**

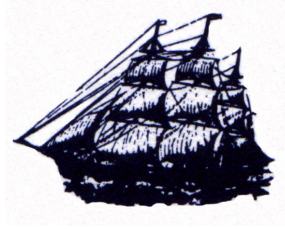
17. Adjournment.

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

Meeting adjourned at 8:00 PM.

Submitted by,
Dave Powell,
Technology Specialist

AGENDA ITEM DIVIDER



KENNEBUNKPORT TOWN CLERK

To: Laurie Smith, Town Manager
Board of Selectmen

Fr: Tracey O’Roak, Town Clerk

Re: Warrant and Certification of Ordinance for November Ballot

Dt: September 6, 2023

Attached for your approval, please find the updated warrant for the November special town meeting. It has been reviewed and approved by the town attorney.

Also attached are the certifications of the Comprehensive Plan update and the Street Opening Ordinance.

TOWN OF KENNEBUNKPORT

WARRANT SPECIAL TOWN MEETING NOVEMBER 7, 2023

State of Maine

County of York, SS

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

GREETINGS:

You are hereby required in the name of the State of Maine to notify and warn the voters of the Town of Kennebunkport in said County of the Special Town Meeting described in this warrant.

To the voters of Kennebunkport: You are hereby notified that a Special Town Meeting of this municipality will be held at the Village Fire Station, 32 North Street on Tuesday, November 7, 2023, at 8:00 a.m. for the purpose of acting on Articles numbered 1 and 1a as set out below. The polls for voting on Article 1 shall be opened immediately after the election of the Moderator at 8:00 a.m. on November 7, 2023, and shall close at 8:00 p.m. While the polls are open, the Registrar of Voters will hold office hours to accept the registration of any person eligible to vote, to accept new enrollments, and to make any necessary corrections or changes to any names or addresses on the voting list.

ARTICLE 1a. To choose a Moderator to preside at said meeting.

ARTICLE 1. To vote on the following referendum questions:

QUESTION 1 ACCEPTANCE OF 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.]

QUESTION 2
AMENDMENT TO THE STREET OPENING ORDINANCE

Shall an ordinance entitled “November 7, 2023, Amendment to the Street Opening Ordinance” be enacted? (A true copy of which is on file in the Town Clerk’s Office and is incorporated by reference.)

[Note of Explanation: This is an amendment to Chapter 147, article II – street openings. The amendments clarify the requirements for repairs to pavement after opening and increase the dollar value of the bond to more accurately reflect current costs. The approval for street openings is being transferred from the Board of Selectmen to the Public Works Director, unless the street is under a 5-year moratorium, and then the authority for an opening falls within the scope of the Board of Selectmen.]

QUESTION 3
CONSTRUCTION OF A NEW TOWN HALL

To see if the Town will vote to authorize the Board of Selectmen to:

- (i) to construct and equip a new Town Hall at North Street (Map 012-005-021) (the “Project”) with a Project cost not to exceed \$8,800,000;
- (ii) to sell the following Town-owned properties at such prices and on such terms as the Board of Selectmen deem to be in the best interest of the Town and expend the net sale proceeds on the Project:
 - a) the current Town Hall property at 6 Elm Street (Map 011-008-001); and
 - b) 49 Beachwood Avenue (Map 013-003-013);
- (iii) to expend up to \$800,000 from the Town Capital Reserve Fund for the Project; and
- (iv) to issue general obligation bonds or notes in the name of the Town of Kennebunkport in a principal amount not to exceed \$8,000,000 (for a term not to exceed approximately 20 years), which bonds or notes may be made callable, to fund the balance of Project costs that are not covered by the sale of the above-listed properties, the Capital Reserve funds, and fundraising for the Project.

[Note of Explanation: The question authorizes the Board of Selectmen to issue bonds up to \$8,000,000 for construction of a new Town Hall. It also authorizes the use of \$800,000 in reserve funds and the authority to sell three properties to reduce the bond. The goal is to reduce the need to bond to \$6,300,000 by fundraising and the sale of property. For example:

Town Hall Construction Cost	\$ 8,800,000
Sale of 6 Elm Street	\$ (1,000,000)
Sale of 49 Beachwood	\$ (200,000)
Use of Reserves	\$ (800,000)
Fundraising	\$ (500,000)
Bonds needed for project	\$ 6,300,000

Selectmen recommend adoption of this article– Voted 4-1.
Budget Board recommends adoption of this article – Voted 8-2.

QUESTION 4
SALE OF SCHOOL STREET PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to sell the Town-owned property on School Street (8 acre parcel adjacent to Parson Field) (Map 009-009-050) at such price and on such terms as the Board of Selectmen deem to be in the best interest of the Town and expend the net sale proceeds to further reduce the amount of bonds or notes issued for the Project described in Question 3. If Question 3 is not approved, the Town would not sell the property.

Selectmen recommend adoption of this article– Voted 4-1.
Budget Board recommends adoption of this article – Voted 8-2.

QUESTION 5
CAPE PORPOISE PIER FUNDING

To see if the Town will vote to authorize the Board of Selectmen, or its agent, to transfer an amount not to exceed \$710,000 from the Town's capital reserve fund balance account to the Pier Capital Reserve Account for the purpose of repair and reconstruction of the Cape Porpoise Pier.

[Note of Explanation: This transfer will cover a budget gap in the Cape Porpoise Pier project due to increased material and labor costs. This transfer will not increase property taxes.]

Selectmen recommend adoption of this article– Voted 5-0.
Budget Board recommends adoption of this article – Voted 10-0.

QUESTION 6
EASEMENT AGREEMENT WITH GREEN MARINE CORPORATION

Shall the Town vote to authorize the Select Board to enter into an Easement Agreement with Green Marine Corporation regarding the Corporation's use of a marine railway, and related anchor and attached towline used in connection therewith, owned by Green Marine Corporation and located on property owned by the Town situated on Langsford Road (Tax Map 29, Lot 1-3) and described in a Deed from Harold Otis Mooney and Louise Jane Mooney to the Town dated July 18, 2023, and recorded in the York County Registry of Deeds in Book 19278, Page 785, on such terms and conditions as shall be in the best interest of the Town? (A true copy of the Easement Agreement is on file in the Town Clerk's Office and is incorporated by reference.)

[Note of Explanation: A recent land survey of the new boat launch on Langsford Road has indicated Town ownership of the land where the marine railway is located. Green Marine Corporation has used the marine railway in the regular course of business. This easement will allow Green Marine Corporation to continue to use the marine railway.]

QUESTION 7
ACCEPTANCE OF CAPE PORPOISE FIRE STATION

Shall the Town vote to authorize the Select Board to accept ownership of the Cape Porpoise Fire Station for \$1.00?

[Note of Explanation: The Cape Porpoise Fire station currently belongs to the Atlantic Engine Fire Company. The Town pays a lease amount to each fire company annually to store Town equipment in the stations. The Atlantic Fire Company has come forward and asked the Town if they would accept the Cape Porpoise station for \$1.00. The Town would then be responsible for utilities and maintenance but would no longer need a lease for the building.]

HEREOF FAIL NOT TO MAKE DUE SERVICE of this Warrant and a return of your doing thereon, at a time and place of said meeting.

GIVEN UNDER OUR HANDS this 14th day of September 2023, Kennebunkport, Maine.

D. Michael Weston

Allen A. Daggett

Sheila W. Matthews-Bull

Jon Dykstra

Marybeth Gilbert

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

A true attested copy of the warrant attest:

Tracey O’Roak, Town Clerk

EASEMENT AGREEMENT

This Easement Agreement (“Agreement”) is entered into as of the _____ day of _____, 2023, by and between GREEN MARINE CORPORATION, a Maine corporation with a place of business in Kennebunkport, York County, Maine (“Green”) and the INHABITANTS OF THE TOWN OF KENNEBUNKPORT, a municipal corporation located in the Town of Kennebunkport, York County, Maine (the “Town”).

RECITALS

WHEREAS, the Town owns certain property situated on Langsford Road in the Town of Kennebunkport, York County, Maine described in a Deed to the Town from Harold Otis Mooney and Louise Jane Mooney dated July 18, 2023 and recorded in the York County Registry of Deeds in Book 19278, Page 785 (the “Town Property”); and

WHEREAS, Green owns certain property adjacent to the Town Property described in a Deed to Green dated March 28, 1997 and recorded in the York County Registry of Deeds in Book 8216, Page 271 (the “Green Property”); and

WHEREAS, at the time of the acquisition of the Town Property, it was determined that a facility owned and used by Green consisting of steel marine rails and related boat rack thereon (collectively referred to herein as the “Marine Railway”) was located almost entirely on the Town Property; and

WHEREAS, the parties have agreed to certain reciprocal rights and easements, as described herein, for the benefit of the Town Property and the Green Property, subject to the terms and conditions set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency which are hereby acknowledged, the parties hereby agree as follows:

1) Grant of Easement Over Town Property. The Town hereby grants to Green an exclusive easement (the “Town Property Easement”) over that portion of the Town Property as reasonably necessary for the purposes of continuing to use the Marine Railway, as well as an existing towline staked on the Town Property, which towline is attached to an anchor and used in connection with the Marine Railway (collectively, the “Improvements”), being generally shown on the sketch attached hereto as **Exhibit A**, subject to the terms and conditions set forth in this Agreement. Green acknowledges that use of the Improvements shall be at Green’s sole risk and without representations or warranties from the Town, express or implied. Green, for itself and its owners, employees, agents, successors and assigns, hereby releases and forever discharges the Town from any and all rights, claims and demands at law or in equity, whether past, present or future, and whether known or unknown at the time of this Agreement, arising out of or relating to the use of the Town Property and the Improvements or the exercise of any rights hereunder.

2) Terms and Conditions. Green’s rights under the Town Property Easement shall be subject to all matters of record and the following terms and conditions:

a. Green shall have the right to use, maintain and repair the Improvements for the hauling, launching, maintenance, repair and storage of boats, in the same manner as the Improvements are currently being used, and for no other purposes. The Improvements shall remain in their present location and condition, subject to normal wear and tear, and shall not be expanded or altered in any material way.

b. Green shall be responsible for all maintenance and repair of the Improvements, at its sole cost and expense, and all work shall be performed in a safe, workmanlike manner.

c. In no event shall Green exercise its rights hereunder in a manner that may disturb the use and quiet enjoyment of the Town Property by the Town or the public for its purposes, which may include, without limitation, use as a public boat launch. The Town reserves the right to enter, inspect, maintain, use, and enjoy the Town Property for all purposes as are not inconsistent with, and shall not materially interfere with, the use thereof by Green for the purposes set forth herein.

d. Green's use and maintenance of the Improvements shall at all times be in full compliance with all applicable laws, regulations, ordinances, rules, permits and approvals now or hereafter affecting the Town Property and the Green Property. Nothing contained in this Agreement shall be deemed to waive the applicability of any requirements under any applicable laws, ordinances or rules.

3) Release. Green hereby releases to the Town any and all rights or interests Green may have in and to the Town Property or the Improvements, derived from any source whatsoever including, without limitation, any rights or claims related to adverse possession, prescription, or reformation, it being the intent that Green's only rights in and to the Town Property and the Improvements shall be those expressly set forth in this Agreement.

4) Indemnification. Green hereby covenants and agrees, at its sole cost and expense, to indemnify, protect, defend and save harmless the Town, and its employees, agents, and contractors (hereafter "Indemnitees"), from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgments, suits, actions, proceedings, costs, disbursements and/or expenses (including, without limitation, reasonable attorneys', paralegals' and consultants' fees, expenses and disbursements) of any kind or nature whatsoever by whomever asserted which may at any time be imposed upon, incurred by, or asserted or awarded against any Indemnatee relating to or arising out of the use of the Town Property by Green or its employees, agents, and contractors or others claiming under or through Green.

5) No Waiver. Nothing contained in this Agreement shall in any way alter or lessen the Town's immunity from lawsuit as set forth in the Maine Tort Claims Act, 14 M.R.S.A. § 8101 et seq., as the same may be amended from time to time, and the Town is not waiving any defense, immunity or limitation of liability which may be available to it, its officers, agents or

employees, including but not limited to, those set forth in the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law.

6) Termination. Notwithstanding any other provision of this Agreement, the Town Property Easement shall terminate automatically upon: (a) Green, its successors or assigns, ceasing to use the Improvements for one (1) consecutive year; (b) the Town recording written evidence of such nonuse and termination in the York County Registry of Deeds; and (c) the Town mailing a copy of such written evidence to the owner of the Green property as shown by the tax records of the Town, provided however, that Green, its successors or assigns, shall have three (3) months from the date of mailing of such written evidence to contest the termination of the Town Property Easement by filing a notice of such contest in said Registry. Nothing herein shall be construed as preventing the Town and Green, its successors or assigns, from agreeing on the termination of the Town Property Easement by written agreement to be jointly signed and recorded in said Registry. Upon termination of this Easement Agreement, the Improvements shall be deemed abandoned and shall automatically become the property of the Town.

7) Beneficial & Burdening Appurtenance. The Town Property Easement is intended to be an appurtenance that benefits the Green Property and burdens the Town Property. Nothing herein shall be construed as establishing an easement in gross with respect to the Town Property Easement.

8) Grant of Easement Over Green Property. Green hereby grants to the Town an exclusive easement in gross (the "Green Property Easement") to enter upon the Green Property as reasonably necessary so as to use of that portion of the Marine Railway located on the Green Property, provided, however, that such easement shall not be exercised by the Town unless and until the Town Property Easement has been terminated and notice of the Town's intention to exercise such easement rights has been included with the written evidence of nonuse described in Paragraph 6 above. Failure to include such notice of the Town's intention to exercise its easements rights shall be deemed a waiver of such rights by the Town. The Green Property Easement shall be personal to the Town and shall terminate automatically at such time as the Town no longer owns the Town Property.

9) Authority. Each of the Parties represents and warrants that it has the legal power, right and authority to enter into this Agreement.

10) Miscellaneous. Except as otherwise expressly permitted hereunder, no provision of this Agreement may be modified, amended or added to except by an agreement in writing executed by the parties and recorded in the York County Registry of Deeds. This Agreement shall be governed by Maine law without regard to its principles of conflicts of law. This Agreement, including the exhibits referred to herein, constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements between the parties, whether written or oral. Any provision or part of this Agreement held to be void or unenforceable by a court shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties.

IN WITNESS WHEREOF, the parties have caused this Easement Agreement to be executed by their respective representatives, thereunto duly authorized, as of the date and year first above written.

[Signature Pages Follow]

INHABITANTS OF THE TOWN OF
KENNEBUNKPORT

Witness

By: _____
D. Michael Weston, Board Member
and Chair

Witness

By: _____
Allen Daggett, Board Member and
Vice Chair

Witness

By: _____
Sheila Matthews-Bull, Board Member

Witness

By: _____
Jon Dean Dykstra, Board Member

Witness

By: _____
Mary Beth Gilbert, Board Member

STATE OF MAINE
COUNTY OF YORK, ss.

_____, 2023

Personally appeared the above named Michael Weston, Board Member and Chair of the Board of Selectmen of the Inhabitants of the Town of Kennebunkport, and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of the Inhabitants of the Town of Kennebunkport.

Before me,

Notary Public/Maine Attorney at Law

Print Name

My commission expires: _____

GREEN MARINE CORPORATION

Witness

By: _____
Printed name:
Title:

STATE OF MAINE
COUNTY OF YORK, ss.

_____, 2023

Personally appeared the above named _____,
of Green Marine Corporation and acknowledged the foregoing instrument to be his/her free act
and deed in his/her said capacity and the free act and deed of Green Marine Corporation.

Before me,

Notary Public/Maine Attorney at Law

Print Name

My commission expires: _____

EXHIBIT A

[Sketch showing location of the Improvements]

AGENDA ITEM DIVIDER

THE BACK OF THIS CHECK HAS A BLUE SECURITY VOID BACKGROUND AND THERMOCHROMATIC INK THAT FADES WHEN HEAT IS APPLIED.

Morgan Stanley | Global Impact Investing Trust

Key Bank N.A.
88 S Pearl St
Albany, NY 12207

00322771

Morgan Stanley Gift Fund
2000 Westchester Ave, Floor 2
Purchase, NY 10577

DATE 08/16/2023

PAY FIVE HUNDRED THOUSAND DOLLARS AND NO CENTS

\$500,000.00

PAY TO THE
ORDER OF:

Town of Kennebunkport
ATTN: Laurie Smith
PO Box 566, 6 Elm Street
Kennebunkport, ME 04046

Helen Schellberg

VOID AFTER 60 DAYS

00322771

ENDORSE HERE:

CHECK HERE IF MOBILE DEPOSIT

MOBILE DEPOSIT ONLY

CHEMICAL INK DETECTION

COLOR INSIDE THIS
PADLOCK AREA

SHOULD BE WHITE

The security features listed below are used to help you verify the authenticity of this check.

1. The security features listed below are used to help you verify the authenticity of this check.

2. The security features listed below are used to help you verify the authenticity of this check.

3. The security features listed below are used to help you verify the authenticity of this check.

4. The security features listed below are used to help you verify the authenticity of this check.

5. The security features listed below are used to help you verify the authenticity of this check.

TEL: 800-854-2222 FAX: 800-854-2222

Batch No: 1920 Seq: 81 Check No: 0322771 Amt: 500000.00

AGENDA ITEM DIVIDER

**CERTIFICATION OF
PROPOSED ORDINANCE REVISION**

TO: Tracey O’Roak, the Town Clerk of the Town of Kennebunkport. In the name of the State of Maine, we hereby certify that the Ordinance entitled:

"2023 Update to the Comprehensive Plan for the Town of Kennebunkport, Maine"

A copy of the 2023 update to the Comprehensive Plan proposed for approval at the Special Town Meeting of the Town of Kennebunkport to be held on November 7, 2023, is on file at Town Hall, Graves Memorial Library, and on the Town’s website: www.kennebunkportme.gov.

Dated this 14th day of September 2023, at Kennebunkport, Maine.

Jon D. Dykstra

Sheila A. Matthews-Bull

Marybeth Gilbert

Allen A. Daggett

D. Michael Weston

A majority of the Board of Selectmen of the Town of Kennebunkport



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>
Assessing Department	AD
Beach Advisory Committee	BAC
Board of Selectmen	BoS
Budget Board	BB
Cemetery Committee	KCC
Cape Porpoise Archaeological Alliance	CPAA
Chamber of Commerce	CoC
Code Enforcement Officer	CEO
Conservation Commission	CC
Emergency Management	EM
Finance Department	FD
Growth Planning Committee	GPC
Harbormasters	HM
Kennebunkport Heritage Housing Trust	KHHT
Kennebunk River Committee	KRC
Kennebunkport Business Association	KBA
Kennebunkport Emergency Medical Services	KEMS
Kennebunkport Conservation Trust	KCT
Kennebunkport Consolidated School	KCS

<u>Entity</u>	<u>Acronym</u>
Kennebunkport Historical Society	KHS
Library Trustees and Staff	L
Parks and Recreation Department	PRD
Planning Board	PB
Planning Department	PD
Police Department	PoD
Public Health Department	PH
Public Safety Committee	PSC
Public Works Department	PW
Recreation Committee	RC
RSU 21	RSU
Shade Tree Committee	STC
Shellfish Conservation Committee	SCC
Solid Waste Committee	SWC
Town Clerk	TC
Town Manager	TM
US Coast Guard	CG
US Fish & Wildlife Service	FWS

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 ¹⁸	Strategy	Identify recreational assets that are vulnerable to sea level rise.	RC, PRD & PD	Short Term
22 ¹⁹	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



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.

**CERTIFICATION OF
PROPOSED ORDINANCE REVISION**

TO: Tracey O’Roak, the Town Clerk of the Town of Kennebunkport. In the name of the State of Maine, we hereby certify that the Ordinance entitled:

"2023 Amendment to the Street Opening Ordinance"

A copy of the 2023 Amendment to the Street Opening Ordinance proposed for approval at the Special Town Meeting of the Town of Kennebunkport to be held on November 7, 2023, is on file at Town Hall, Graves Memorial Library, and on the Town’s website: www.kennebunkportme.gov.

Dated this 14th day of September 2023, at Kennebunkport, Maine.

Jon D. Dykstra

Sheila A. Matthews-Bull

Marybeth Gilbert

Allen A. Daggett

D. Michael Weston

A majority of the Board of Selectmen of the Town of Kennebunkport

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~~Director of Public Works, applying the standards of this article, may approve, approve with conditions, or deny the application, for any streets that are not under a 5-year moratorium. Any applications for street openings within a moratorium period will be forwarded to the Selectboard for disposition. . ~~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:

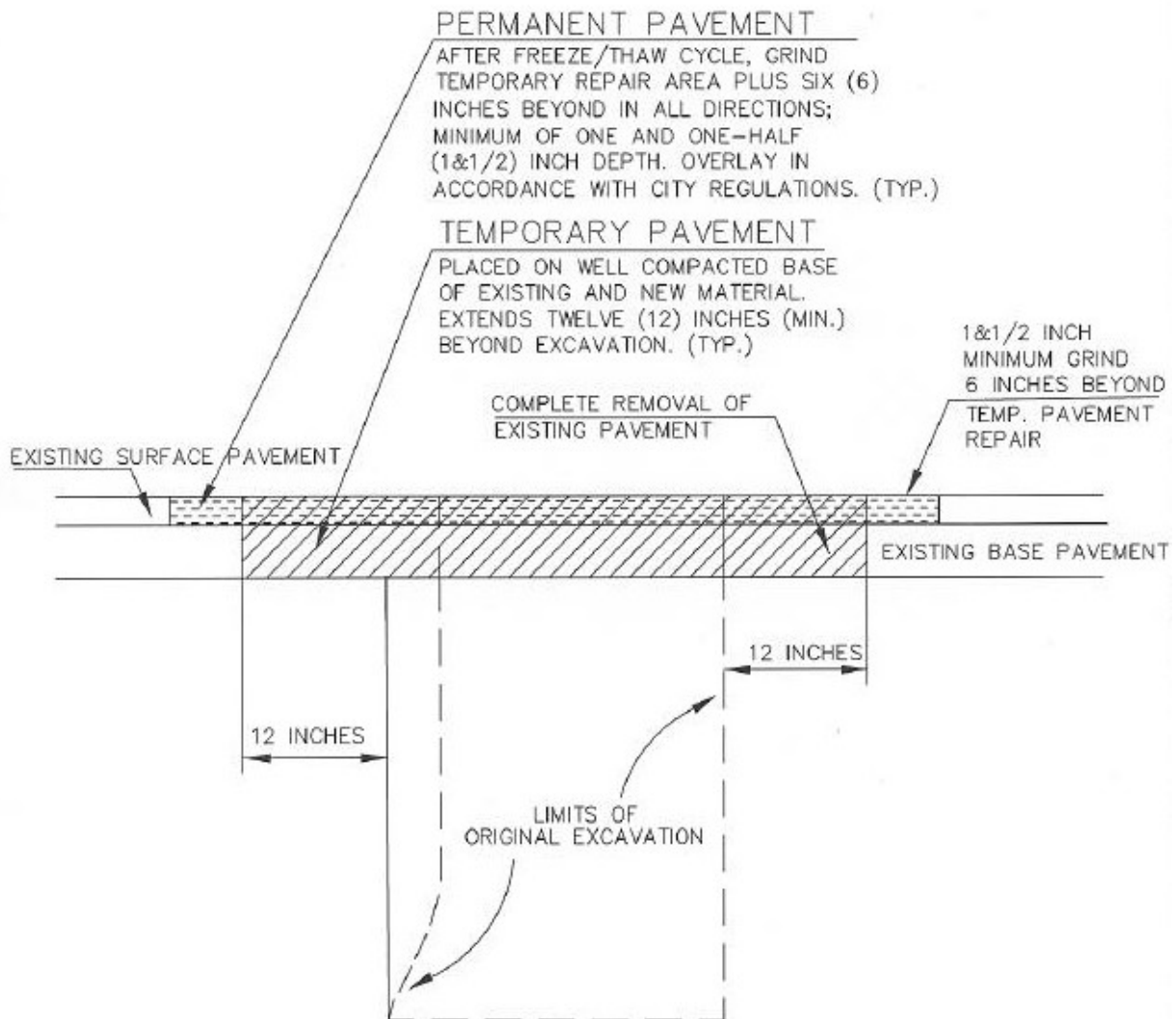
(1) In all cases, replaced bituminous asphalt shall include a grinded joint where it joins existing unimproved bituminous asphalt.

(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 ¾" 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

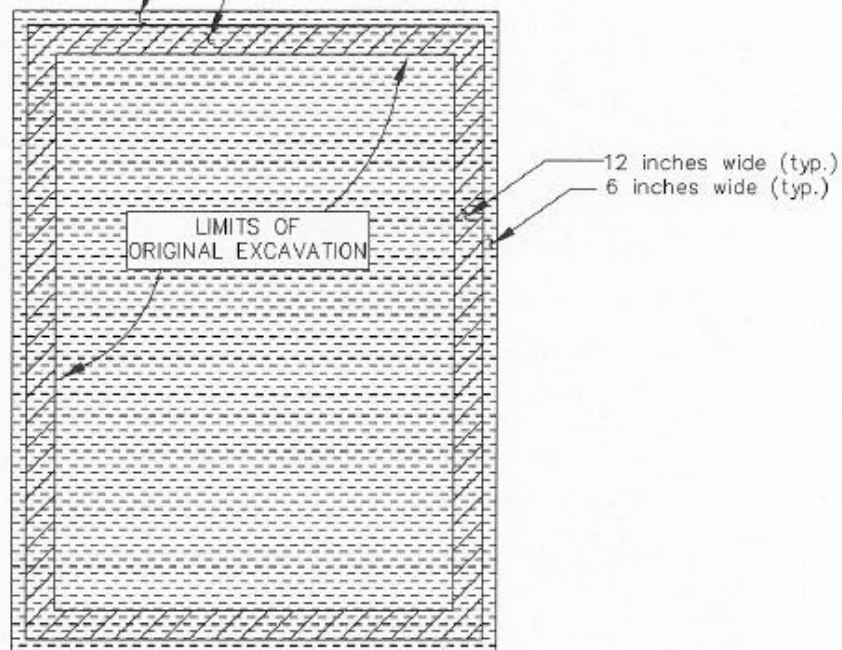
NOT TO SCALE

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.)

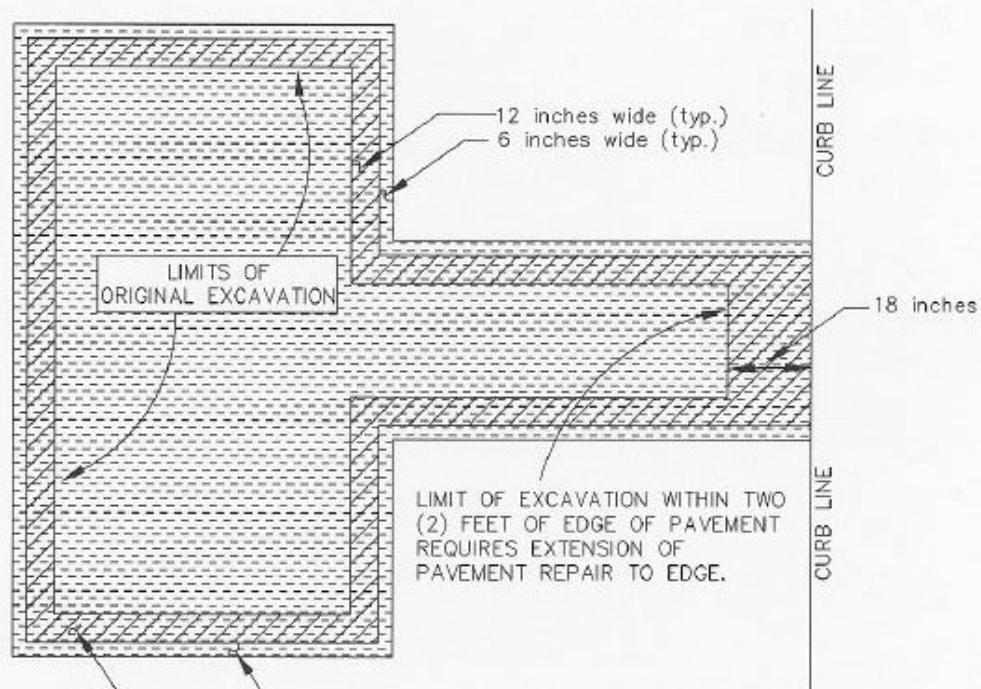
TEMPORARY PAVEMENT

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 $\frac{3}{4}$ " 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

- INCORPORATED 1653 -

Application for Interim RSU #21 Director

To the Town Clerk:

I hereby request to be considered for the interim RSU #21 School Board Director with a term to end in June 2024.

Thomas J. Foley
Signature of Applicant

AUGUST 18, 2003
Date

Preliminary Information

Name (Print):

THOMAS J. FOLEY

Residence Address:

150-R MAIN STREET

Phone:

967-4333

Business Address:

-

Phone:

Mailing Address:

PO BOX 7454

(if different)

CAPE PORPOISE, ME 04014-7454

E-mail Address:

TANDMFOLEY@GMAIL.COM

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

SEE INCLOSURE 1

Membership in town, school or community organizations:

Organization

Dates

Activities

SEE INCLOSURE 2

Briefly list your background, skills, experience or training you would like to mention.

SEE INCLOSURE 3

Are you registered to vote in Kennebunkport? ☒ Yes ☐ No

SINCE 2004

Please return the completed application to:

Town Clerk,
6 Elm St., P.O. Box 566,
Kennebunkport, ME 04046

You will be contacted upon receipt.

Thomas J. Foley, Inclosure 1

I see this as a community opportunity to work with the citizens of Kennebunkport. Since retirement, volunteering with organizations which work with and help others has given me great satisfaction. I can hit the ground running since I was elected to the SAD71 School Board when living in Kennebunk, as well as the board of The New School. RSU 21 schools rank among the top ten in Maine. However; Maine ranks 29 of 50 states. I believe we can work to improve that. I so believe that our students are one of the most important assets of the community, and my wish is that they be afforded every opportunity possible to meet their potential.

In terms of full disclosure, you should know that we are away from mid-January through mid-April. If appointed, I would attend meetings through Zoom. In addition, my daughter, Maryellen Foley is a teacher at Sea Road School. If the board considers any matter relating to her, I would, of course, abstain from voting.

Thomas J. Foley, Inclosure 2

PRESENT

Organization	Dates	Activities
Habitat for Humanity	2010-present	Drywall and paint homes
The Center	2005-present	Driver for F.I.S.H. Program. Take residents who cannot drive to medical appointments
VET2VET, Maine	2021-present	Provide companionship to a needy veteran
Wells Reserve	2005-present	Volunteer at various activities such as Craft Fair
UNE College of Medicine	2021-present	Geriatric Patient Volunteer. Meet with students to discuss your medical history
Kennebunkport Residents Association	2010-present	Board Member
Lincolntown Black History Museum, St. Augustine FL	2023-present	Advisory Board Member

PAST

Brick Store Museum	1987- 1990	Board of Trustees
Kennebunk Rotary Club	1988-2005	Member, Board of Directors, Chair-Scholarship Committee
United Way, York County	1994-2002	Loaned Executive, Board of Directors, Chair-Human Resources Committee
Atlantic Hall	2018-2020	Board of Directors
SAD 71	1987-1990	Board of Directors
New School, Kkennebunk	2004-2007	Board of Directors
International Executive Service Corps (similar to Peace Corps)	1997-2001	Volunteer Expert- Delivered Human Resources programs to developing computer companies in Egypt and provide operational training to bed and breakfasts in Armenia

THOMAS J. FOLEY
1917 Alewife Road
Kennebunk, Maine 04043
(207) 985-2118

HUMAN RESOURCES AND PURCHASING PROFESSIONAL, with hi-tech manufacturing, community, and commercial banking, government, and academic experience in domestic and international environments. Broadbased background with primary focus on purchasing, maintenance, recruitment, employment, employee relations and benefits. Key personal attributes are adaptability, dependability, thoroughness, high energy level and ability to communicate with employees at all levels. MBA degree.

SUMMARY OF BUSINESS EXPERIENCE

October, 1985 - November, 1994

OCEAN NATIONAL BANK, KENNEBUNK, MAINE

DIRECTOR OF HUMAN RESOURCES AND PURCHASING

Built the Human Resources Department as the first professional in that area. Developed and implemented policies, pay for performance programs, job posting, flexible benefit plans (Sec. 125) and retirement savings plans (401K). Oversaw management and teller training. Developed positive employee relations through open door policy and instituted service awards. Administered attitude surveys. Developed relationships with vendors to provide timely delivery and fair price through a bidding process. Reduced costs by seeking alternative vendors.

March, 1982 - September, 1985

COMPUTER CONSOLES, INC., ROCHESTER, NY

SENIOR PERSONNEL REPRESENTATIVE

CCI was the world's largest developer of directory assistance data bases and a leader in state-of-the-art, fault-tolerant architecture using UNIX operating system and C language. Grew from \$50 million in sales and 1,000 employees to \$131 million in sales and 1,600 employees during this period.

Staffed over 200 unique positions at all levels from Vice President to Clerk in the areas of engineering, manufacturing, materials, quality assurance, management information systems, marketing, training, customer service, facilities, accounting and Human Resources.

THOMAS J. FOLEY - Page Two

Planned and executed recruiting trips, placed \$200,000 in national and local advertising and participated in job fairs. Managed exempt and non-exempt job posting, college recruiting and co-op programs. Oriented new employees to include benefits explanation. Performed preventative employee relations functions by administering and evaluating an employee attitude survey. Counseled employees during layoff to help them assess strengths and find meaningful employment.

February, 1980 - March, 1982

LINCOLN FIRST BANK, N.A.

A \$3 billion dollar regional commercial bank with 4,000 employees.

**EMPLOYMENT MANAGER AND EEO COMPLIANCE & TRAINING
ADMINISTRATOR**

December, 1979 - February, 1980

XEROX CORPORATION - SENIOR PLANNING CONSULTANT

November, 1959 - November, 1979

U. S. Army

Administration and management positions at numerous domestic and international locations. Completed career as a Lieutenant Colonel.

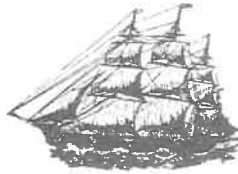
EDUCATION

Master of Business Administration
Bryant College, Smithfield, RI

Bachelor of Science, Business Administration
St. Peters College, Jersey City, NJ

PROFESSIONAL AFFILIATIONS

Kennebunk Rotary Club, Scholarship and International Committees
United Way of York County
Kennebunk Downtown Committee



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Application for Interim RSU #21 Director

To the Town Clerk:

I hereby request to be considered for the interim RSU #21 School Board Director with a term to end in June 2024.


Signature of Applicant

08/29/2023

Date

Preliminary Information

Name (Print):	Diane T. Franz		
Residence Address:	160 Main Street	Phone:	(207) 204-0263
Business Address:	N/A	Phone:	
Mailing Address:	P.O. Box 7052 Cape Porpoise, 04014		
(if different)			
E-mail Address:	distinctivevoiceover@mac.com		

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

Please see attached.

Membership in town, school or community organizations:

Organization

Dates

Activities

Kennebunkport Republican Committee

10/27/2021

Officer, Board Secretary

Thanksgiving Project

Fuel Assistance Project

Briefly list your background, skills, experience or training you would like to mention.

Please see attached.

Are you registered to vote in Kennebunkport? ☒ Yes ☐ No

Please return the completed application to:

Town Clerk,
6 Elm St., P.O. Box 566,
Kennebunkport, ME 04046

You will be contacted upon receipt.

Diane T. Franz-Reason for Application

The role of the RSU #21 School Board Members is very clear. Over the past months I have watched the adherence to the responsibilities of those obligations to all the public schools of the district. The experience was a good one. I have watched the leadership of the Board President navigate through very difficult conversations between the members themselves and those who share during public comment. The individual members bring a full range of knowledge, ability and competence to their committee work. Superintendent Dr. Terri Cooper shows respect for the entire RSU #21 community and respect shared back with her is a vital component of a healthy relationship. I would like to contribute to these substantive conversations with care and come to understand the feelings, opinions and beliefs of others serving on the Board.

Sometimes the things you know best both personally and professionally are not what comes to mind when you hope to serve your community in some way. This became evident to me after a past school board meeting when parent involvement was a serious discussion. At the very end of that meeting, and very softly, one of the Board Members shared how homeless students do not have parents to work on their behalf. I don't know how many heard her words, but I did and took them to heart. Over the next days I realized that the basic needs of these students must be insurmountable and overwhelming. The reality of the basic needs of many of our school families gave cause for acknowledging the 18 years that I worked for the United Way of Mass Bay and Merrimack Valley in the field of community impact addressing the basic needs of children, youth and families.

While RSU21 shares basic needs resources such as ME211 and Community Outreach Services consistently, the school system's commitment is to increasing academic learning. Educational activities, a focus on core academic subjects, teaching and learning are top priorities this coming school year. RSU #21 can only serve as an information and referral vehicle for school families.

To this end, my hope is to share a concept with the Superintendent and the Board that is independent of RSU #21 but provides a direct connection between school students and the community. Many teachers are aware of the basic needs of the children they serve. Yes, there are programs and charities that families can turn to but often they are out of stock of basic items like deodorant, other hygiene products, toothpaste and the like. Application processes can take weeks and it can be embarrassing and disheartening for families.

The proposed idea would be to initiate a volunteer community partner that would work to meet the needs of students in each of the schools as identified anonymously by teachers. Perhaps a small micro-pantry with personal hygiene products would work best in one school while a stock of warm winter hats and gloves and socks is best for another. Each school would have a community liaison with the organization to share the needs they are seeing for their students. There would be strict protocols established with the Administration and enforced by the volunteer organization to assure no disruption to school time, no imposition on teachers and the complete privacy of students and families. While still a work in progress, the heartfelt intent is to meet everyday basic needs of the students themselves in a private and respectful way.

Being a homeowner means a financial investment in a community. One of the most significant elements of that investment is a strong school system. Most importantly, however, is that our young people who leave for opportunities away from us go with a strong academic foundation and a commitment to values they have cultivated here like a love of community, empathy, and respect.

Each RSU#21 School Board meeting I have attended has been different. What has never changed in all these months is the commitment of each Board Member to do what they believe is best for the students attending our schools. Those heart-felt words shared softly months ago have given me the courage to apply for this short 10-month open position.

Past Experience

United Way of Merrimack Valley and Massachusetts Bay (merged organization is now United Way of Massachusetts Bay)-2000-2018

-UWMV Community Impact Initiative- Prior to the merger with Massachusetts Bay in 2006, responsibilities included the creation, implementation and oversight of the UWMV Community Impact Initiative; a full community assessment process; facilitation of the project work of all volunteers; creation of Advisory Impact Councils; strong communication and relations with United Way partner agencies during the effort; and oversight of all final investments.

-MASS 211- Served as the Commonwealth of Massachusetts United Ways (COMUW) representative to Mass211 eventually presiding as president of the organization with responsibility for facilitating the activation of a statewide 2-1-1- information and referral Call Center. Mass211 officially began operation July 1, 2006.

-Local Board of the FEMA Essex County Emergency Food and Shelter Program
Facilitated and oversaw the work of the Program in the distribution of federal funds for food, shelter and utilities.

-Baby Bundles Initiative- Created the Initiative for struggling young mothers experiencing the basic need challenges of newborns through specific product philanthropy.

-Day of Caring Program- Oversaw service annual area-wide program designed to provide mass effort of company support for non-profit organizations.

-United Way Family Fund- Held full responsibility of the United Way Family Fund originally inaugurated to assure the well-being of people in times of personal emergency through the provision of immediate financial assistance. The fund was expanded to reach families and additionally supported tax preparation at Volunteer Income Tax Assistance (VITA) sites; and the annual Thanksgiving Project.

U.S. Representative John F. Tierney (D-Sixth Congressional District, Massachusetts)

Constituent Representative and Special Projects Coordinator

State Representative Brian S. Dempsey (D-Third Essex District, Haverhill, Massachusetts)

Legislative Aide, General Court

Haverhill Economic Development Project (HEDP)

Special Events and Marketing Coordinator

Responsible for implementing all special events of the HEDP, a partnership of the Greater Haverhill Chamber of Commerce, The City of Haverhill and the Greater Haverhill Foundation.

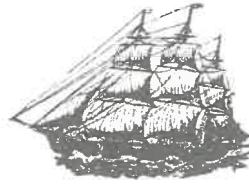
Sacred Hearts School, Bradford, Massachusetts

Development Director

Responsible for a Mission and Vision process to facilitate a long-range strategic plan; public relations, grant writing, special events, In-Kind services, community relations, financial solicitations and student recruitment.

Team Haverhill

Team Haverhill is an independent volunteer action group dedicated to the betterment of the City of Haverhill. Initiated the Haverhill Youth Menor Network as a component of its work and focused on recruitment of mentor volunteers and resource development.



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

Application for Interim RSU #21 Director

To the Town Clerk:

I hereby request to be considered for the interim RSU #21 School Board Director with a term to end in June 2024.

Signature of Applicant

08/31/2023

Date

Preliminary Information

Name (Print):

Donald Gasink

Residence Address:

1002 Kings Highway

Phone:

(207) 967-3253

Business Address:

Phone:

Mailing Address:

same

(if different)

E-mail Address:

dunculus@aol.com

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

I believe that I can be helpful with school matters, both on quality and budget, having served two terms on the Augusta School Board. I now have four children and nine grandchildren and have observed many transitions in school systems and evaluations.

Membership in town, school or community organizations:

Organization	Dates	Activities
The Seaglass Chorale	08/31/2023	,singing group performances,2014-19,2023
Maine Healthy Beaches/Kport	08/31/2023	volunteer taking GRB water samples 2023
Goose Rocks Beach Association	08/31/2023	active member since 1978
GRB Gatherings group	08/31/2023	active member 2018-2023

Briefly list your background, skills, experience or training you would like to mention.

Attorney 1973 to present, Harvard A.B., U. Virginia JD, Maine Assistant Attorney General 1973-1977, YMCA volunteer coach 1980-1996. Lithgow Library and Fort Western trustee, Augusta Tennis Association board, chair. Volunteer lawyer awards 1980s and 1990s

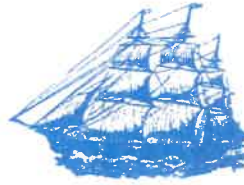
Skills: listening, negotiating, helping get to consensus, and reach compromises

Are you registered to vote in Kennebunkport? ☒ Yes ☐ No

Please return the completed application to:

Town Clerk,
6 Elm St., P.O. Box 566,
Kennebunkport, ME 04046

You will be contacted upon receipt.



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

Application for Interim RSU #21 Director

To the Town Clerk:

I hereby request to be considered for the interim RSU #21 School Board Director with a term to end in June 2024.

Rachel Kennedy-Smith

Signature of Applicant

08/26/2023

Date

Preliminary Information

Name (Print):

Rachel Kennedy-Smith

Residence Address:

18 Lands End Rd.

Phone: (917) 828-1896

Business Address:

Phone:

Mailing Address:

(if different)

E-mail Address:

rachelkennedyphd@gmail.com

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

Education is immensely valuable for individuals, families, and our communities.

I have three children in the school system and want to serve to help them and our

greater community prepare for current and future challenges. I also have direct experience in both education

communication, and policy making. It would be an honor to serve in this capacity.

Membership in town, school or community organizations:

Organization	Dates	Activities
KCS PTA	05/01/2023	Circus Smirkus planning
City of Bangor	08/28/2023	Board of Ethics
Town of Kennebunkport	09/01/2023	Youth Soccer Coach

Briefly list your background, skills, experience or training you would like to mention.

-I am currently a Sr Director at Moderna, specializing in communications and operations

-Previous teaching experience: Columbia University, Bard High School Early College (NYC)

-Brought science tools and educational experiences to Uganda on volunteer trip (2014)

-scientist and published poet, previously a Division I and III student athlete (UM and Bowdoin College)

Are you registered to vote in Kennebunkport? ☒ Yes ☐ No

Please return the completed application to:
Town Clerk,
6 Elm St., P.O. Box 566,
Kennebunkport, ME 04046

You will be contacted upon receipt.



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

Application for Interim RSU #21 Director

To the Town Clerk:

I hereby request to be considered for the interim RSU #21 School Board Director with a term to end in June 2024.

Signature of Applicant

August 14, 2023

Date

Preliminary Information

Name (Print):	Nina L. Pearlmutter	
Residence Address:	13 Locke Street	978-502-8460
	Same	Phone: _____
Business Address:	13 Locke Street, Kennebunkport ME 04046	Phone: _____
Mailing Address:	_____	
(if different)	_____	
E-mail Address:	ninapearlmutter@gmail.com	

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

I have been involved in education for much of my life, either as an assistant professor at Iowa State University or as a parent, working with the Massachusetts school system providing for my two daughters in special education. I am aware of today's challenges in providing the best curriculum for students whose needs and paths are diverse. I am also experienced working with parents to help them assist their children meet their educational needs. As an attorney, the legal aspects of education and challenges of working with the public are familiar to me. School board members are responsible for establishing the vision and goals for the district and moving them forward through the processes of education. I would like to be a part of that process.

Membership in town, school or community organizations:

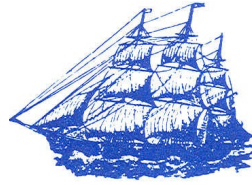
<u>Organization</u>	<u>Dates</u>	<u>Activities</u>
Kennebunk Planning Board	2019-Present	All relevant activity
Kennebunk Shade Tree Committee	2018=Present	All relevant activity
Maine Chapter – American Chestnut Foundation	2022-Present	Board Member

Briefly list your background, skills, experience or training you would like to mention.

University of Maine at Orono - Master's Degree in Biology
Purdue University - Ph.D. in Botany and Plant Pathology
University of British Columbia - Postdoctoral Fellow in Botany
Drake University Law School – Juris Doctor degree
Indiana Vocational Technical College - Advanced Automotive Tune-Up.

Are you registered to vote in Kennebunkport? Yes

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Memorandum

To: Board of Selectmen and Laurie Smith
 Fr: Yanina Nickless, Director of Support Services
 Re: Website Committee Recommendation
 Dt: September 5, 2023

Since the last update on July 13, 2023, the Website Advisory Committee, comprised of residents, business owners, and employees, has been engaged in a few important interactions. After a collaborative effort of drafting an RFP and releasing it to the potential website vendors, we received 6 proposals. These proposals were officially opened on July 28, 2023, and had the following amounts:

Revize	\$17,700.00
Lab Information Technology Inc.	\$28,500.00
CivicPlus	\$33,810.10
Exemplifi	\$80,000.00
Promet Source	\$66,939.00
TownWeb Design	\$18,200.00

To streamline the evaluation process, we developed proposal packets and a ranking table. These materials were distributed among the committee members, giving them enough time to assess the proposals thoroughly. Over the course of a few weeks, the committee members filled out the table and returned it with their top preferences and comments.

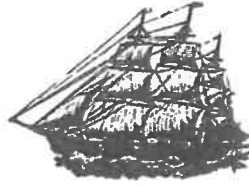
This process helped us to identify the top three promising vendors with whom we scheduled further demonstrations on September 1. These three vendors - CivicPlus, Revize, and TownWeb – earned their place in the top three due to their extensive experience in municipal website development, cost-effectiveness, and commitment to meeting the project timeline.

Following these presentations, the committee had a chance to engage in a deeper discussion about the pros and cons of each company. The final recommendation from the Website Advisory Committee is Revize. There are a few reasons for this choice:

- Flexibility (Revize builds their own platform)
- The admin side of the website is easy to use
- Pragmatic in content migration and search
- Improved E-notify system (text messages and emails)
- Free re-design in 4 years
- Great support team
- Price-sensitive orientation (lower cost, but still good value)

We budgeted for \$20,000 in the Capital budget for this project.

6 Elm Street, P.O. Box 566, Kennebunkport, Maine 04046
 Tel: (207) 967-4243 Fax: (207) 967-8470



TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

PROPOSAL SUMMARY FORM

Project: Website ReDesign, Development, and Hosting

Department: Municipal Support Services

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

Date: 7/28/2023

Time: 2:04 pm

Bidder Name	Proposal Amount
revize	\$17,700.00
Lab Information Technology, Inc.	\$28,500.00
Civic Plus	\$33,810.10
Exemplifi	\$80,000
promet source	\$66,939.00
Town Web Design	\$18,200.00

Opened By: Hope Mowry-Wall

Witness: Patricia Saunders

Signature: Hope Mowry-Wall

Signature: Patricia Saunders



The Government Website Experts

WEBSITE PROPOSAL FOR The Town of Kennebunkport, Maine

Revize is a Minority Business Enterprise (MBE)

Prepared by Thomas J. Jean

Thomas.Jean@revize.com

150 Kirts Blvd. Troy, MI 48084

Ph: 248-269-9263 x8035 Fax: 866-346-8880

www.revize.com July 27, 2023

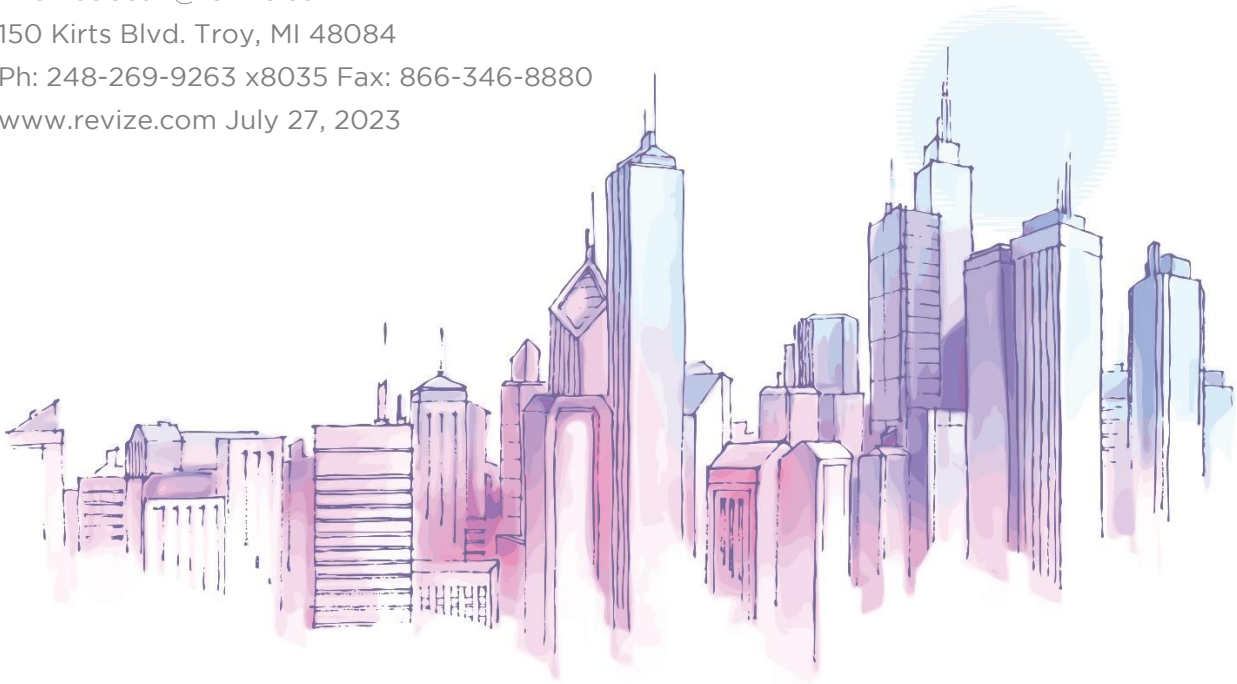


Table of Contents

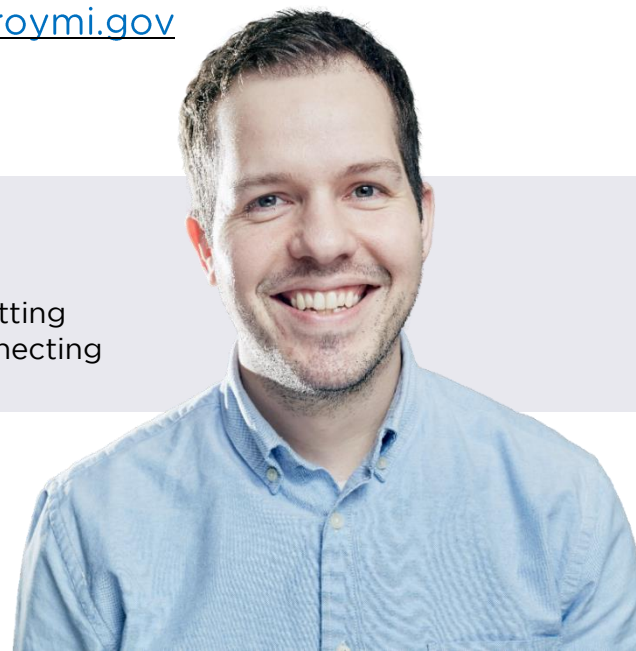
Revize Clients!	3
Company Background	8
Team Composition	15
Proposed Approach & Methodology	20
Project Planning and Setup	20
Revize Cloud Hosting, Disaster Recovery, & Security	29
Revize Website Analytics	35
Design and Key Specifications	39
Project Timeline	44
Appendix A: Cost Estimate	45
Payment Options	47
Included Features	48
Previous Work	50
Government Account References	59

Revize Clients!

- Arcadia, CA www.arcadiaca.gov
- Camden, ME www.camdenmaine.gov
- Cumberland County, ME www.cumberlandcountyme.gov
- Des Moines, IA www.dsm.city
- Gatlinburg, TN www.gatlinburgtn.gov
- Largo, FL www.largo.com
- New Bern, NC www.newbern-nc.org
- Olympia, WA www.olympiawa.gov
- South Berwick, ME www.southberwickmaine.org
- St. Petersburg, FL www.stpete.org
- Troy, MI www.troymi.gov
- And Many More!

**Michael Bruckner, Assistant to the City Manager,
City of Arcadia, CA**

“Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connecting citizens to services in as few clicks as possible.”



Revize Government Websites Proposal

Dear Town of Kennebunkport Website Selection Committee

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high-quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as a testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user-friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients include:

- City of Largo, FL www.largo.com
- New Bern, NC www.newbern-nc.org
- City of Arcadia, CA www.arcadiaca.gov
- City of St. Petersburg, FL www.stpete.org
- City of Des Moines, IA www.dsm.city
- And Many More!

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

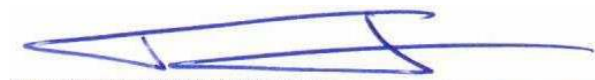
- Effectively engage residents.
 - Enhance their web presence and build an online communications center.
 - Empower non-technical web content editors and administrators to easily execute changes.
 - Implement a scalable solution that allows them to affordably grow their web presence for the long term.
-

**“Revize Websites build engagement
with your constituents.”**

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,



Thomas J. Jean

Project Manager

248-269-9263 x8035

Thomas.Jean@revize.com

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

With approximately 3,000 government websites launched nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as:

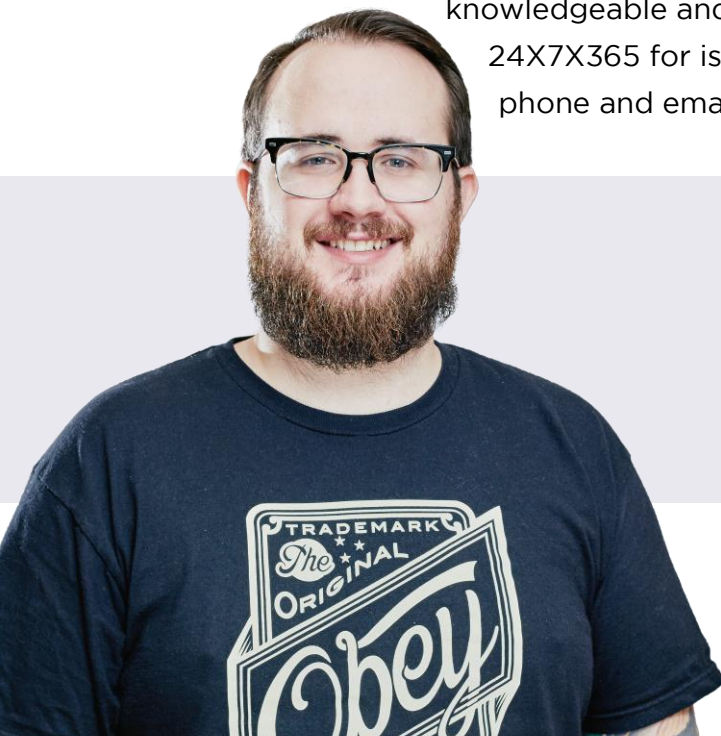
- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Tracker

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Company Background

FOUNDED	HEADQUARTERS	PHONE	WEB SITE
1995	150 Kirts Blvd. Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 3,000 websites launched in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people through simplified information management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many

municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

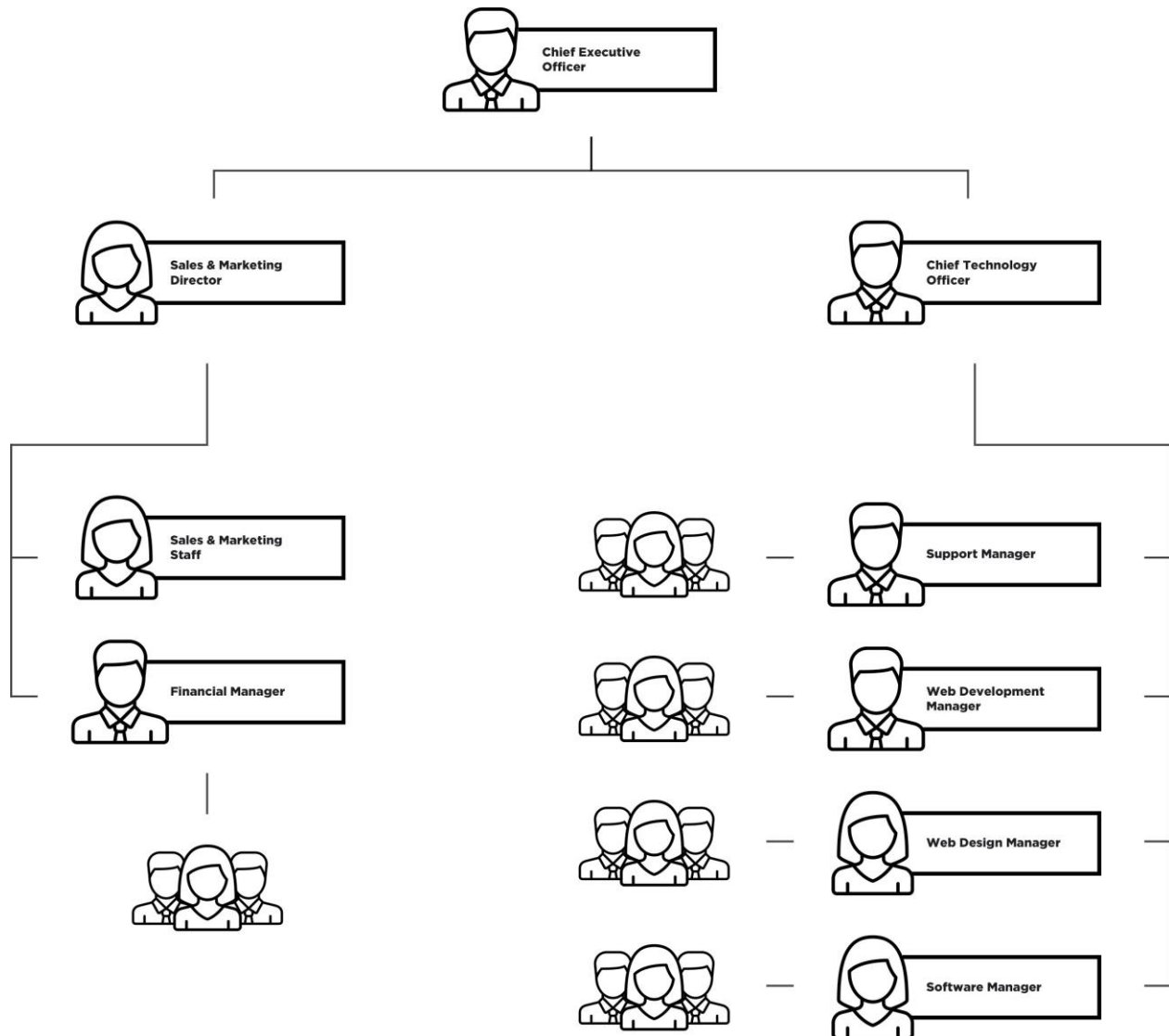
“We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry’s top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.”



Did you know?

Revize has won national awards for our websites!

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

“We Build Superior Technology
into Every Website with CMS
Performance & Reliability That’s
Second to None.”

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

“We Always Provide Knowledgeable, Friendly and Responsive Service!”

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
 - On-time delivery
 - Competitive pricing
 - Responsible stewardship of the organization's stakeholders
 - Full functionality to update and manage your website
 - All the tools/apps needed to increase communications with citizens
 - An easy CMS to train employees quickly
 - Extended phone and email support
 - Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.
-



“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX

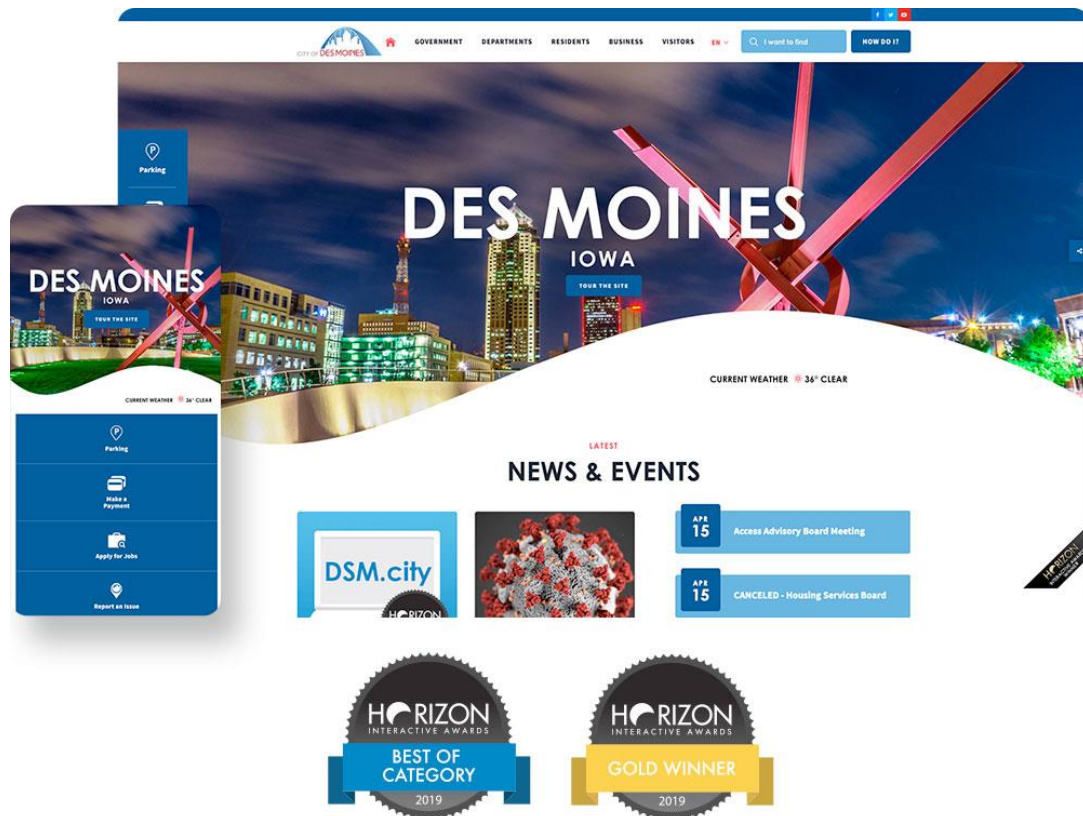
Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 15 years of development.

Awards & Accolades

“The project was a collaboration between Revize, who understood our vision and had the technical expertise to make it happen”

- MaryLee Woods, Deputy Chief Information Officer for the City



Team Composition

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

- **Thomas Jean:** Project Manager
- **Jade Wang:** Web Designer
- **Alex Parent:** Web Designer
- **Samir Alley:** Creative Arts Director/Web Designer
- **Denise Brazier:** Project Coordinator/Revize CMS Trainer
- **Jamie Phy:** Revize CMS Integrator/ Backend Developer
- **Richard Opiniano:** HTML Developer
- **Joseph Nagrant:** Account Manager
- **Derek Ortiz:** Chief Technology Officer
- **Akshaya Ray:** Cloud Server Architect
- **Many More!**

Thomas Jean

Project Manager

As a project manager, Thomas has managed many award-winning website projects for our clients, including Des Moines, IA – Arcadia, CA – Largo, FL - Oswego County, NY – Kentwood, MI! Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. With his unique background and education from one of the nation's top universities, Thomas has managed nearly Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- **Education:** BA degree in Political Science from University of Michigan;
- **Expertise:** Government procedure, special projects, public affairs, community development.
- **Role on your website project:** Project Manager

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- **Philosophy:** "Always explain things in the terms of your audience to ensure their understanding"
- **Education & Training:** MS in the Art of Education from Marygrove College.
Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Philosophy:** "Work Hard, Help People and Live Honest."
- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Philosophy:** "Empathy, Focus, and... Impute"
- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.



Did you know?

Revize will put together a project team based on the unique needs of your project!

Proposed Approach & Methodology

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

“We guarantee the best support in the industry that’s 24/7 365 by the trained developers & technicians”



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site. Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development & QA Testing

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality.

This phase may overlap phases 2 – 4.

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 6: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 7: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center

- Frequently Asked Questions
- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Phase 8: Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

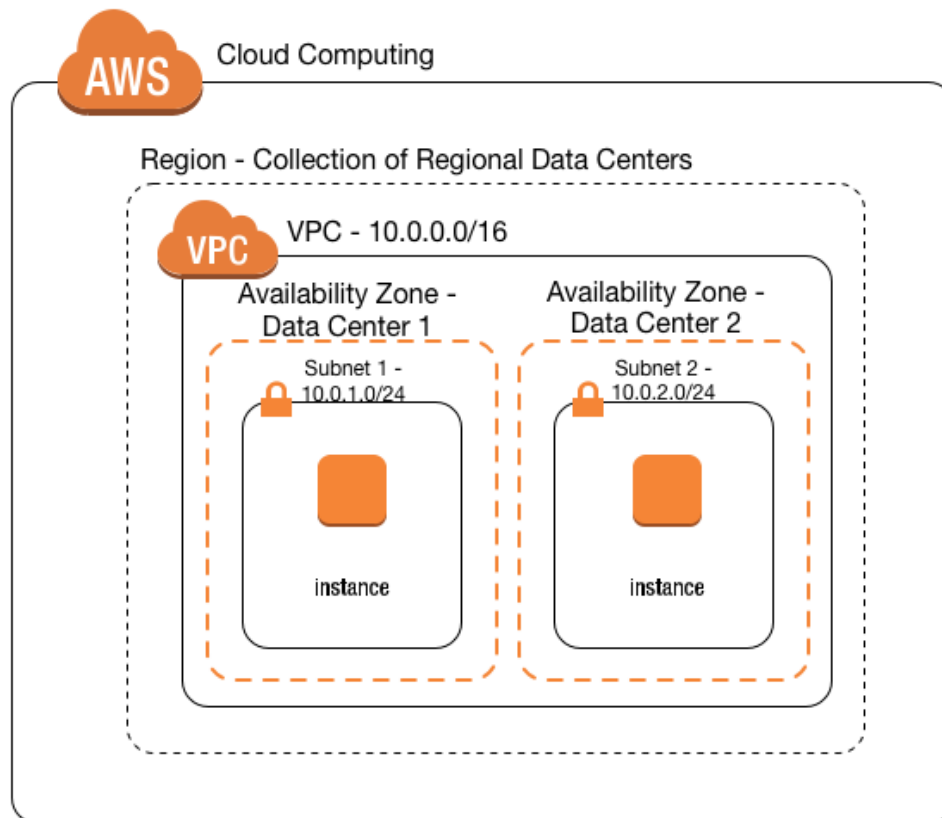
Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Revize Cloud Hosting, Disaster Recovery, & Security

Resilient Hosting:

Revize uses Amazon Web Services (AWS) Hosting Infrastructure that is offered in multiple Regions in the United States and around the World. Each Region is a separate geographic area completely isolated one from another. AWS Regions are connected to multiple Internet Service Providers (ISPs) and to a private global network backbone to offer lower cost and more consistent cross-region network latency when compared with the public internet

A region has multiple, isolated locations known as Availability Zones (AZ). Availability Zones are inter-connected through low-latency links. A Virtual Private Center (VPC) spans across multiple availability zones.



Revize Web Sites are hosted on a Virtual Machine running Windows Server operating system with Internet Information Service (IIS) as a Web Server. Virtual Machine is an EC2 instance in AWS terms is hosted inside a VPC in an availability zone of a pre-

selected region. A number of EC2 are provisioned in multiple locations across the United States inside a Virtual Private Center isolated from the Internet and the rest of Amazon Web Services infrastructure to offer faster access to the end-users and to minimize the impact of an outage, whether of a specific EC2 instance, an availability zone or an entire AWS region.

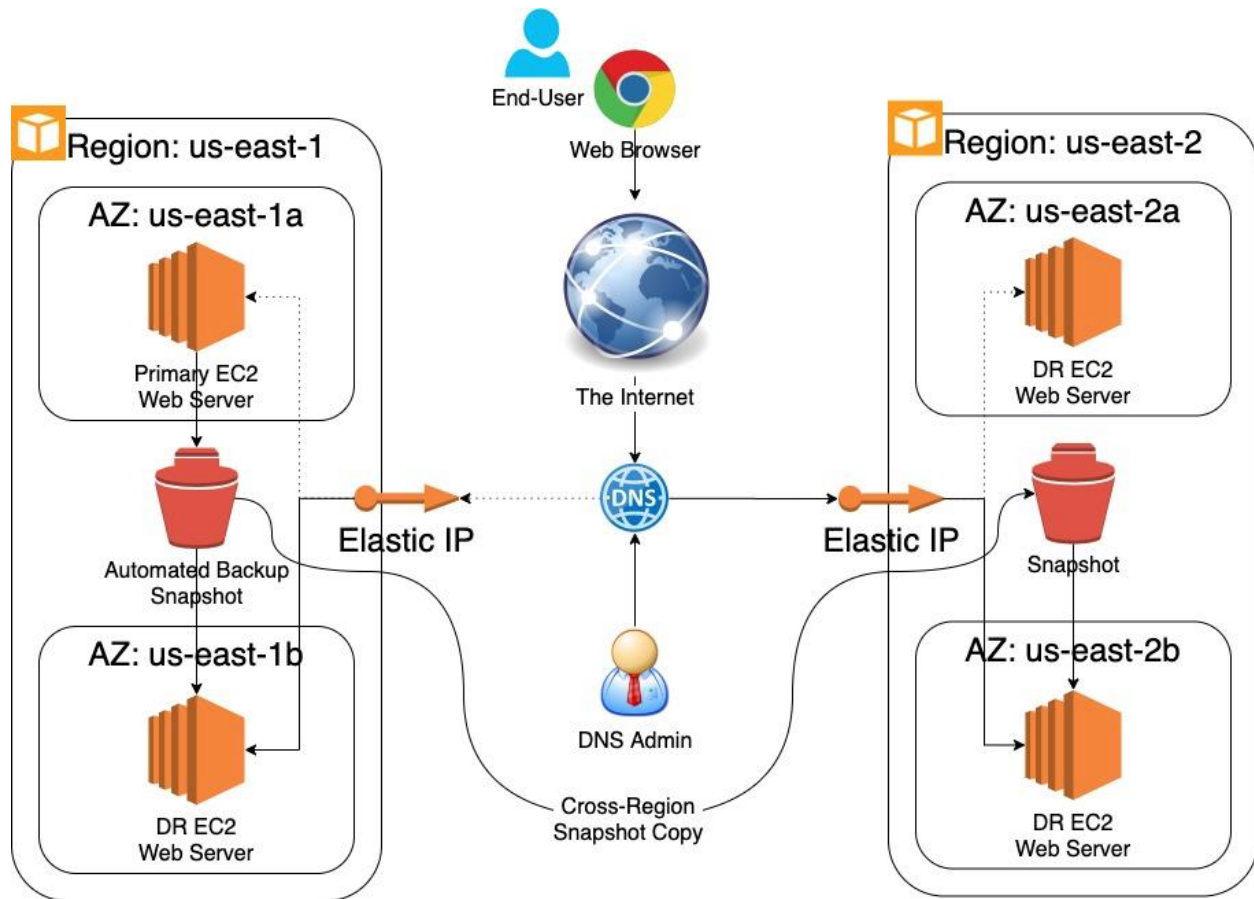
Disaster Recovery:

Windows Web Server virtual disk or EC2 Elastic Block Storage (EBS) is backed up on every night at 10 PM EST. Additionally, the snapshots or virtual disk backups are subsequently automatically copied between regions to enable cross-region recovery capabilities.

Should a Web Site hosted by Revize and monitored in automated fashion become unavailable, another EC2 instance can be restarted. When that proves insufficient EC2 instance will be reprovisioned in the same availability zone, a different availability zone, or, in a different region using the latest snapshot in the matter of a couple of minutes.

The incoming request, from the Internet traffic, is bound to a static IP address or Elastic IP in AWS terms that leverages NAT to forward traffic to a running EC2 instance private IP address. In the case of an EC2 instance re-provisioned in the same region, whether in the same or a different availability zone, Elastic IP is re-assigned to the new EC2 instance.

Elastic IP is represented to the public internet using CName or A-Host domain name services entry. In case of an EC2 instance or an availability zone failure, no adjustment to domain name service is required. In the case of a regional, wide-spread AWS outage, an EC2 instance is reprovisioned in a different region, re-using the latest snapshot preserving the content as of the last automated backup. However, an Elastic IP is specific to the region and, therefore a change to CName or A-Host configuration is required to point to the disaster recovery regional Elastic IP.



Revize Disaster Recovery Infrastructure Diagram. AZ stands for Availability Zones

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Revize/AWS complies with SOC 1/ISAE 3402, SOC 2, SOC 3, FISMA, DIACAP, and FedRAMP, PCI DSS Level 1, ISO 9001, ISO 27001, ISO 27017, ISO 27018 and other programs. Revize is responsible for securing the content, access to the content on the web server, to snapshots, configurations and infrastructure as a whole.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

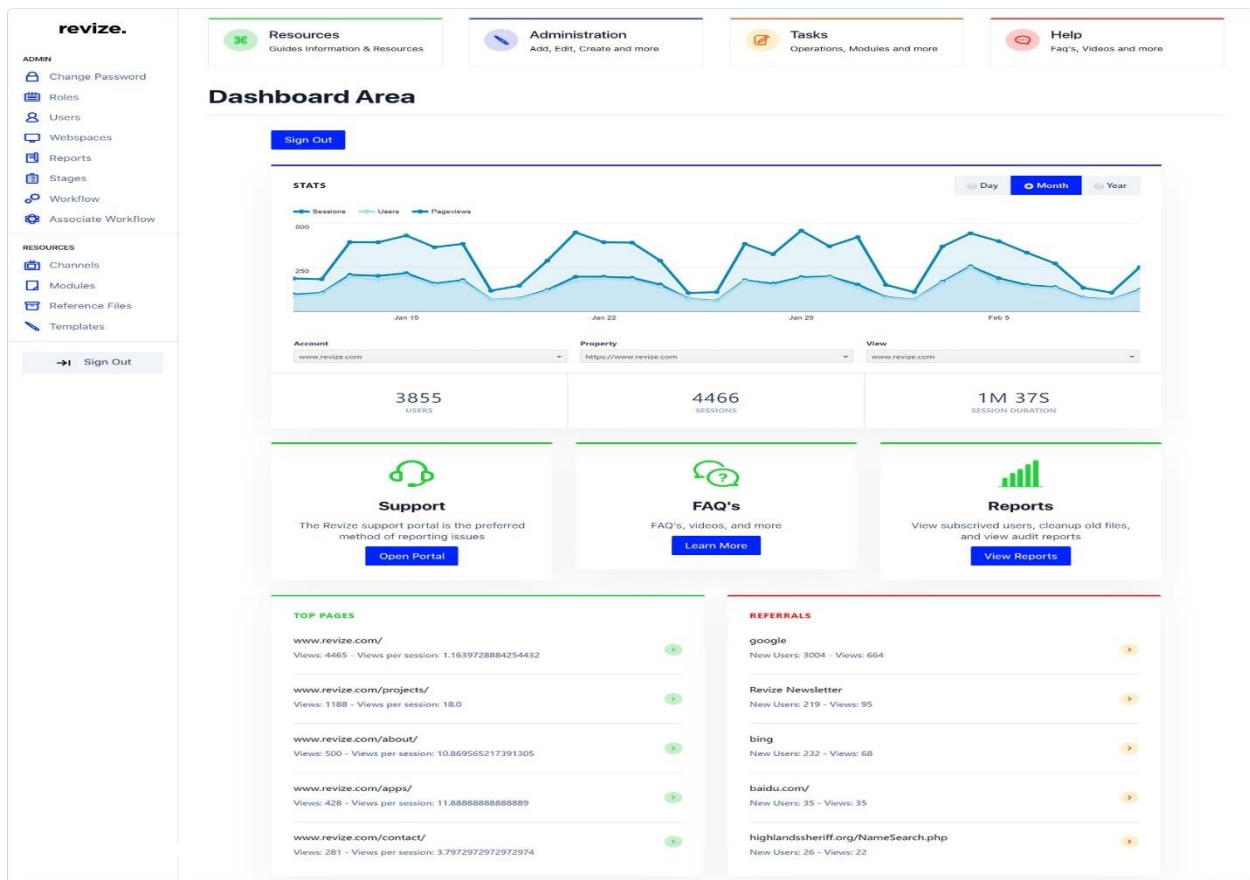
Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



Revize Website Analytics

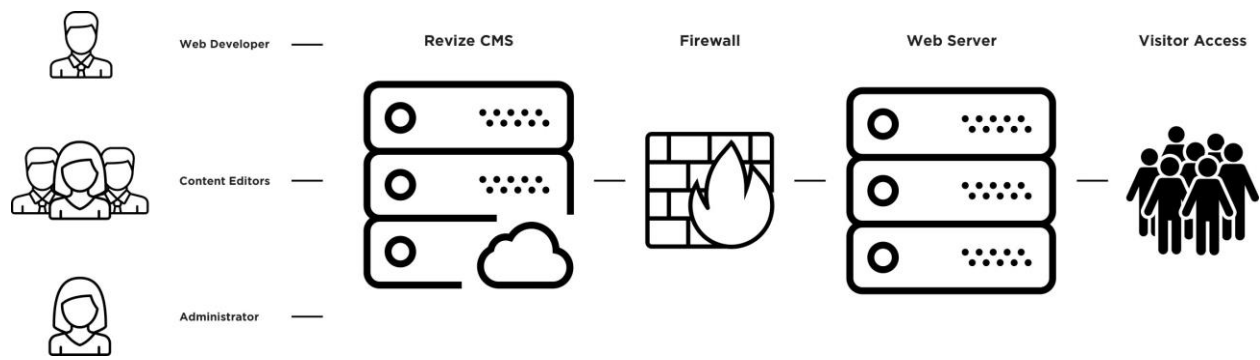
Revize has Custom APIs for Google Web Analytics that is integrated in each of our client's websites. Analytics makes it easy to understand how your site and app users are engaging with your content, so you know what's working and what's not. Revize CMS dashboard for Analytics provides an overall picture of how residents are interacting with your site, which pages/documents are being viewed most, how much traffic you are getting in your site across different geographic regions etc. You can filter and download all sorts of analytics reports for your IT Team and Management to analyze the data and effectiveness of your website content and services offered. Below is a graphical view of our analytics dashboard interface, the data shown is for our own website but this will be replaced by your site data when it's integrated.



Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM

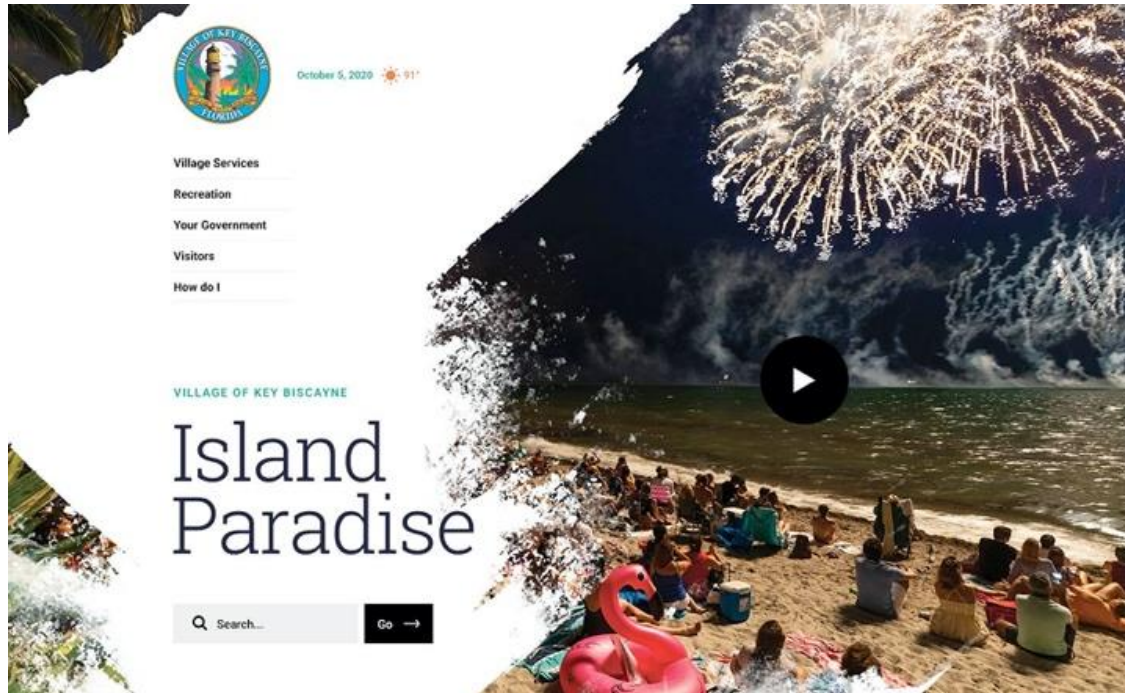


“Security, Performance,
Redundancy”



Revize Government CMS User Interface

1. Revize CMS User Interface Home Page



2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

revize.

Content Management Made Simple. Login below to edit your site

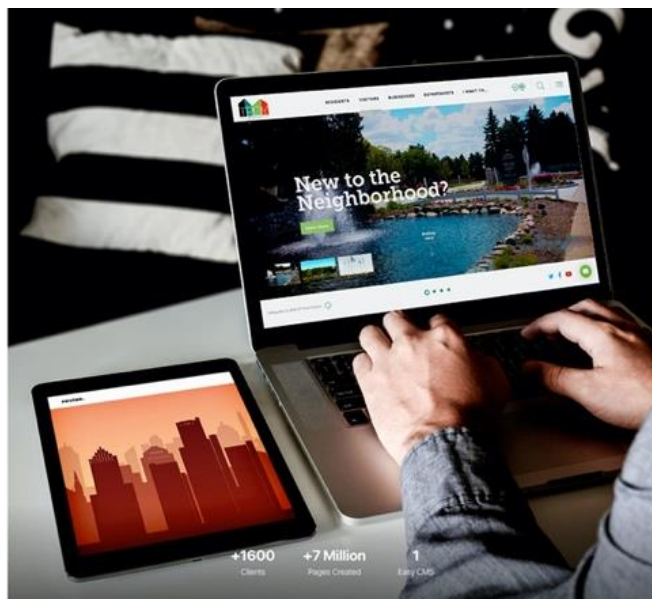
Username

Password

☐ Show Password

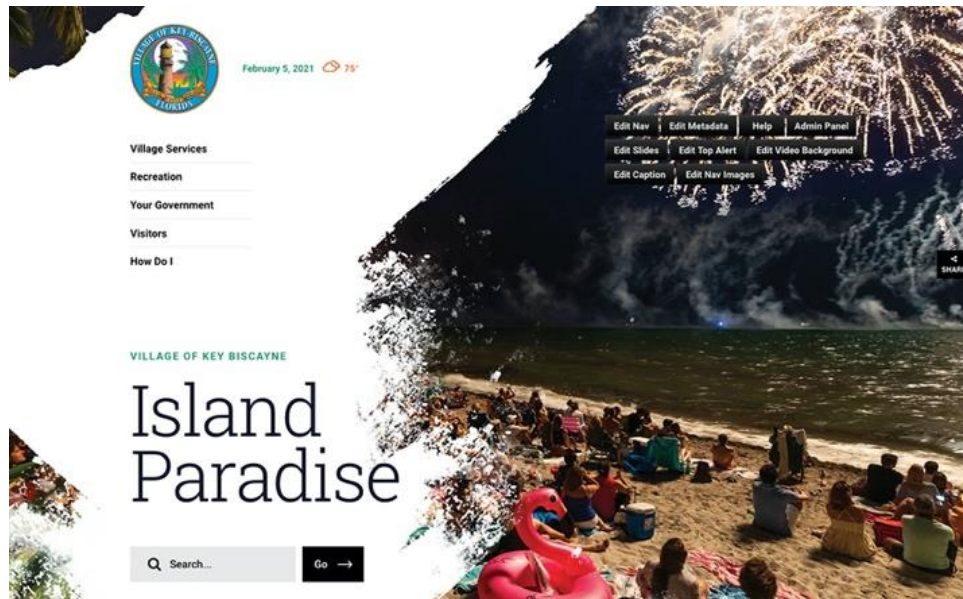
[Forgot password?](#)

© 1995-2021 Revize. All Rights Reserved



Revize Government Websites Proposal

3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



4. The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a “Word Like” editor.

A screenshot of the 'Edit this page' form. At the top, it says 'Edit this page' in bold, followed by 'PUBLISH' and 'HISTORY' buttons. Below this are tabs for 'EDIT', 'FAQ'S', and 'TIPS'. The form is divided into two main sections. The left section is titled 'Page Title' and has a text input field with the placeholder 'Enter title here'. Below this is a smaller text area with the placeholder 'This is the pages main title here'. The right section is titled 'Page Module' and has a dropdown menu with options: 'None', 'FAQ', 'Document Center', 'Staff Directory', 'Photo Gallery', 'Job Posting', 'Agenda and Minute', 'Bid Posting', and 'Business Directory'. Below these sections is a large text area for 'Top Content' with a rich text editor toolbar. The toolbar includes options for 'Edit', 'View', 'Insert', and 'Tools', as well as various formatting and editing tools. At the bottom of the form, there are buttons for 'SAVE', 'SAVE AS DRAFT', 'CANCEL', and 'HISTORY'.

After the page is “saved”, the page can be sent to an approver for review or immediately published to the web site.

Design and Key Specifications

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

“Over the past 20 years, Revize has mastered the art of designing government websites.”

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and “feel” of your area, which will inspire ideas for the overall

design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.

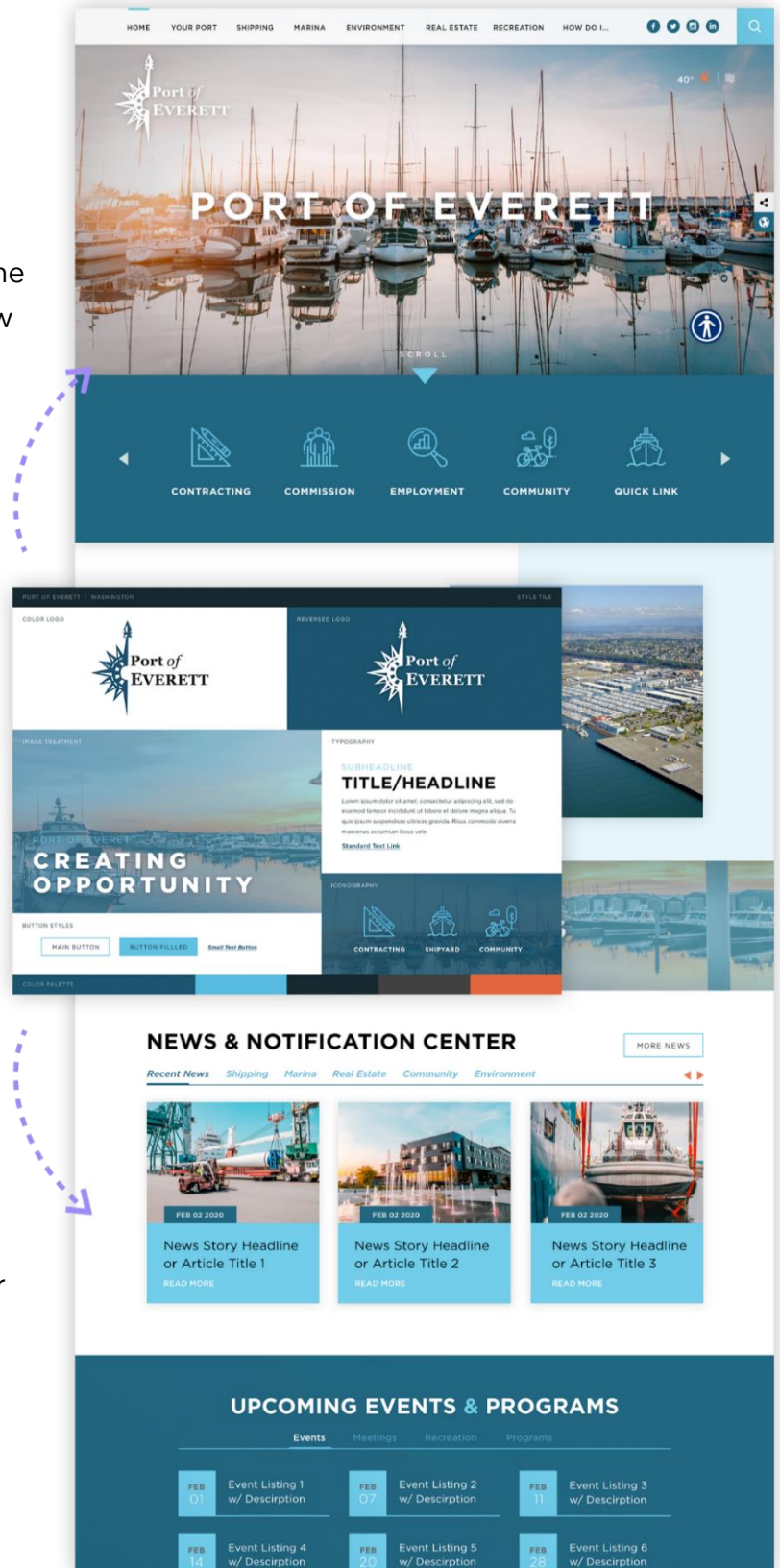


Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

Wire Frame to Concept

- Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.
- Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.
- Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.



Project Timeline

Phase	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	1 Week
Phase 2: Discovery & Design	6 Weeks
Phase 3: HTML Template Development	2-4 Weeks
Phase 4: CMS Integration & Module Setup	5-6 Weeks
Phase 5: Custom Development & Quality Assurance Testing (Ongoing)	3 Weeks (Overlaps with Remaining Phases)
Phase 6: Sitemap Development / Content Migration	5-6 Weeks
Phase 7: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	1-3 Weeks
Phase 8: Go Live	1 Week
Go-Live (Average)	21-27 Weeks

Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Appendix A: Cost Estimate

APPENDIX A Cost Estimate

Company Name: Revize LLC DBA Revize Government Websites

Address: 150 Kirts Blvd. Suite B. Troy, MI 48064

Contact person: Thomas Jean

Title: Project Manager

Phone: 248-269-9263 ext.8035

Email: thomas.jean@revize.com

Present a detailed breakdown of the project costs

Please include a separate description page of what goes into each cost line.

Development: \$ 10,800.00

Design: \$ 3,000.00

Hosting 1st year: \$ 3,900.00

Licenses/maintenance: \$ Included in Cost Above

Additional cost: \$ Not Applicable

Proposed project cost 1st year: \$ 17,700.00

Annual hosting: \$ 3,900.00

Annual licensing & maintenance: \$ Included in Cost Above

If any add-ons are available, describe them below:

Add-on	Description	Cost/year	Paid ones or yearly?

This estimate is valid for 120 days.

Authorized Signature

Thomas Jean

Printed Name

Project Cost Breakdown

Design	Phase 1: Project Planning and Analysis, SOW	\$500
	Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$2,500
Development	Phase 3 & 4: Revize HTML Development & CMS Integration- Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$4,300
	Phase 5: QA Testing	\$1,900
	Phase 6: Site map development and content migration Best practices migration according to new sitemap including spell checking and style corrections – up to 1,000 webpages and documents	\$3,700
	Phase 7: Content editing and site administration training	\$900
	Phase 8: Go live!	Included
Annual tech support, CMS software updates (unlimited users), and website health checks. website hosting included (Unlimited storage space):		\$3,900
Grand Total (1st year)		\$17,700
Second year and onward investment		\$3,900/year

Payment Options

Revize provides a free website redesign during year four of service!

Optional Payment Plan – The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

Optional Payment Plan – Three Year Payment Breakdown – Interest Free

Year 1:	1/3 rd of project costs + Annual Hosting, Support, Maintenance
Year 2:	1/3 rd of project costs + Annual Hosting, Support, Maintenance
Year 3:	1/3 rd of project costs + Annual Hosting, Support, Maintenance
Year 4:	Annual Hosting, Support, Maintenance (Optional) Includes Free Redesign

Included Features

The Following Applications & Features will be integrated into Your Website:
In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- Public Service Request
- Online Interactive Forms (Public Records Request App)
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

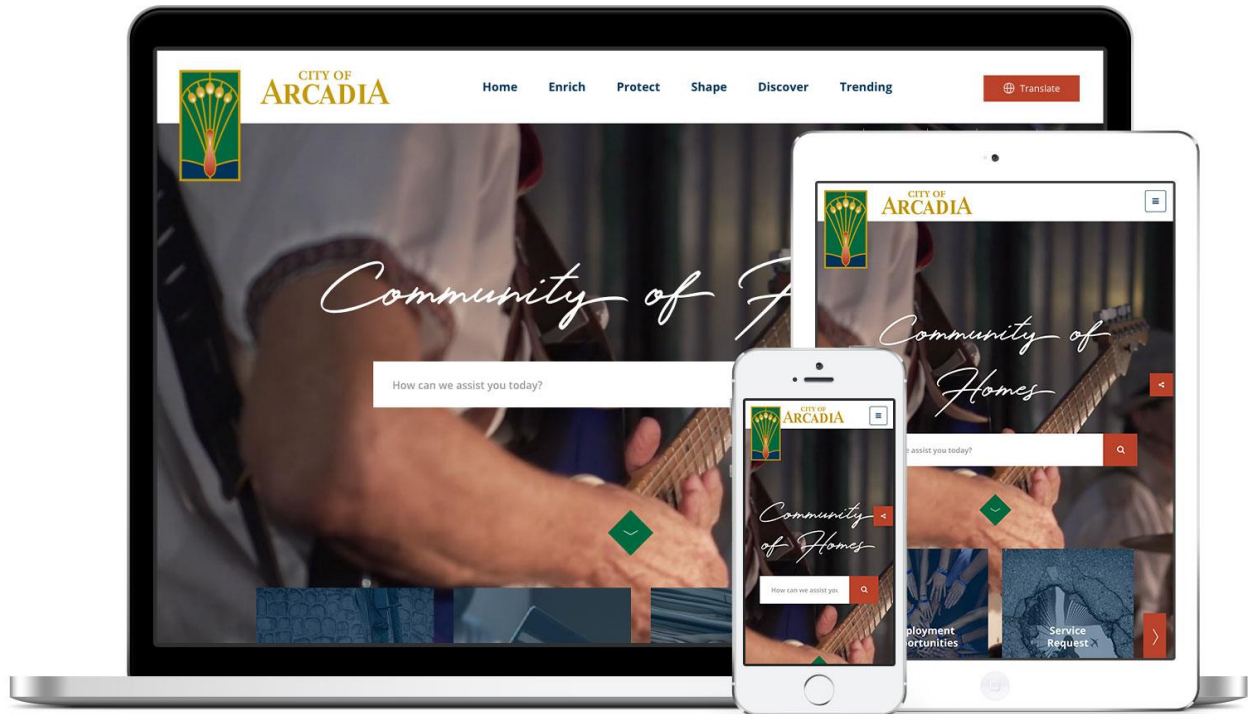
Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

Previous Work

The City of Arcadia, California

www.arcadiaca.gov



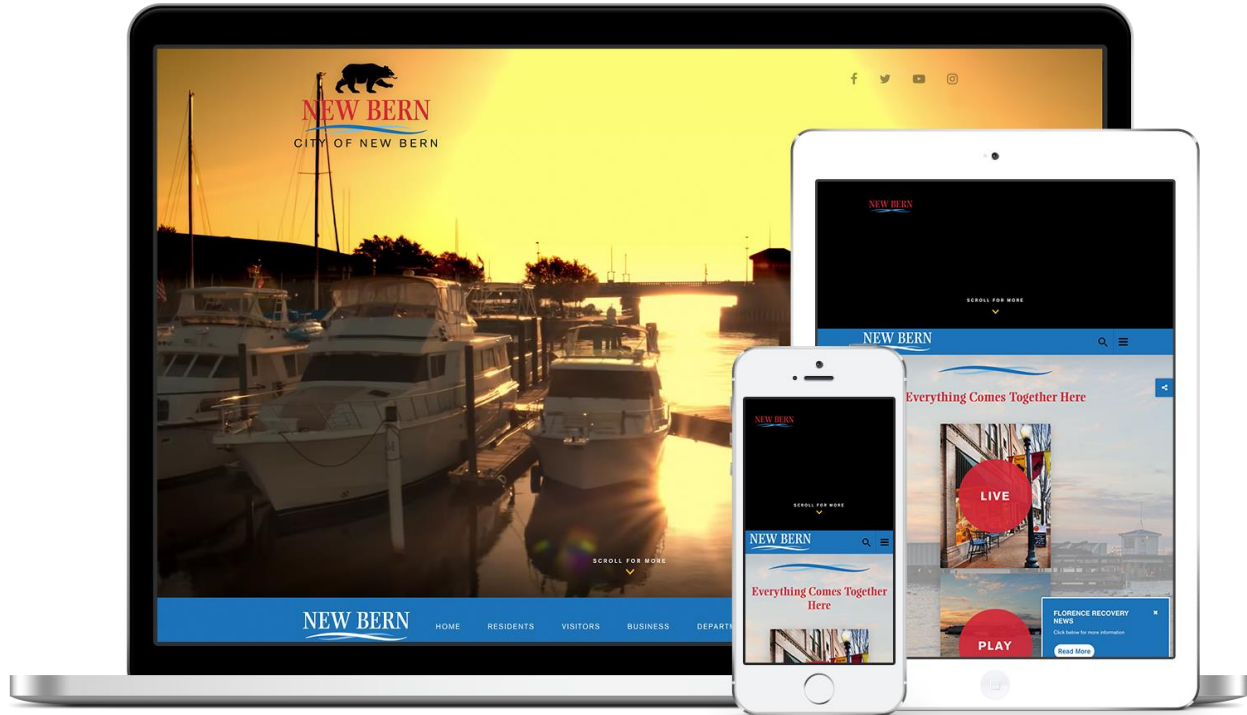
Horizon Interactive Award Winner

Details:

The City of Arcadia, California chose Revize because they wanted a website that stood out from all of the others in Los Angeles County. In this site, we built unique designs for the city, recreation department, and library. Each one has its own unique look and feel while maintaining the brand. This site also includes our proprietary “curated search” feature. This feature puts you in control of the search results on the site. You get to decide which results display based on the search criteria your users input into the search. This allows them to find the results they are looking for instantly!

The City of New Bern, North Carolina

www.newbernnc.gov

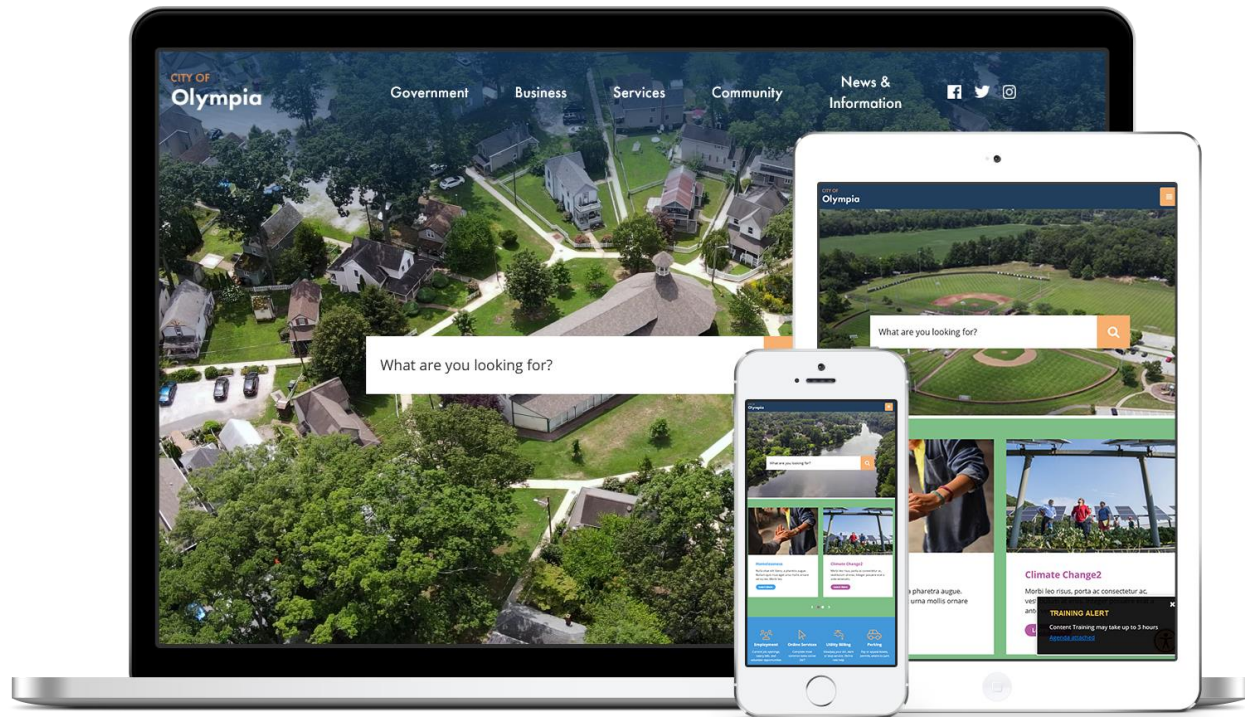


Details:

New Bern, North Carolina wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a drone video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the City's brand in a way that is unmatched in the industry!

The City of Olympia, Washington

www.olympiawa.gov

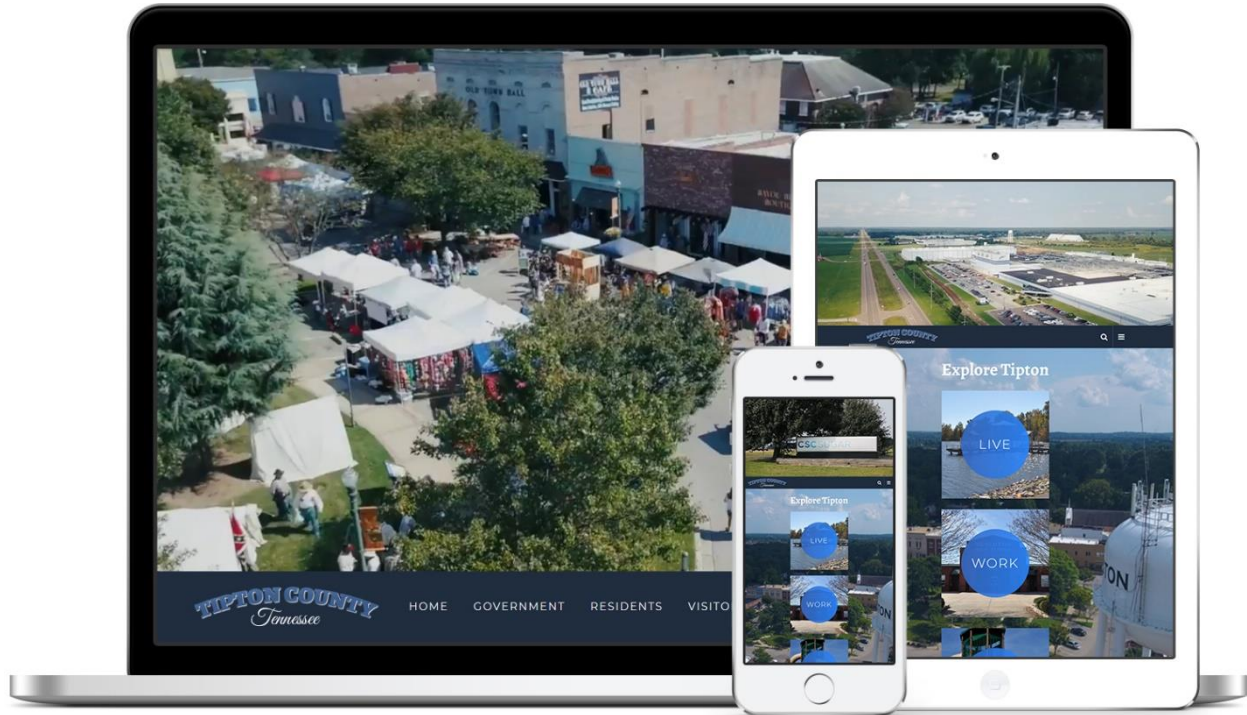


Details:

The City of Olympia, the Capitol City of Washington, presented a unique opportunity for Revize and the City's web team. This website features an extremely innovative homepage. As users scroll from one section to the next, they can explore different trending topics, services, news, events, and much more in an extremely modern fashion. We built this website to be one of the most visually inspiring, but also most functional websites in the United States. With the unique design coupled with features such as a curated "smart search" feature and online interactive forms, this website makes a strong case for that title!

Tipton County, Tennessee

www.tiptonco.com

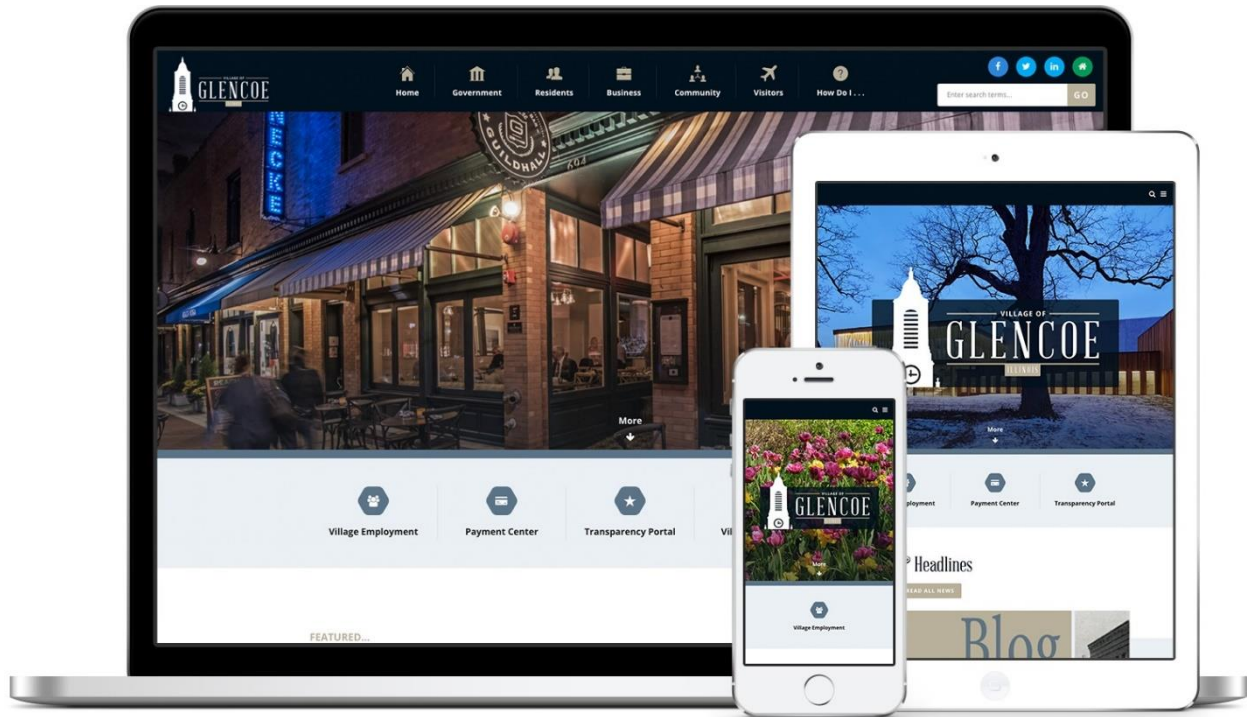


Details:

Tipton County is located on the Mississippi River north of Memphis and is one of the fastest growing counties in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. To achieve this, we started off by integrating a drone video. That video instantly showcases the growth in industry that Tipton is experiencing. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

The Village of Glencoe, Illinois

www.villageofglencoe.org

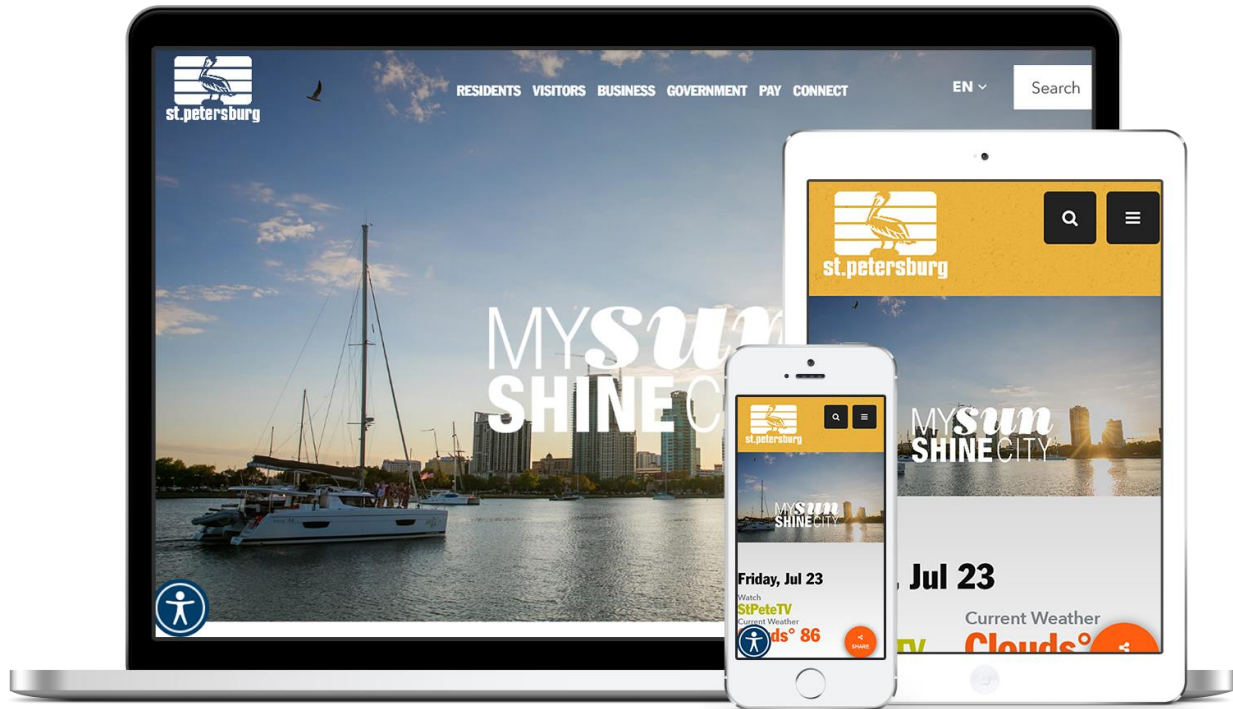


Details:

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

The City of St. Petersburg, Florida

www.stpete.org

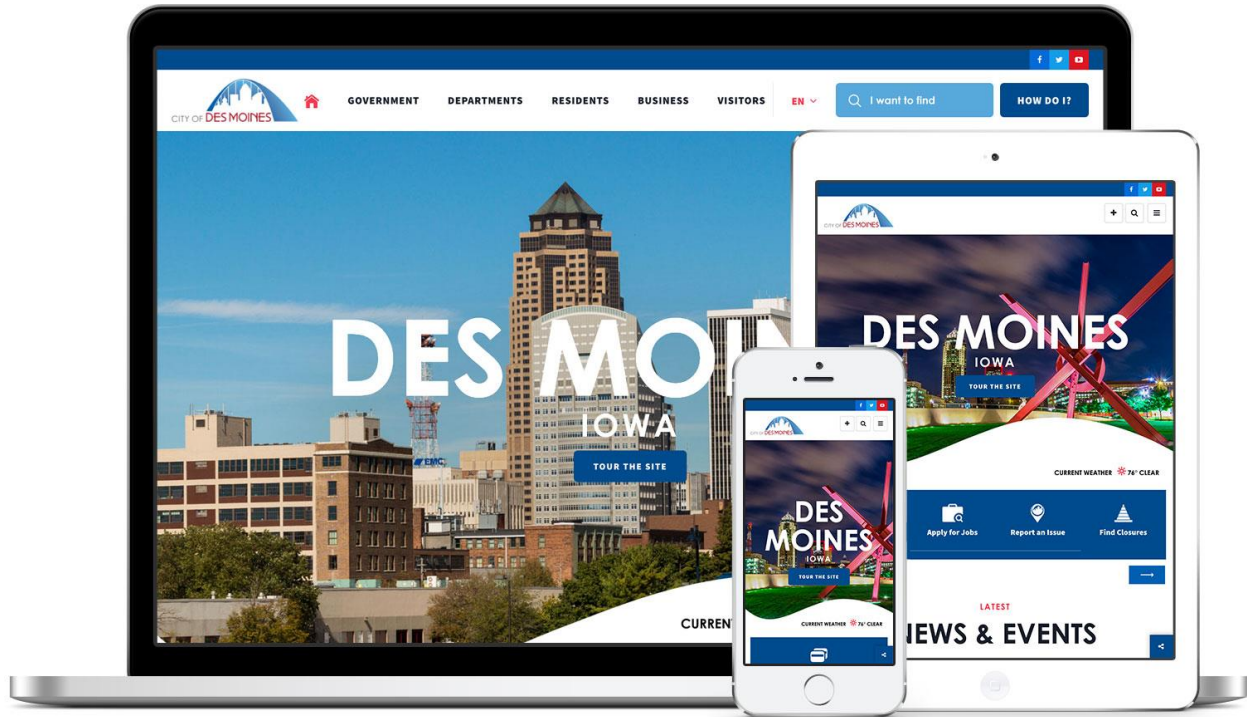


Details:

As Florida's 5th largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also uses the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

City of Des Moines, Iowa

www.dsm.city



Details:

The City of Des Moines, Iowa came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the City. This included board listings, Q&As, interactive park directories, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents, business owners, and visitors!

City of Largo, Florida

www.largo.com

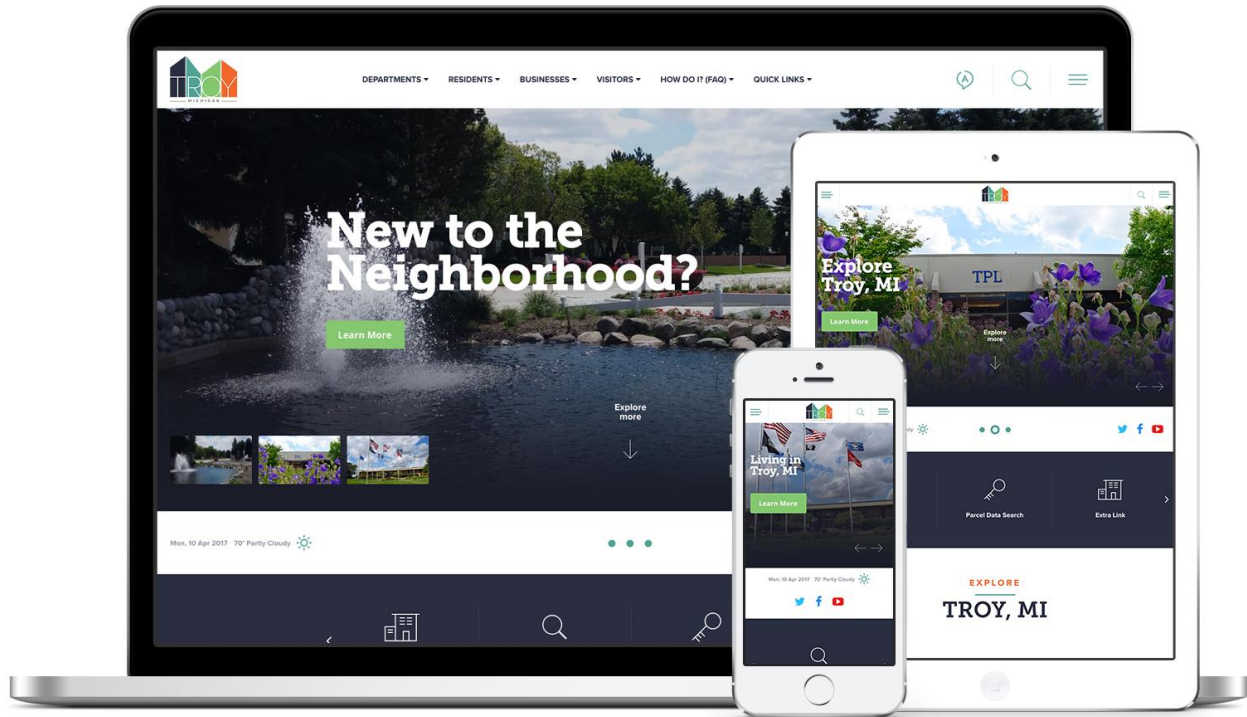


Details:

Largo, Florida wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

The City of Troy, Michigan

www.troymi.gov



Details:

The City of Troy wanted a website to increase ease of communication to all of their audiences. In addition, the city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Included is a live-searchable "How Do I" section that narrows down results as the user is typing. This allows any user to easily find what they are looking for regardless of which department it exists under.

Government Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer

Office: (972) 516-6016

Email: craig.kelly@wylietexas.gov

Website: www.ci.wylie.tx.us

Client: City of Olympia, WA

Joshua Linn, Website Administrator

Office: (360) 570-3782

Email: JLinn@ci.olympia.wa.us

Website: www.olympiawa.gov

Client: City of Arcadia, CA

Michael Bruckner, Assistant to the City Manager

Office: (626) 574-5433

Email: mbruckner@ArcadiaCA.gov

Website: www.arcadiaca.gov

Client: Tipton County, TN

Shawn Anderson, GISP Director

Phone: (901) 476-0234

Email: sanderson@tiptonco.com

Website: www.tiptonco.com

Revize Support Includes

- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



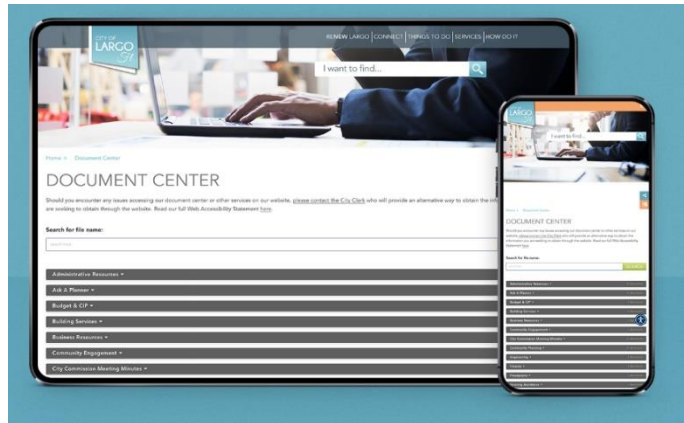
Did you know?

Revize updates your Content Management System an average of 4 times per year!

Citizen's Communication Center Apps

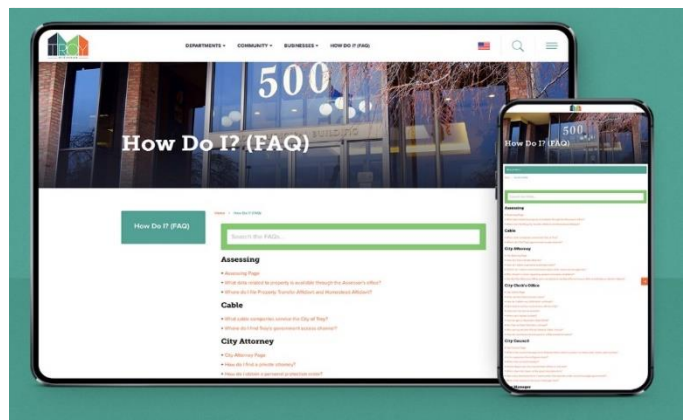
DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 - usually within two clicks -- and you won't incur any printing or postage costs.



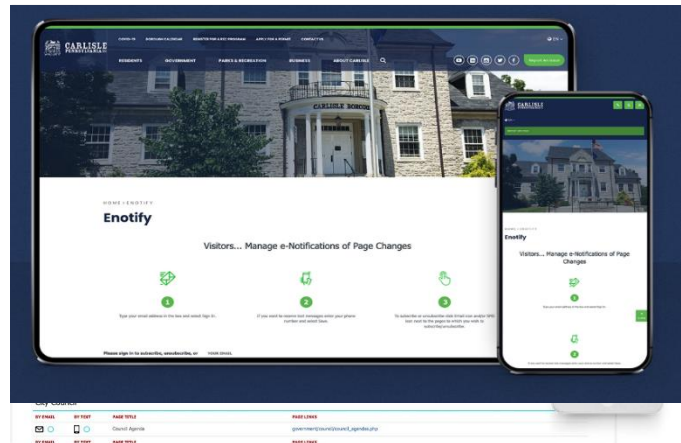
FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



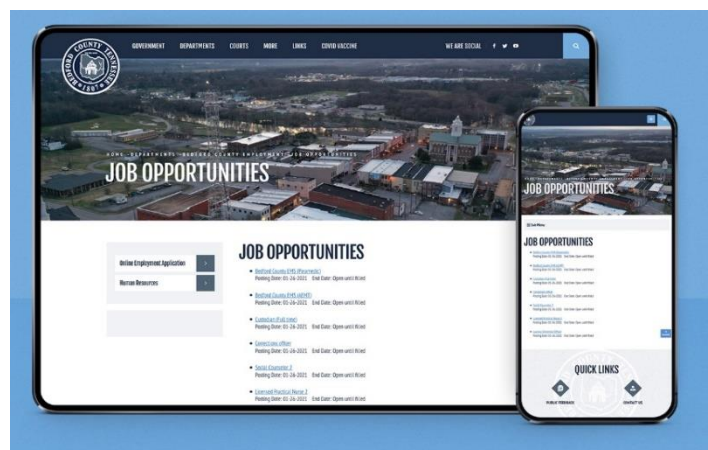
E-NOTIFY

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



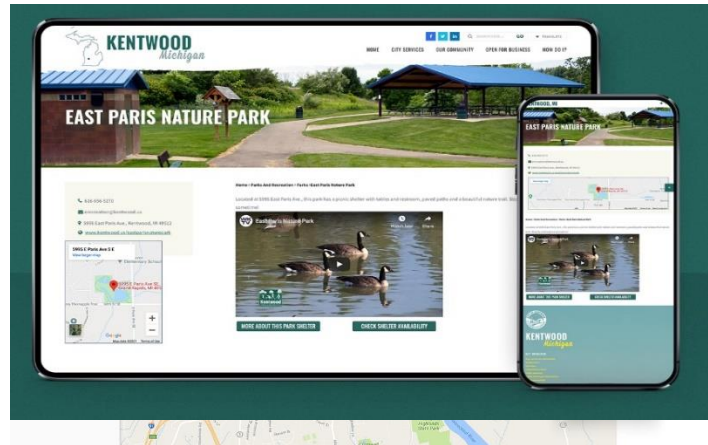
JOB POSTING

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.



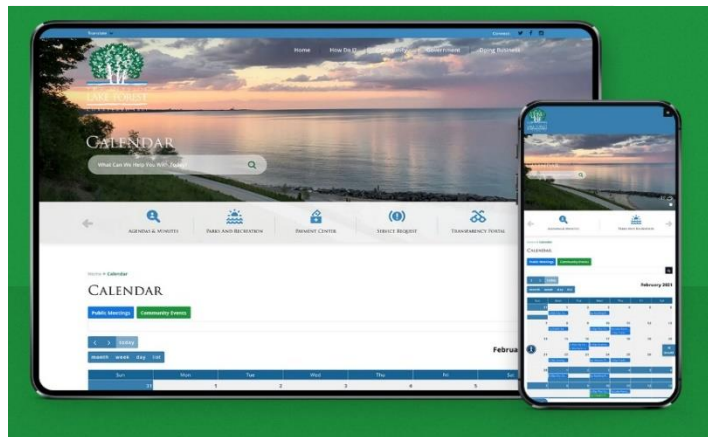
INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them to navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



NOTIFICATION CENTER

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

BID POSTING

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

ONLINE FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs. Examples for users: Where do I... Get Registered for Summer Camp Where do I... Get a Marriage License.

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

Citizen's Engagement Center Apps

PUBLIC SERVICE REQUEST APP

This app allows residents to submit requests based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they are able to respond directly to the requests. Photo submission, automatic escalation, mobile app integration, and archived reporting make this one of our most powerful features!

CITIZEN REQUEST CENTER

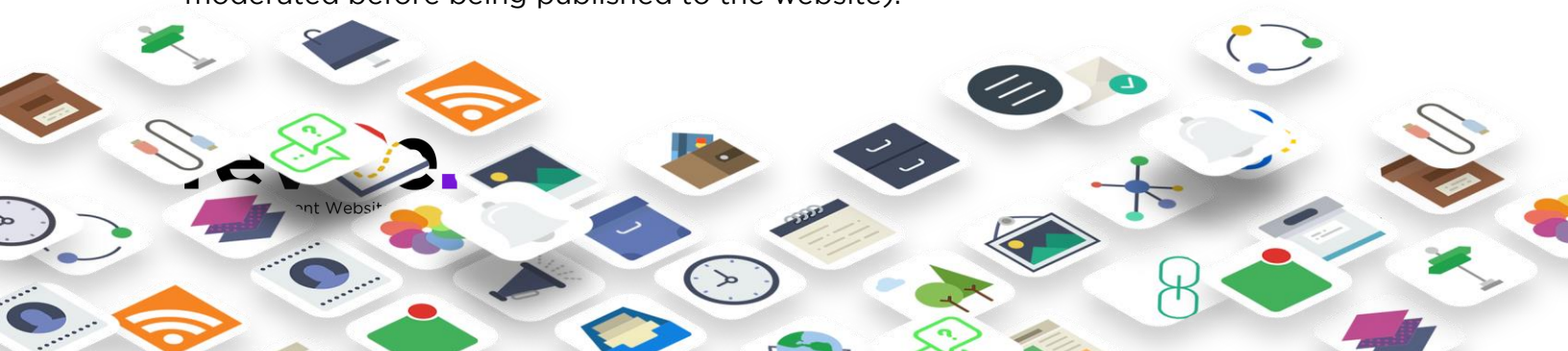
This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

PUBLIC RECORDS REQUEST TRACKER

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

CITIZEN CONNECT

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

Staff Productivity Apps

AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

IMAGE MANAGER

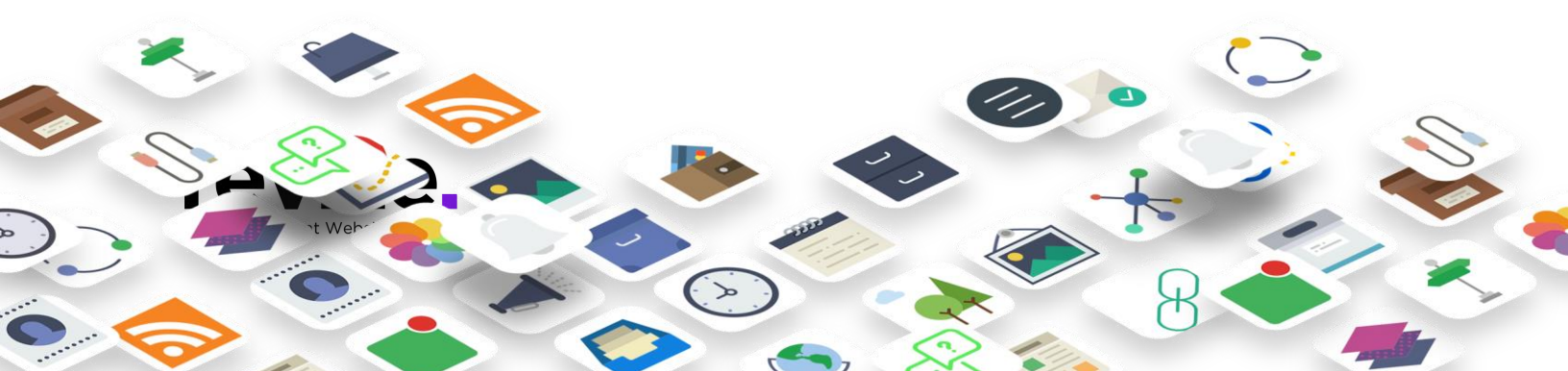
Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

ONLINE FORM BUILDER

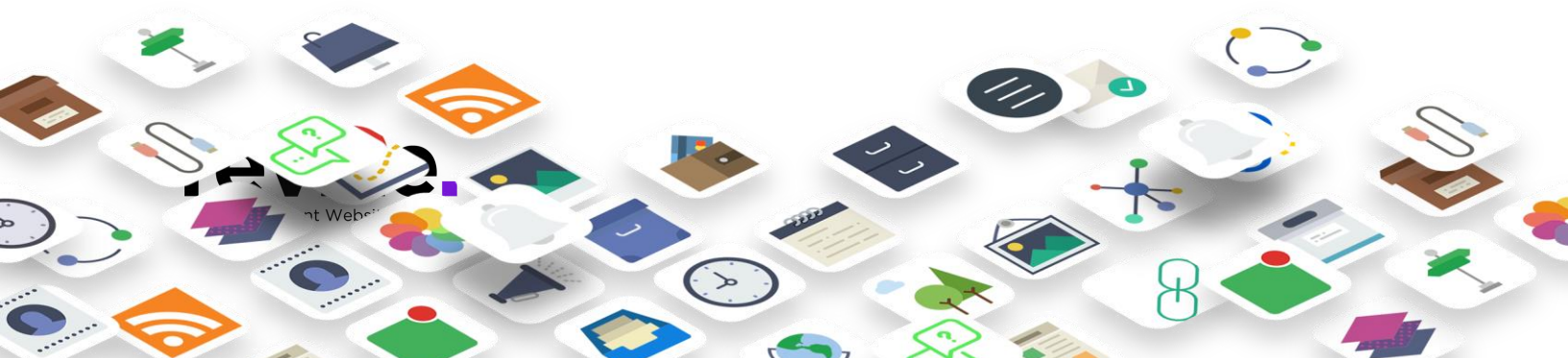
Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

“Our innovative solutions are custom-tailored to meet the needs of each individual client.”



Did you know?

Revize installs new features into your content management system on a rolling basis!

Mobile Device and Accessibility Apps

ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.

FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.

RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.





Thank you
For Considering Revize

Prepared by Thomas J. Jean
150 Kirts Blvd. Troy, MI 48084
Ph: 248-269-9263 x8035 Fax: 866-346-8880
www.revize.com

AGENDA ITEM DIVIDER

Memorandum

To: Selectboard

Fr: Laurie Smith, Town Manager and Chris Simeoni, Public Works Director

Re: Solid Waste and Recycling Collection bid

Dt: September 7, 2023

As the Town of Kennebunkport has no transfer station or landfill, it undertakes the collection of solid waste and recycling through an outside contractor. For years, the Town contracted a manual collection system with Oceanside Waste Collection. A few years ago, Casella purchased Oceanside and took over their contract under the same conditions. Our current contract runs from September 2019 through August 2024. In preparation for the expiration of the contract, the Town advertised for bids a year in advance to allow for the transition to an automated collection system, and to account for the 12-18month delivery window for new equipment.

Casella and Waste Management System, the two largest vendors in our region, notified the Town that they would not bid on a new contract if the Town continued to collect trash manually. Collection/processing companies are increasingly moving towards automated trash pickup for two primary reasons:

1. **Efficiency and Cost Savings:** Automated trash pickup systems are often more efficient than traditional manual collection methods. Automated trucks equipped with robotic arms can pick up and empty bins quickly and with fewer personnel. This efficiency allows vendors to perform the work with fewer workers.
2. **Safety:** Automated systems reduce the physical strain and potential injury risks associated with manual trash collection for sanitation workers. These systems help improve worker safety by minimizing the need for heavy lifting and exposure to traffic hazards.

The bids were advertised on July 20, 2023, and submitted on August 23, the Town received two responses. The first was from Waste Management System informing the Town they would not bid on the contract but wished to be considered for future contracts. The second bid was from Casella Waste, who bid on waste collection and recycling but not the supply of carts.

Below are the bid results:

Option 1: Automated collection & weekly recycling: \$543,713

Option 2: Automated collection & every other week recycling: \$533,015

Currently, the Town pays \$314,649 annually for manual collection on a weekly basis and every other week recycling.

After receiving only one bid from Casella, staff met with representatives to better understand the pricing structure and ways to perhaps mitigate the costs. Casella explained that our current contract has only allowed a 3% annual cost increase during some of the highest labor and equipment increases in recent history. Because of this financial ceiling, the company is currently operating at a loss while serving Kennebunkport. The new costs are reflective of the cost of equipment, large labor increases, and the cost of operation. Staff requested other options for the Board's consideration.

Automated collection & weekly recycling:

<u>Alternate Option 1A:</u>	\$506,713
<i>Moving GRB to Friday or Monday</i>	
<i>(savings of \$37,000)</i>	

<u>Alternate Option 1B:</u>	\$483,331
<i>Moving GRB to Friday or Monday and no</i>	
<i>weekend collection of beach or town barrels.</i>	
<i>(savings of \$60,382)</i>	

Automated collection & every other week recycling:

<u>Alternate Option 2A:</u>	\$499,715
<i>Moving GRB to Friday or Monday</i>	
<i>(savings of \$33,300)</i>	

<u>Alternate Option 2B:</u>	\$478,671
<i>Moving GRB to Friday or Monday and no</i>	
<i>weekend collection of beach or town barrels</i>	
<i>(savings of \$54,344)</i>	

The above options will supply some cost savings but would dramatically change the service at Goose Rocks Beach and downtown. The Town has 30 days from August 23 to accept this bid.

August 23, 2023

Town of Kennebunkport
Attn: Laurie Smith, Town Manager
6 Elm Street
Kennebunkport, ME 04046

RE: TOWN OF KENNEBUNKPORT, ME- INVITATION TO BID

Dear Laurie,

Pine Tree Waste, Inc., a wholly owned subsidiary of Casella Waste Systems Inc, ("Casella") is pleased to provide the Town of Kennebunkport ("Town"), with the following proposal for automated municipal solid waste and recycling collection services. As the leading resource management company in the Northeast, we have nearly five decades of experience of hauling, disposal, and recycling processing services, and have been a partner of Kennebunkport for the past four years. As such, we believe Casella is the most qualified partner to continue meeting the Town of Kennebunkport's materials management needs.

In addition to Casella's longstanding environmental service expertise, Casella recovers over one million tons of recyclables and organic residuals for beneficial use each year. We are committed to working collaboratively with the Town of Kennebunkport to meet its goals; both environmentally and economically. We are committed to building a diverse workforce that is passionate about serving our customers, adhering to the highest ethical standards, complying with all state and federal regulations, all the while improving our communities and environment.

In addition to solid waste and recycling services, we often deploy education and other value-added services, such as technology and food waste services, to our customers as desired. Our pricing outlines the scope of services with a start date of September 1, 2024.

We feel that this proposal reflects our strong desire to continue our partnership with the Town of Kennebunkport, and we look forward to discussing the opportunity in greater detail. If at any time you have any questions, please feel free to reach me at (207) 604-4522.

Sincerely,

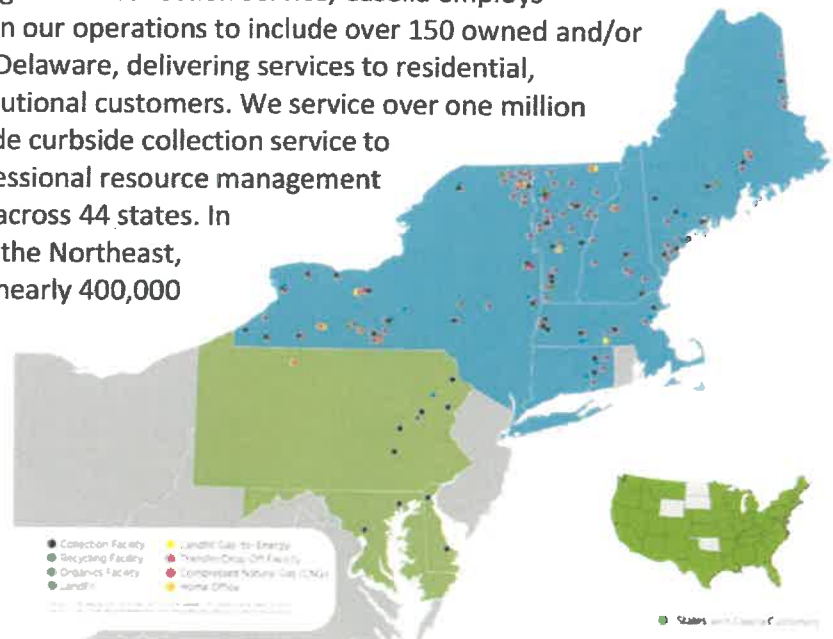


Christopher McHale
Market Area Manager

Who We Are

Casella is the Northeast's most experienced resource management company, with headquarters in Rutland, Vermont. Founded in 1975 as a single truck collection service, Casella employs approximately 4,000 people. We have grown our operations to include over 150 owned and/or operated facilities spanning from Maine to Delaware, delivering services to residential, commercial, municipal, industrial, and institutional customers. We service over one million customers in our operating footprint, provide curbside collection service to over 800,000 households, and provide professional resource management services to over 10,000 customer locations across 44 states. In addition, we serve as the largest recycler in the Northeast, recovering 800,000 tons of recyclables and nearly 400,000 tons of organic residuals each year.

Today, with a clear strategy to serve our customers with integrated services, we continue to lead the solid waste industry with an innovative business model that seeks to create sustainable value beyond the traditional waste disposal model.

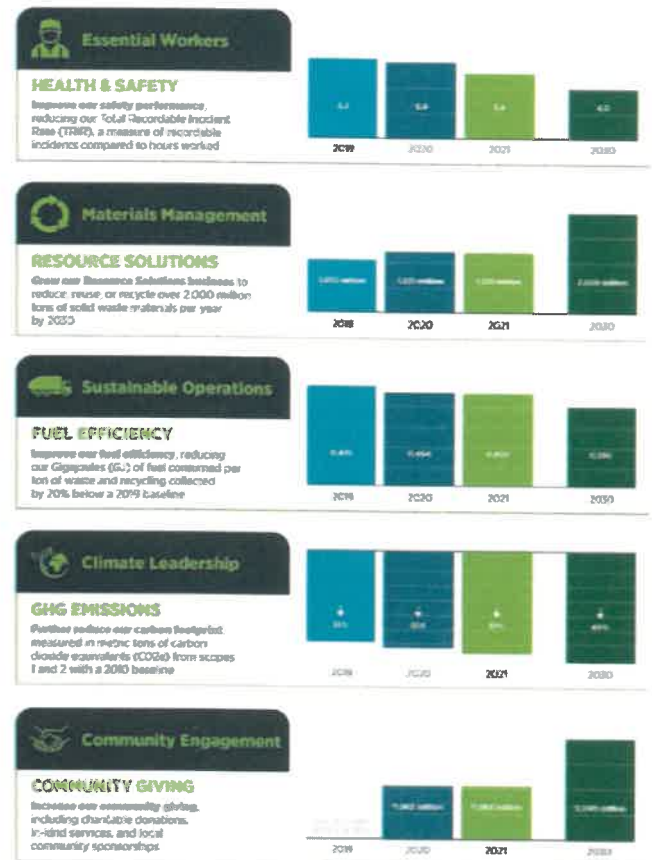


Our Sustainability Goals

Sustainability has been at our core since our founding in 1975. Over the years, important sustainability milestones have included:

- 1977:** Opened our first recycling facility
- 1999:** Launched our first food waste collection route
- 2008:** Built our first landfill-gas-to-energy power plant
- 2012:** Earned the EPA Climate Leadership Award for Excellence in GHG Management
- 2014:** Reached the milestone of recovering 1 million tons per year of recyclables and organics

We have identified five key sustainability goals for 2030. These include reducing our greenhouse gas emissions by an additional 40% and increasing the tonnage we recover from the waste stream to 2 million tons per year. To view all five of our goals, and our progress toward achieving them, please visit sustainability.casella.com.



Scope of Services

Collection

The Town of Kennebunkport will continue to be serviced by our local hauling division located at 19 Clear Zone Road, Sanford, ME, where our administrative offices and fleet vehicles are dispatched. Casella is fully equipped to provide and maintain equipment to service the town, in addition to being fully qualified and licensed in accordance with all Federal, State, and local laws. Our trucks are routinely serviced and inspected. We have ample backup equipment in our existing fleet located at our local hauling division.

Transition to Automated Collection

Casella will work with the Town of Kennebunkport to transition to automated collection service with carts. New trucks are currently taking 12-18 months to arrive. Due to this current backlog, if the new automated truck did not arrive by September 1, 2024, Casella would continue real-load service in Town until the new truck arrives.

Trucks: (1) New Automated Mack Chassis with a 32-yard Labrie split body

Labor: (1) Driver

Carts & Containers: Each residential location would need (2) 64-gallon or 96-gallon carts, one (1) for trash and one (1) for recycling, upon automated transition. Casella would not recommend using 32-gallon carts. Ownership and management of the carts can be determined by Casella and the Town.

Disposal

All municipal solid waste collected locally will be delivered to Casella's transfer station located at 386 Willie Hill Rd in Wells, ME, where it will be loaded and transported to PERC for final disposal under the existing Tri-County Disposal Agreement. An extended or additional disposal agreement will be required after June 2025.

Processing

All recycling collected locally will be delivered to Casella's operated Wells Transfer Station where it will be loaded and transported to one of our state-of-the-art Material Recovery Facility ("MRF") located in Lewiston, ME for processing.

Our facilities are designed to handle our Zero-Sort® Recycling Program. Zero-Sort® Recycling makes it easier for our customers to recycle, promoting greater participation in recycling by eliminating the need to sort materials, and positioning us as a provider of choice in many markets. At our facilities all types of recyclables are mechanically sorted and forwarded to their recycling destination. The ease of recycling allows our customers to recycle as much material as possible, thus eliminating a significant amount of solid waste from their waste stream.

Casella continues invest in our facilities and recycling infrastructure- effective January 1, 2023, Casella has a multi-million-dollar upgrade planned for our Charlestown, MA MRF. This upgrade will increase processing efficiencies and improve quality of material for sale to market.



Transition Timeline

Casella proposes a mobilization schedule similar to the one below, to ensure a smooth transition of service. All dates below are based on a fully automated collection program commencing September 1, 2024 and are for conversational purposes only at this point in time:

Sign Contract and Order New Truck:	September 2023
Implementation Meeting with Town:	January 2024
Obtain Accurate Assessors List from Town:	January 2024
Detailed Written Transition Plan from Contractor to the Town:	February 2024
Driver Training:	March 2024
Cart Community Outreach and Education:	May-August 2024
Cart Assembly and Delivery:	August/September 2024 <i>*Subject to change based on truck arrival</i>
Automated Collection Commencement:	September 2024 <i>*Subject to change based on truck arrival</i>

Customer Service

Casella's Customer Care Center is available to take your call and assist the Town's residents. A majority of the calls we receive aren't problems, rather they are questions or misunderstandings which can be immediately solved by a Customer Service Representative. The few situations that require more involvement entail a Customer Service Representative reaching to the appropriate operations person for prompt research and resolution.

Casella- Scarborough Commercial Sales Representatives

Phone: (207) 510-4839

Email: laurie.richards@casella.com

Key Personnel

The Town of Kennebunkport will have a direct line to our local operations team to ensure any daily service issues are resolved promptly. Casella will have the following resources overseeing the contract and supporting the Town's needs.

Market Area Manager: Chris McHale

Phone: (207) 604-4522

Email: Christopher.mchale@casella.com

Operations Manager: Rick Moriarty

Phone: (603) 387-1063

Email: Richard.moriarty@casella.com

Municipal Account Manager: Talya Bent

Phone: (603) 327-9098

Email: Talya.bent@casella.com

Price Proposal

Option 1: Automated Collection of MSW/Recycling Weekly

Solid Waste Collection	\$434,970
Recycling Collection	<u>\$108,743</u>
Total	\$543,713

Contract dollars in words for first year: Five hundred forty-three thousand seven hundred thirteen dollars

Pricing includes trash barrel collection of solid waste (Dock Square, Goose Rocks Beach & Parks. Barrels are provided by the Town. Casella will collect these barrels daily from May 15th to October 15th, twice per week October 16th- December 20th, and once per week from December 21st – May 14th of each year.

Option 2: Automated Collection of MSW/Recycling Every Other Week

Solid Waste Collection	\$434,970
Recycling Collection (EOW)	<u>\$98,045</u>
Total	\$533,015

Contract dollars in words for first year: five hundred thirty-three thousand fifteen dollars

Pricing includes trash barrel collection of solid waste (Dock Square, Goose Rocks Beach & Parks. Barrels are provided by the Town. Casella will collect these barrels daily from May 15th to October 15th, twice per week October 16th- December 20th, and once per week from December 21st – May 14th of each year.

Alternative A: Residential Curbside Collection Containers

Casella has opted to “No bid” on Alternative A for residential curbside collection containers. Casella would like the opportunity to share our list of preferred cart vendors with the Town.

<u>MSW Disposal:</u>	Beginning January 1, 2024- \$81.50/ton <i>*The existing Tri-County Disposal Agreement expires on June 30, 2025. An extended or additional disposal agreement will be required in 2025.</i>
-----------------------------	---

<u>Recycling Processing:</u>	Threshold: \$190.00/ton
-------------------------------------	--------------------------------

The processing cost per ton will be based on the following formula:

ACR - Threshold = Rebate (Charge). See attachment A for explanation.

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: Wednesday, August 23 , 2023 2:00 p.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 weekly Base Bid Price for 1st year	\$434,970
Recycling Collection weekly Base Bid Price for 1st year	\$108,743
Total: \$543,713	

TERM is for 5 YRS

Contract dollars in words for 1st year: Five hundred forty-three thousand seven hundred thirteen dollars

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 weekly Base Bid Price for 1st year	\$434,970
Recycling Collection bi-weekly Base Bid Price for 1 st year \$	\$98,045
Total: \$533,015	

TERM is for 5 YRS

Contract dollars in words for 1st year: Five hundred thirty-three thousand fifteen dollars

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



ESTABLISHED 1975

Town of Kennebunkport: Revised Price Proposal

Option 1: Automated Collection of MSW/Recycling Weekly

Pricing based on no service to Goose Rocks on Saturdays. Goose Rocks would be serviced on Friday or is changed to Monday collection.

Solid Waste Collection: \$405,370

Recycling Collection: \$101,343

Total: \$506,713

Contract dollars in words for first year: Five hundred six thousand seven hundred thirteen dollars

Option 1a: Automated Collection of MSW/Recycling Weekly

Pricing based on no service to Goose Rocks on Saturday Goose Rocks and no collection of beach barrels on Saturday or Sunday. Goose Rocks would be serviced on Friday or is changed to Monday collection.

Solid Waste Collection: \$386,664.40

Recycling Collection: \$96,666.60

Total: \$483,331

Contract dollars in words for first year: Four hundred eighty-three thousand three hundred thirty-one dollars.

Option 2: Automated Collection of MSW/Recycling Every Other Week

Pricing based on no service to Goose Rocks on Saturdays. Goose Rocks would be serviced on Friday or is changed to Monday collection.

Solid Waste Collection: \$405,370

Recycling Collection: \$94,345

Total: \$499,715

Contract dollars in words for first year: Four hundred ninety-nine thousand seven hundred fifteen dollars

Option 2a: Automated Collection of MSW/Recycling Every Other Week

Pricing based on no service to Goose Rocks on Saturdays and no collection of beach barrels on Saturdays or Sundays. Goose Rocks would be serviced on Friday or is changed to Monday collection, every other week.

Solid Waste Collection: \$386,664.40

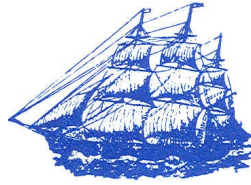
Recycling Collection: \$92,006.80

Total: \$478,671.20

Contract dollars in words for first year: four hundred seventy-eight thousand six hundred seventy-one dollars and twenty cents.

**All other line items provided in the original price proposal remain the same.*

AGENDA ITEM DIVIDER



MEMORANDUM

To: Laurie Smith
Fr: Eric J. Labelle, P.E., Dep. Public Works Director/Town Engineer
Re: Award bid for Pier Road Construction
Dt: September 6th, 2023

On August 31, 2023, bids were opened for the Pier Road Reconstruction project. W

On August 10th, 2023, Invitations to Bids were advertised for the reconstruction of the Pier Road. A non-mandatory Prebid meeting was on August 17th, 2023, to answer any questions interested contractors may have. Formal responses were provided via Addenda.

Bids were open on August 31, 2023. Bid results are attached on the following page.

All the responsive bidders are known earth excavators with years of experience of work experience in Maine. We were pleased to receive bids within our budget of \$2,585,000 for Construction Engineering and Construction of the causeway. Bids were reviewed by Woodard and Curran and were found all to be responsive.

Therefore, we recommend the project be awarded to the low and responsive bidder, Sargent Corporation, for the cost of \$1,947,000.

Supporting information from Woodard and Curran has been attached.

September 6, 2023



Eric Labelle, PE
Deputy Public Works Director/Town Engineer
Town of Kennebunkport
6 Elm Street
Kennebunkport, Maine 04046

Re: Pier Road Reconstruction Project – Bid Review and Award Recommendation

Dear Eric:

Woodard & Curran has reviewed the bid results for the *Pier Road Reconstruction Project*. Bids were opened from four different contractors on August 31, 2023, and a summary of the bid results is provided on the attached bid tabulation sheet. The apparent low bidder was Sargent Corporation (Sargent) with a total bid price of \$1,947,000. A copy of their bid form is enclosed with this letter.

Woodard & Curran connected with two of the references Sargent included in their bid. The reference contacts were the program manager on a roadway reconstruction project in Bar Harbor, and the resident engineer on an intersection improvement project in Gray. The references indicated they were satisfied with Sargent's scheduling, responsiveness, quality of work, and overall project performance and would recommend them for future work. A summary of Sargent's reference check is enclosed.

Based on the review of Sargent's bid, Woodard & Curran did not discover any information that would preclude the Town from selecting Sargent as the qualified and responsive low bidder, and therefore, we recommend the Town award the contract to Sargent.

If you have any additional questions, please do not hesitate to contact me at (207) 558-3785 or mmcdevitt@woodardcurran.com.

Sincerely,

WOODARD & CURRAN, INC.

Megan McDevitt, PE
Senior Project Manager

Enclosures Pier Road Reconstruction Project Bid Tabulation
Sargent Corporation Bid Form
Sargent Corporation Reference Check

BID TABULATION



CLIENT	Town of Kennebunkport, Maine	ENGINEER'S PROJECT NO	0203806.38
PROJECT TITLE	Pier Road Reconstruction	CITY/TOWN	Kennebunkport
DESCRIPTION	Installation of segmented concrete retaining wall, sidewalk, curbing, guardrail, bridge rail, replacement force main and sewer manhole, and restoration of adjacent areas	STATE	Maine
BID OPENING DATE	August 31, 2023	PROJECT MANAGER	Megan McDevitt

BIDDERS BASE BID				Gorham Sand & Gravel (GSG) Buxton, Maine		Wyman & Simpson, Inc. Richmond, Maine		Shaw Brothers Gorham, Maine		Sargent Corp Orono, Maine	
Bid Item No.	Description	Unit	Estimated Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	Mobilization/Demobilization	LS	1	\$16,100.00	\$16,100.00	\$200,000.00	\$200,000.00	\$309,445.00	\$309,445.00	\$125,000.00	\$125,000.00
2	Pier Road Reconstruction	LS	1	\$2,968,499.15	\$2,968,499.15	\$1,806,000.00	\$1,806,000.00	\$1,749,037.00	\$1,749,037.00	\$1,750,000.00	\$1,750,000.00
3	Unsuitable Materials	CY	200	\$95.00	\$19,000.00	\$75.00	\$15,000.00	\$70.00	\$14,000.00	\$100.00	\$20,000.00
4	Drilling and Blasting of Solid Rock Subgrade	CY	30	\$450.00	\$13,500.00	\$299.00	\$8,970.00	\$300.00	\$9,000.00	\$300.00	\$9,000.00
5	Owner’s Contingency Allowance for Materials Escalation Price Adjustment	ALLOW	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
6	Granite Boulders and Riprap	CY	300	\$60.50	\$18,150.00	\$81.00	\$24,300.00	\$200.00	\$60,000.00	\$110.00	\$33,000.00
TOTAL BASE BID				\$3,045,249.15*		\$2,064,270.00		\$2,151,482.00		\$1,947,000.00	
BID SIGNATURE RECEIVED (Y/N)				Y		Y		Y		Y	
BID BOND RECEIVED (Y/N)				Y		Y		Y		Y	
ADDENDA ACKNOWLEDGED (Y/N)				Y		Y		Y		Y	
TOTAL BID PRICE (Base)				\$3,045,249.15*		\$2,064,270.00		\$2,151,482.00		\$1,947,000.00	

*All bids were reviewed for math errors. A math error was found on the GSG Bid Form that changed the Total Base Bid from \$2,995,204.65 to \$3,045,249.15. This did not change the standing of the bids.

SECTION 00 41 01

BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to:

**Town of Kennebunkport
Attention: Town Manager
PO Box 556
6 Elm Street
Kennebunkport, ME 04046**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- C. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- D. Non-collusion Affidavit
- E. Bidder's Representation and Certifications; and
- F. Required Bidder Qualification Statement with supporting data.

ARTICLE 3—BASIS OF BID

3.01 Unit Price Bids

- A. Bidder will perform the following Work at the indicated unit prices EXCLUDING SALES AND USE TAX:

Item No.	Item Description with Unit or Lump Sum Price in Written Words	Estimated Quantity	Unit	Unit Bid Price (Numerals)		Total Bid Item Price (Numerals)	
				Dollars	Cents	Dollars	Cents
1	Mobilization/Demobilization @ <u>\$125,000⁰⁰</u> <u>ONE-HUNDRED TWENTY-FIVE THOUSAND</u> Dollars and <u>NO</u> Cents PER Lump Sum	1	LS	\$ <u>125,000⁰⁰</u>		\$ <u>125,000⁰⁰</u>	
2	Pier Rod Reconstruction @ <u>\$1,750,000⁰⁰</u> <u>ONE-MILLION SEVEN-HUNDRED FIFTY THOUSAND</u> Dollars and <u>NO</u> Cents PER Lump Sum	1	LS	\$ <u>1,750,000⁰⁰</u>		\$ <u>1,750,000⁰⁰</u>	
3	Unsuitable Materials @ <u>\$100⁰⁰</u> <u>ONE-HUNDRED</u> Dollars and <u>NO</u> Cents PER Cubic Yard	200	CY	\$ <u>100⁰⁰</u>		\$ <u>20,000⁰⁰</u>	

Item No.	Item Description with Unit or Lump Sum Price in Written Words	Estimated Quantity	Unit	Unit Bid Price (Numerals)		Total Bid Item Price (Numerals)	
				Dollars	Cents	Dollars	Cents
4	Drilling and Blasting of Solid Rock Subgrade @ <u>\$300⁰⁰</u> <u>THREE-HUNDRED</u> Dollars and <u>NO</u> Cents PER Cubic Yard	30	CY	\$300 ⁰⁰		\$9,000 ⁰⁰	
5	Owner's Contingency Allowance for Materials Escalation Price Adjustment @ <u>Ten Thousand</u> Dollars and <u>Zero</u> Cents PER Allowance	1	ALLOW	\$10,000		\$10,000	
<u>6</u>	<u>Granite Boulders and Riprap</u> @ <u>\$110⁰⁰</u> <u>ONE-HUNDRED TEN</u> <u>Dollars and NO Cents PER Cubic Yard</u>	<u>300</u>	<u>CY</u>	\$110 ⁰⁰		\$33,000 ⁰⁰	

TOTAL BASE BID PRICE - based on Unit Price Schedule above (Basis of Award):

ONE-MILLION NINE-HUNDRED FORTY-SEVEN

THOUSAND Dollars and

NO Cents

(Use words)

\$1,947,000⁰⁰

(Use figures)

B. Bidder acknowledges that:

- each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and

2. estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 4—TIME OF COMPLETION

- 4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 Bid Acceptance Period

- A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 Instructions to Bidders

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 Receipt of Addenda

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
1	8/22/2023
2	8/25/2023
3	8/28/2023

BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

5.04 Bidder's Representations

- A. In submitting this Bid, Bidder represents the following:
 1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing

- surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
 7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
 10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
 11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

5.05 Bidder's Certifications

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:

- a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.
5. Bidder acknowledges the representations and certifications included in Section 00 45 05 are made a condition of the Bid.

COMMUNICATIONS

5.06 Communications concerning this Bid shall be addressed to the Bidder's representative as follows:

Name Eric G. Ritchie

Title: Vice President-Operations/COO

Business Address: 3 Godfrey Drive, Orono, Maine 04473

Telephone Number: 207-827-4435 E-mail address: eritchie@sargent.us

BIDDER hereby submits this Bid as set forth above as of August 31, 2023 (date):

Bidder:

Sargent Corporation

(typed or printed name of organization)

By:



(individual's signature)

Name: Eric G. Ritchie

(typed or printed)

Title: Vice President-Operations/COO

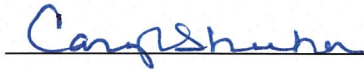
(typed or printed)

Date: August 31, 2023

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:



(individual's signature)

Name: Carey L. Sheehan

(typed or printed)

Title: Assistant Secretary

(typed or printed)

Date: August 31, 2023

(typed or printed)

Address for giving notices:

3 Godfrey Drive

Orono, Maine 04473

Bidder's Contact:

Name: Eric G. Ritchie

(typed or printed)

Title: Vice President-Operations/COO

(typed or printed)

Phone: 207-827-4435

Email: eritchie@sargent.us

Address:

3 Godfrey Drive

Orono, Maine 04473

Bidder's Contractor License No.: (if applicable) N/A

END OF SECTION

41 Hutchins Drive
Portland, Maine 04102
Tel: 800-426-4262 Fax: 207-774-6635

CLIENT: TOWN OF KENNEBUNKPORT, ME
PROJECT: PIER ROAD RECONSTRUCTION

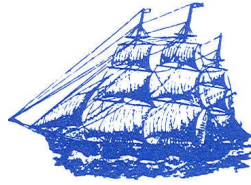
SARGENT CORPORATION Reference Check	
Contact	Bradford Foley, MaineDOT
Project	Bar Harbor Route 3 Reconstruction
City	Bar Harbor, ME
1. What was your role on the project?	Program Manager, responsible for design and construction aspects of project.
2. How was the quality of the work?	Very good quality.
3. Did the Contractor stay on Schedule? If not, why?	Yes, the Contractor stayed on schedule. The project was tough given it being Bar Harbor in the Summertime.
4. Did you find the Contractor to be responsive?	Yes very much.
5. Did the Contractor attend all scheduled meetings?	Yes the Contractor attended all scheduled meetings and also attended public meetings.
6. How well did the Contractor coordinate with their subcontractors?	Assuming it went well, wasn't as involved with this, but never heard anything bad about their coordination with subcontractors.
7. Was the Supervisor easy to work with?	Yes very much so.
8. How many Change Orders, and how were they in dealing with them?	Not sure how many, but they had a partnering attitude in dealing with them.
9. Would you recommend the Contractor for Similar Work or hire them again?	Yes
10. Were there any bonds invoked or legal efforts initiated by any parties?	N/A
11. Do you have any other comments?	They have done some of our biggest dirt projects to date and they always produce high quality work.

41 Hutchins Drive
 Portland, Maine 04102
 Tel: 800-426-4262 Fax: 207-774-6635

CLIENT: TOWN OF KENNEBUNKPORT, ME
 PROJECT: PIER ROAD RECONSTRUCTION

SARGENT CORPORATION Reference Check	
Contact	Charles Guy, MaineDOT
Project	MaineDOT Intersection Improvements
City	Gray, ME
1. What was your role on the project?	Resident Engineer for MaineDOT, oversaw work contractors were doing to ensure it complied with plans and specs.
2. How was the quality of the work?	Very good quality.
3. Did the Contractor stay on Schedule? If not, why?	As much as they could during Covid, any delays were Covid related.
4. Did you find the Contractor to be responsive?	In many ways yes, and when it came to the subcontractors not so much.
5. Did the Contractor attend all scheduled meetings?	Yes
6. How well did the Contractor coordinate with their subcontractors?	They coordinated very well, made sure subs were there when they were expected to be there, and made sure in most cases that the sub knew the scope of work, the exception being the paving subcontractor who took liberties that were out of Sargent's control.
7. Was the Supervisor easy to work with?	The first supervisor was very easy to work with, he left halfway through the project. The second supervisor was different, but overall they did everything that was asked of him even though the second Supervisor wasn't used to DOT work.
8. How many Change Orders, and how were they in dealing with them?	There were roughly 7 or 8 change orders, some were very big. They built according to plans, but when things had to change they were very responsive and open in the changes.
9. Would you recommend the Contractor for Similar Work or hire them again?	Absolutely. Much better than many contractors that are out there. Not the best, but very good.
10. Were there any bonds invoked or legal efforts initiated by any parties?	--
11. Do you have any other comments?	The one negative that is that they're sometimes so focused on production, safety might go by the wayside, until its brought to attention. This was in reference to a situation where he noticed Sargent was not using correct signage for the work that was being done. Said it was easily remedied by a Resident Engineer on site.

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

MEMORANDUM

To: Laurie Smith
Fr: Eric J. Labelle, P.E., Dep. Public Works Director/Town Engineer
Re: Pier Road Construction Administration Support
Dt: September 6th, 2023

We have requested Woodard and Curran to provide us pricing for administrative and technical support during the construction process through to project closeout.

On August 31, 2023, bids were open for the Pier Road Reconstruction project.

While we await our final Army Corps of Engineers permit, all indications are that it will be finalized soon. Construction work is anticipated to begin soon after October 2, 2023, and be substantially completed by May 31, 2024. The final pavement should be completed by May 31, 2025. All in-water work is to occur between November 8th and April 9th.

On August 10, 2023, Invitations to Bids were advertised for the reconstruction of the Pier Road. A non-mandatory Prebid meeting was on August 17th, 2023, to answer any questions interested contractors may have. Formal responses were provided in the form of Addenda.

The support would include the following:

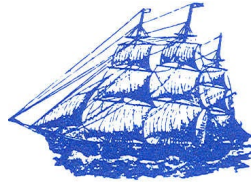
- Pre-construction and Project Meeting
- Review and adjustments to payment requisitions
- Submittal reviews and working drawings
- Responses to requests for information and interpretation
- Site visits by the design engineers
- Substantial and final completion certification and notification
- Project close to include final payments and closeout certifications with the DEP and ACOE.
- Abutter Coordination

Woodard and Curran have proposed a fee not to exceed \$70,000.

The fee proposed not to exceed fee is approximately 3.5 percent of the project cost, which is reasonable. I plan to be the onsite owner representative.

I would recommend we award the Construction Administration to Woodard and Curran for a not exceed fee of \$70,000.

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

MEMORANDUM

To: Laurie Smith
Fr: Chris Simeoni, Director of Public Works
Re: Proposal for Preliminary Design for Resiliency/Reconstruction Ocean Avenue
Dt: September 6th, 2023

The Town has seen an increase in flooding events over the past several years, necessitating emergency response and subsequent restoration and clean-up on the roughly 1,000-foot stretch of Ocean Avenue between Sandy Cove Road and Wandby Beach. The Town has experienced flooding in two low-lying areas that sit at roughly elevation 9 and elevation 10 (NAVD88), respectively. That flooding has resulted in the repeated washout and subsequent repair of the existing corrugated metal pipe culvert near the driveway to Walker's Point and erosion of the Wandby Beach parking area, displacing stone across the roadway and into the adjacent wetland.

A proposal was sought from Woodard & Curran to bring this proposed project through the Preliminary Design Phase:

Task 1 – Field Work Phase Survey	\$16,700.00
Wetland	\$6,200.00
Geotechnical	\$20,100.00
Task 2 – Preliminary Design	\$54,300.00
 Total Fee	 \$97,300.00

We are looking to sole source this work based on our current relationship with the town. Woodard & Curran is currently handling our pump station, plant dewatering, and Pier Road Causeway Reconstruction projects. During this period, they have been very responsive to our needs and responding to the concerns of our residents. Based on this, we recommend awarding the contract for the fieldwork phase survey and preliminary design for the Ocean Avenue Resiliency Reconstruction to Woodard & Curran in the amount of \$97,300.00. We have budgeted \$100,000 in FY24 for engineering design.

Via Electronic Mail

August 2, 2023



Eric Labelle, P.E.
Deputy Public Works Director/Town Engineer
Town of Kennebunkport
6 Elm St
Kennebunkport, Maine 04046

Re: Proposal for Preliminary Design for Resiliency/Reconstruction
Ocean Avenue, Kennebunkport ME

Dear Eric:

BACKGROUND

Woodard & Curran understands the Town has seen an increase in flooding events over the past several years, necessitating emergency response and subsequent restoration and clean-up. We appreciate the fact that the Town is systematically addressing low-lying infrastructure to reduce the frequency and impact of these occurrences, protecting the Town and its residents. We are confident the work we've done together to align the goals of the Board of Selectmen, residents, and Town staff during the recent design of the Pier Road Reconstruction project will enable us to be successful on Ocean Avenue.

On the roughly 1,000-foot stretch of Ocean Avenue between Sandy Cove Road and Wanby Beach, the Town has experienced flooding in two low-lying areas that sit at roughly elevation 9 and elevation 10 (NAVD88), respectively. That flooding has resulted in the repeated washout and subsequent repair of the existing corrugated metal pipe culvert near the driveway to Walker's Point and erosion of the Wanby Beach parking area displacing stone across the roadway and into the adjacent wetland. The adopted FEMA Flood Insurance Rate Map (FIRM) Panel 6 of 8, Community-Panel Number 230170 0006C of 1988 has the existing culvert and much of the Wanby Beach parking area within a Velocity Hazard Zone, and the low-lying segments of Ocean Avenue within the 100-year Flood Zone. The revised preliminary FEMA FIRM Panel 0602 of 0837 dated March 28, 2018 has the existing culvert and Wanby Beach parking area within a Velocity Hazard Zone, and low-lying segments of Ocean Avenue within the 100-year Flood Zone.

SCOPE OF SERVICES

Task 1 – Field Work Phase

Under this phase, Woodard & Curran will provide the field investigation services required to support subsequent design and permitting efforts. The services included are divided into the following three tasks:

1. Survey – We will coordinate with Attar Engineering, Inc for survey services. Attar survey efforts include performing a boundary survey of the Ocean Avenue right-of-way as well as partial boundary survey of the Town-parcel with the culvert and Wanby Beach parking area.



Survey will also include an existing conditions survey of topographic and planimetric features; visible evidence of surface features, changes in materials, evidence of utilities, and delineated wetlands.

2. Wetland – We will coordinate with FB Environmental for wetland delineation, coastal characterization, and functional assessment information for inclusion in permit applications. FB Environmental services will include delineating wetland features identified within the project area and developing a wetland delineation report incorporating photographs and maps to describe existing conditions. Services also include preparing an assessment of the wetland to be altered based on the functions it serves and how the wetland values will be affected by the proposed alteration.
3. Geotechnical – We will coordinate with S.W.Cole Engineering, Inc to implement a subsurface exploration program to support the proposed design. Based on available soils maps and previous experience in the area, it is anticipated the site soils profile generally consists of roadway fills, overlying glaciomarine deposits of sand, silt, and clay, overlying glacial till and relatively shallow bedrock with depth. Buried organics may also be present adjacent to the existing marsh. Groundwater is anticipated to be within 10 feet of the ground surface.

S.W.Cole will conduct 1 to 2 test borings for the proposed culvert replacement to depths of about 15 to 20 feet or refusal, if shallower; 1 to 2 test borings for the proposed Wanby Beach parking area improvements to depths of about 10 feet or refusal, if shallower; and about 10 borings spaced at 100-foot intervals along the roadway to depths of about 10 to 20 feet or refusal, if shallower and deeper borings if soft compressible silty clay or organics are encountered. The soils in the test borings will be sampled at 2 to 5-foot intervals using a split-spoon sampler and Standard Penetration Test (SPT) methods. If soft clay soils are encountered, Shelby Tube sampling will be attempted with in-situ vane shear testing and rod-probing. Traffic control will be provided by flaggers or a police detail. S.W.Cole will pre-mark the explorations and contact DigSafe and OKTODIG to mark-out member and non-member utilities prior to drilling. Explorations will be backfilled with soil cutting or gravel and cold-patch asphalt or gravel to match existing.

Soil samples obtained from the test borings will be submitted to the laboratory for further classification and testing. Laboratory testing will include soil moisture content tests and grain size analyses and may also include Atterberg Limits and one-dimensional consolidation testing if soft clay soils are encountered.

The subsurface findings relative to earthwork and pavement associated with the proposed construction will be evaluated and findings will be presented in a written report including:

- Summary of Subsurface Conditions (soil, bedrock, and groundwater)
- Recommendations for Site and Subgrade Preparation
- Post-Construction Settlement Considerations
- Earthwork and Grading Considerations
- Geotechnical Parameters for Culvert Headwall Foundations
- Recommendations for Fill, Backfill and Compaction
- Suitability for Re-Use of Site Soils
- Recommended Pavement Section



Task 2 – Preliminary Design

Under this phase, Woodard & Curran will develop preliminary design plans and report for the raising of Ocean Avenue. We will conduct the necessary evaluation and partner with the Town to identify the appropriate elevations for mitigating risk; and support communications with the Board of Selectmen and property owners along the segment of roadway. To accommodate the raising of roadway grades, there will be disturbance and likely impacts upon driveways, fencing and landscape features, all of which will be restored. The services included are divided into the following three tasks:

1. Project Meetings – We anticipate attending up to three (3) project meetings or site walks during the preliminary design phase. These meetings include a progress meeting with Town staff, and two (2) public informational meetings to present the results of our alternatives evaluation and preliminary design to the Board of Selectmen.
2. Alternatives Evaluation – Utilizing the information gathered during the field investigation work, we will evaluate up to three alternative elevations for improving the resilience of the low-lying areas of Ocean Avenue. The alternatives evaluation will consider:
 - a. Flood resilience including wave action, storm surge and hydraulic conditions;
 - b. Availability of Town owned property and impacts to abutting private properties;
 - c. Impacts to natural resources and permitting considerations;
 - d. Aesthetic;
 - e. Utility considerations; and
 - f. Cost considerations.
3. Preliminary Design Report – We will prepare a Preliminary Design Report (PDR) that outlines the results of the field investigation work and alternatives evaluation, the proposed alternative for improving the resilience of Ocean Avenue and preliminary design drawings outlining the proposed construction method, impacts, including existing utilities and permitting requirements. The PDR will also include a 30% Opinion of Probable Construction Cost (OPCC). Woodard & Curran will provide the Town with the DRAFT PDR in PDF format for review and comment; we anticipate incorporating one set of Town comments on the DRAFT PDR prior to issuing a final PDR.

SCHEDULE

We propose to complete Task 1 within 8 weeks of Notice to Proceed, and Task 2 within 8 weeks of the completion of Task 1, for a total project duration of 16 weeks.

BUDGET

We propose to perform the work described herein for the lump sum fee amount of **\$97,300**. For informational purposes, the fee is broken down as follows:



Description of Work	
Task 1 – Field Work Phase	
Survey	\$16,700.00
Wetland	\$6,200.00
Geotechnical	\$20,100.00
Task 2 – Preliminary Design	\$54,300.00
Total Fee	\$97,300.00

TERMS AND CONDITIONS

The Scope of Services will be completed in accordance with the terms of the Standard Terms & Conditions between Woodard & Curran, Inc. and Town of Kennebunkport, ME, dated January 4, 2021.

ASSUMPTIONS AND UNDERSTANDINGS

The following assumptions and understandings apply to the scope of work, schedule, and budget described herein.

- Scope of Service associated with Permitting and Final Design; Bidding; and Construction Administration Services are not included in this proposal.
- Town shall complete a video (CCTV) inspection of the existing catch basin outfall and provide to Woodard & Curran.
- Town shall coordinate access to Wanby Beach parking lot.
- Town shall provide plans identifying the type and location of underground utilities and/or other manmade objects along the project.

CLOSING

We greatly appreciate this opportunity to offer our professional services. If you accept this proposal and wish to proceed with the Scope of Services, please sign in the space indicated below and return a copy for our files. Please feel free to call the undersigned at 207.558.3667 if you have any questions regarding this proposal or require any further information.

Sincerely,

WOODARD & CURRAN, INC.

A blue ink signature of Barry Sheff, written in a cursive style.

Barry Sheff, PE
Vice President

A blue ink signature of Megan McDevitt, written in a cursive style.

Megan McDevitt, PE
Senior Project Manager

BS

PN: 0230806.41


IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.



AUTHORIZATION BY:

WOODARD & CURRAN, INC.

TOWN OF KENNEBUNKPORT

 8.02.2023

Signature Date
Barry Sheff

Name (printed)
Vice President

Title

Signature Date

Name (printed)

Title

AGENDA ITEM DIVIDER

MEMORANDUM

To: Laurie Smith, Town Manager
Kennebunkport Board of Selectmen
Fr: John Everett, Kennebunkport Fire Chief
Re: Update on the New Radio System
Dt: August 31, 23

Back in early 2019, the Public Safety Committee, consisting of Chief Everett, Chief Sanford, Mike Claus, and Chris Simeoni, started meeting to discuss shortcomings with the present town-wide radio system. The issues we had were the same across the board: poor transmitting, poor receiving, and aging 20-plus-year-old equipment that the manufacturer no longer supported. We consulted with 2-Way Communications in Portsmouth, N.H., who have maintained our existing system for many years. They were shown our entire radio system, and we asked them to identify the best solutions for the Town.

After an in-depth review of our current radio system, it was decided the best direction for the Town would be to replace our existing radio system with a more robust radio system. After studying all the options, the one that made the most sense for the entire Town is a radio system that will increase our radio range, both in transmitting and receiving, upgrade all radios and infrastructure, and be expandable. The best way to increase our radio range was to add 2 receive and transmit sites for a total of three sites in town.

We kept the receive and transmit site at PD and added sites at the Wastewater Plant and the Goose Rocks Beach fire station. Both sites required the installation of a free-standing 120-foot tower and radio equipment installed in the buildings to operate the new system. The new equipment gives us the ability to talk on different bands, VHF, UHF, and Digital. The new system uses all three of these bands. PD is on a digital VHF frequency, Highway and Wastewater are on a UHF frequency, and the FD and Kennebunkport EMS stayed on VHF in analog. FD and EMS stayed on analog because you cannot page on digital. Both Fire and EMS use an over-the-radio paging feature to alert their respective members when there is an emergency call.

The way this is accomplished is each site consists of an antenna for each frequency and a microwave receiver and transmitter that links all three tower sites together. Here is an example of how this works: an employee working near the Biddeford town line on Route 9 keys the microphone on their portable radio and sends a message to someone else working in Dock Square. The radio signal they send would most likely enter the radio system via the antenna at Goose Rock Beach Fire Station. It would then be transmitted via a microwave link to the water tower on Crow Hill, where it would be microwaved to Dispatch and the other receive and transmit site at the Wastewater

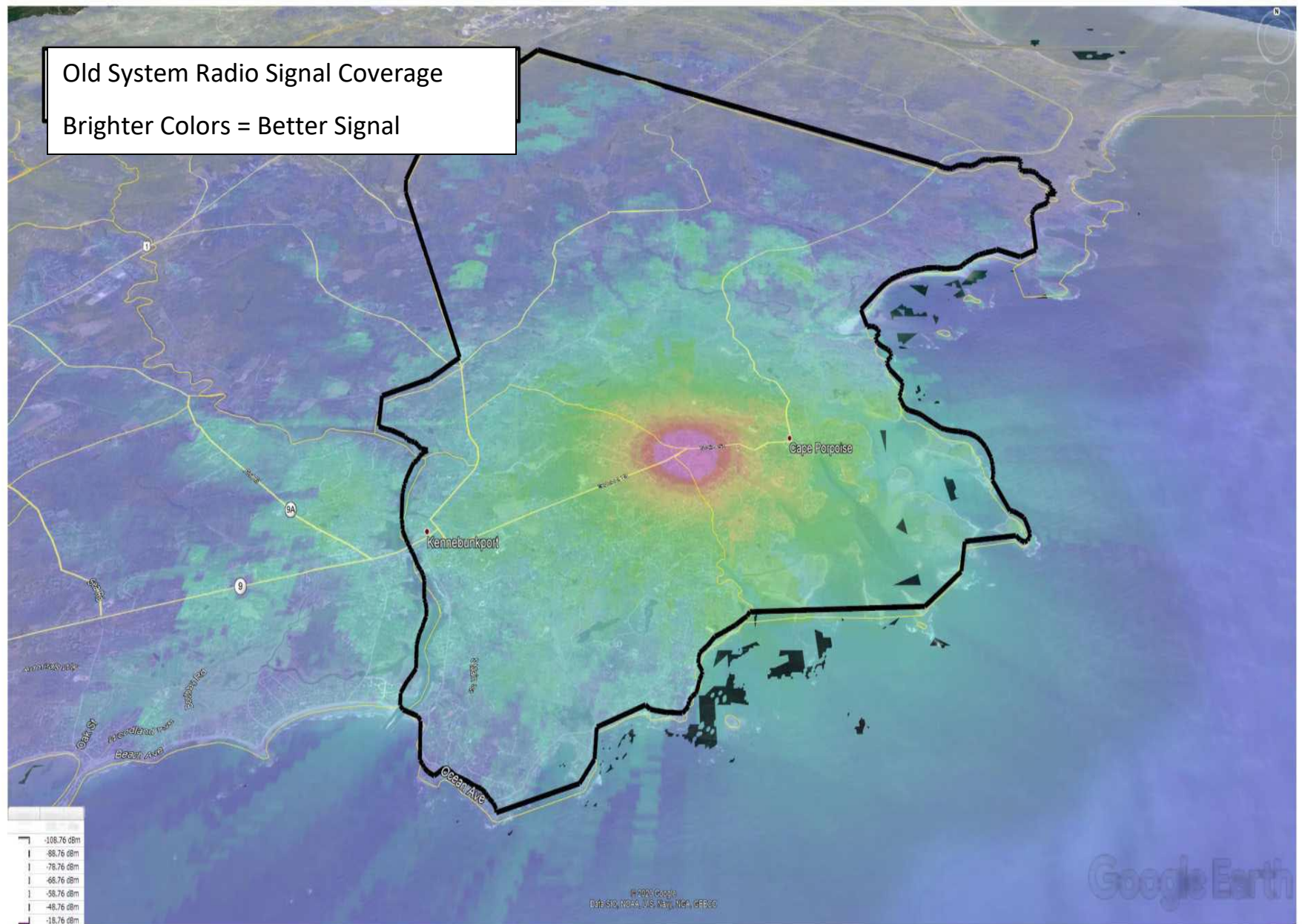
Treatment Plant. The receiving employee gets the message via the Wastewater antenna. The receiving employee's message would return to the original sender in reverse order through the radio system. This sounds like it would take noticeable time, meaning a delay in the intended recipient getting the message. All transmissions happen in milliseconds.

In early July, we switched to using the entire radio system as designed. The change was very dramatic. Areas in town where radio coverage was not accessible by portable radio in the past could be heard by Dispatch. All employees who rely on the radio for the performance of their job are now safer, with a continuous link to Dispatch. Previously, many places in town, Dock Square, Cape Arundel area, Smith Preserve, and New Biddeford Rd., to name a few, had no communication via a portable radio back to Dispatch. With the new system online, all areas are now radio accessible, even via portable radios. A portable radio operates on 4-5 watts of power, which limits its radio range. A mobile radio, one mounted in a vehicle, operates on 50 watts of power.

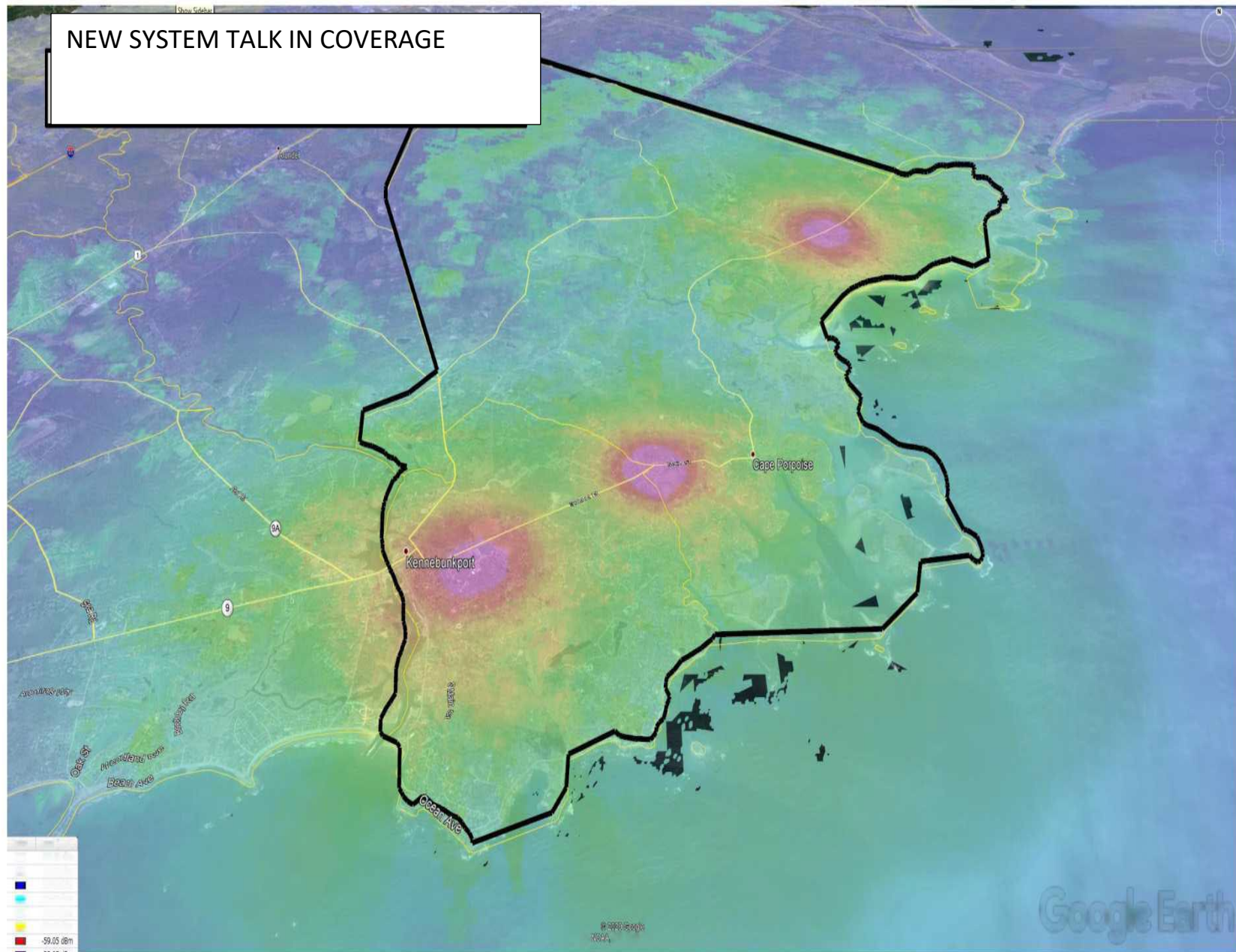
A built-in safety feature is an automatic radio identifier. Whenever a microphone on the system is keyed, the Dispatcher can see what radio was keyed. This information comes up on the screen in the console the Dispatcher uses to communicate with anyone on our radio system. The radio ID will appear even if the employee who keyed the microphone does not say anything. This would assist us with sending help to an employee based on their last-known location.

The entire system today is 97% complete. PD and Dispatch are using all their equipment associated with the upgrade. FD is waiting for our new portable radios and chargers to be delivered and installed in the FD vehicles. Also, all mobile radios need to be re-programmed. The Highway Department has two radios to be tested and an installation into a newly acquired pickup truck. 2-Way is working through an issue with the programming of the Wastewater mobile radios. Currently, all these items are scheduled to be addressed the week of September 18, 2023.

Old System Radio Signal Coverage
Brighter Colors = Better Signal



NEW SYSTEM TALK IN COVERAGE



AGENDA ITEM DIVIDER

MEMORANDUM

To: Laurie Smith, Town Manager, and Kennebunkport Select Board
Fr: John Everett, Kennebunkport Fire Chief
Re: Public Safety Study
Dt: September 7, 2023

I am writing to request the Board of Selectmen's approval for awarding the bid for the Public Safety Study to Municipal Resources Inc. (MRI) at a cost of \$28,485.00. This recommendation follows a thorough evaluation process conducted by a committee formed to oversee the request for proposal (RFP) and select the most qualified consulting firm for this critical project.

Background:

In the Fiscal Year 2024 capital budget, \$30,000 was allocated to complete a comprehensive public safety study with a specific emphasis on fire and emergency medical services. The committee responsible for this endeavor comprised the Town Manager, Fire Chief, KEMS Chief Joe Carroll, and the KEMS Board Chair Jim Stockman.

The primary objective of this study is to analyze how emergency medical services and fire protection are currently delivered to the citizens and visitors of Kennebunkport. The Town seeks to develop a roadmap that outlines the optimal delivery model, including considering maintaining the separate status of the two entities or integrating them. This study aims to identify and address the challenges faced by both the Kennebunkport Fire Department (KPDFD) and Kennebunkport Emergency Medical Services (KEMS) in the present and the future.

Additionally, the study will provide best practices for both KPDFD and KEMS individually and collectively. It will assess the strengths, weaknesses, opportunities, and threats (SWOT analysis) for both organizations and examine current staffing while forecasting potential staffing models for the future.

Evaluation Process:

1. Request for Proposal (RFP): In July, the RFP was issued to multiple consulting firms with relevant experience. It was also posted on our website and shared on social media platforms. All proposals were due back to the Town by August 16, 2023.

2. Proposal Review: The committee reviewed all five proposals received, and each member received copies of all submissions.
3. Interviews: Following the RFP review, the committee selected two firms for interviews: Municipal Resources Inc. (MRI) and Public Consulting Group, LLC (PCG). Interviews took place on August 25, 2023, via the Zoom platform. Questions were formulated for both proposal-specific and general inquiries.
4. Evaluation: After the interviews, the committee deliberated on their impressions of each firm's performance. MRI stood out due to their willingness and capacity to meet in person with most stakeholders, along with being the only firm that offered a proposal under budget.

Bid Results:

Below are the bid results from all firms that responded to the RFP:

1. Municipal Resources Inc - \$28,485.00
2. Public Consulting Group - \$33,525.00
3. Mission CIT, LLC - \$42,470.00
4. Center for Public Safety Management* - \$59,452.00 (*Note: Additional travel costs may increase the CPSM bid by \$10,000.00)
5. Berry Dunn - \$109,750.00

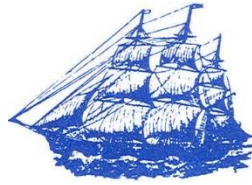
Recommendation:

Based on the committee's evaluation, which considered the proposals, interviews, and budget constraints, we strongly recommend awarding the bid for the Public Safety Study to Municipal Resources Inc. at a cost of \$28,485.00.

This decision is rooted in MRI's demonstrated capability, desire to engage in in-person stakeholder meetings, and their proposal being within the allocated budget. MRI has the experience and expertise required to successfully execute this important study, providing valuable insights for the future of public safety services in Kennebunkport.

We kindly request that the Board of Selectmen approve this recommendation to ensure the timely commencement of this vital project. The study's findings and recommendations will significantly impact the delivery of emergency services in our community, and we are confident that MRI is the right partner to undertake this endeavor.

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

-INCORPORATED 1653-

To: Kennebunkport Selectboard
Fr: Werner Gilliam Director of Planning and Development
Dt: August 1st, 2023
Re: Cliff Mix Dyke Rd Beach Access Agreement

Background

As part of a ROW Discovery Grant the town commissioned a survey of Dyke Road ROW (**Exhibit A**), and also known as the Old Seaweed Road (and the New Adams Road), which public right-of-way provides public access from the Kings Highway southerly down to the sea at Goose Rocks Beach. That survey discovered existing improvements located within the bounds of the Old Seaweed Road right-of-way on the western portion of the Mix Property, including a concrete post and wood rail fence, a stone wall and a granite boulder sea wall, as depicted on the Dow & Coulombe Plan, which collectively run more or less parallel with the easterly edge of the right-of-way. It has been documented and verified that some or all of the existing fencing, stone wall and seawall features shown on the Dow & Coulombe Plan may have extended continuously into the public right-of-way, for a period in excess of forty (40) years.

The Town and the Mixes share a mutual interest and desire to maintain the Old Seaweed Road public right-of-way, to remove invasive vegetation species from the area, and to replant native species that will help maintain the integrity and conservation of the sand dune.

Mix also wishes to:

- (a) construct and maintain certain improvements within the bounds of the Old Seaweed Road public right-of-way,
- (b) improve and maintain the features presently existing within the right-of-way, which improvements are shown on a plan prepared by Lower Village Survey dated November 22, 2022 (as revised July 8, 2023) **Exhibit B**

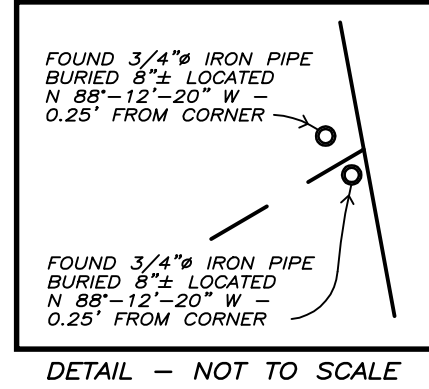
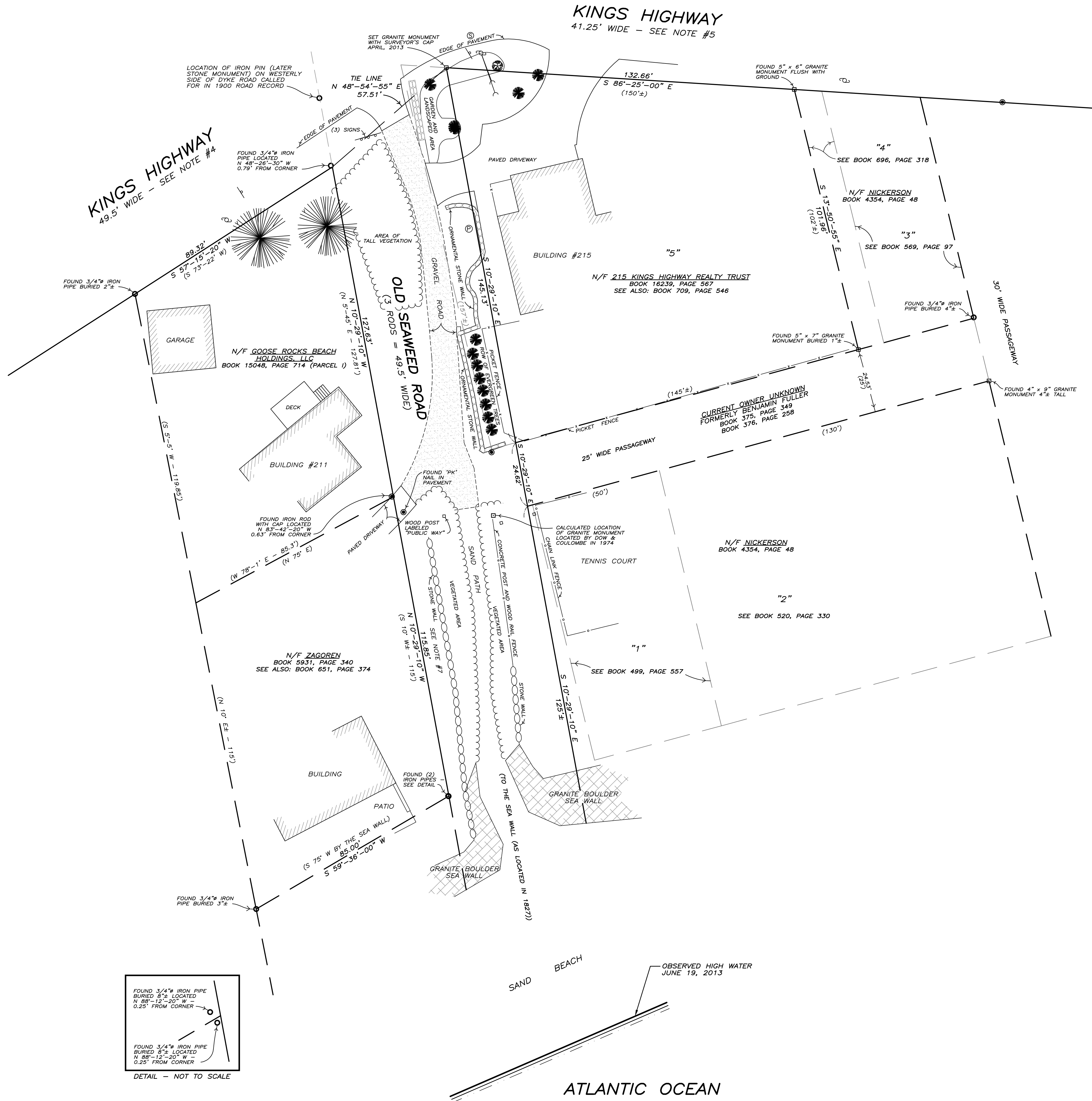
Proposed Agreement

The Town Attorney has reviewed all of the associated history and information and is recommending that we memorialize the current status of the Old Seaweed Road. This will ensure public access as is currently known and will prevent future encroachments.

In that spirit both parties wish to memorialize the terms of an agreement that addresses the contemplated vegetation removal and replanting project, formally recognize the existing improvements that currently exist in the area and authorizes new improvements that are anticipated to be undertaken in connection with the project.

As part of the agreement Mix acknowledges and admits to the Board of Selectmen, in accordance with 23 M.R.S. § 2952, that the extension of fencing and/or stone wall to the north in the area labeled on Exhibit B as Area #1 are improvements that encroach within and wrongfully occupy the true bounds and limits of the public right-of-way.

Except as otherwise provided herein, this Agreement does not address, delineate, diminish, or alter the Parties' respective property rights in relation to Old Seaweed Road; the width of Old Seaweed Road or the public right of way; the existence or legal effect of the existence of existing improvements located in or around Old Seaweed Road; or the boundary lines between property owned by Mix and the Town, if any.



LEGEND :

- SET IRON ROD WITH CAP
- ⊙ SEWER MANHOLE
- ⊙ COVER FOR UNDERGROUND PROPANE TANK
- ⊙ UTILITY POLE
- ⊙ DIAMETER
- N/F NOW OR FORMERLY
- OU — OVERHEAD UTILITY LINES
- ⊖ STONE WALL OR ORNAMENTAL STONE WALL
- x — PICKET FENCE
- o — CHAIN LINK FENCE
- □ — CONCRETE POST AND WOOD RAIL FENCE

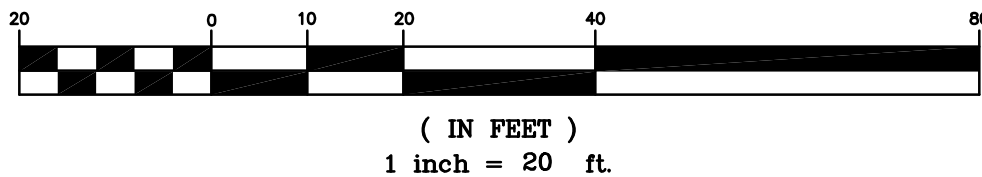
PLAN REFERENCES :

- "PROPOSED ROADS AT GOOSE ROCKS BEACH", DATED MAY, 1934, BY O. W. DWINAL.
- "PLAN SHOWING THE ROADWAY BETWEEN THE FEARING & DOW AND THE JOANNE LARRABEE PROPERTIES, GOOSE ROCKS BEACH, KENNEBUNKPORT, MAINE", DATED MAY 10, 1963, BY LIBBY & DOW (TOGETHER WITH ACCOMPANYING LETTER TO KENNEBUNKPORT SELECTMEN).
- "PLAN SHOWING A BOUNDARY SURVEY AND TOPOGRAPHIC SURVEY MADE FOR THE TOWN OF KENNEBUNKPORT, MAINE", DATED JULY 15, 2010, BY DOW & COULOMBE, INC.

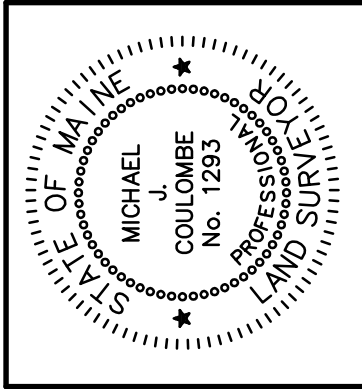
NOTES :

- TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS SURVEY CONFORMS TO STATE OF MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS' STANDARDS; CHAPTER 90, ADOPTED APRIL, 2001.
- SEE ACCOMPANYING SURVEYOR'S REPORT.
- THE LOCATION OF THE DYKE ROAD (KNOW KNOWN AS OLD SEAWEEED ROAD; A.K.A. NEW ADAMS ROAD) IS DESCRIBED IN THE COUNTY COMMISSIONERS' SESSIONS, ORDER AND LAYOUT, BOOK 16, PAGE 154, DATED DECEMBER 11, 1827.
- THE LOCATION OF KINGS HIGHWAY FROM THE WESTERLY LINE OF THE OLD LOCATION OF THE DYKE ROAD RUNNING SOUTHWESTERLY IS PER TOWN OF KENNEBUNKPORT LAYOUT RECORDS DATED DECEMBER 26, 1900 AND ACCEPTED AT TOWN MEETING MARCH 4, 1901 (TOWN RECORDS PAGE 509).
- THE LOCATION OF KINGS HIGHWAY FROM DYKE ROAD RUNNING NORTHEASTERLY IS PER TOWN OF KENNEBUNKPORT RECORDS, 1934, PAGE 79 (SHOWN ON PLAN REFERENCE #1).
- INFORMATION IN PARENTHESES COPIED FROM DEED AND PLAN REFERENCES.
- THE PARCEL OF LAND DESCRIBED IN BOOK 5931, PAGE 340 WAS CONVEYED WITH "ALSO ALL RIGHT TITLE AND INTEREST IN AND TO THAT STRIP OF LAND WHICH LIES ADJACENT TO AND EASTERLY OF THE ABOVE DESCRIBED PARCEL AND WESTERLY OF THE STONE BULKHEAD MARKING THE WESTERLY SIDE OF THE TRAVELLED WAY LEADING FROM THE KING'S HIGHWAY TO THE BEACH AND ALSO MARKING THE EASTERLY SIDELINE OF THE PREMISES AS THEY HAVE BEEN LONG OCCUPIED AS PART OF SAID ABOVE DESCRIBED PARCEL BY SAID GILPATRICKS AND THEIR PREDECESSORS IN TITLE".
- OLD SEAWEEED ROAD IS ALSO KNOWN AS DYKE ROAD, NEW ADAMS ROAD AND ADAMS ROAD.

GRAPHIC SCALE



Date	
Revision	
No.	



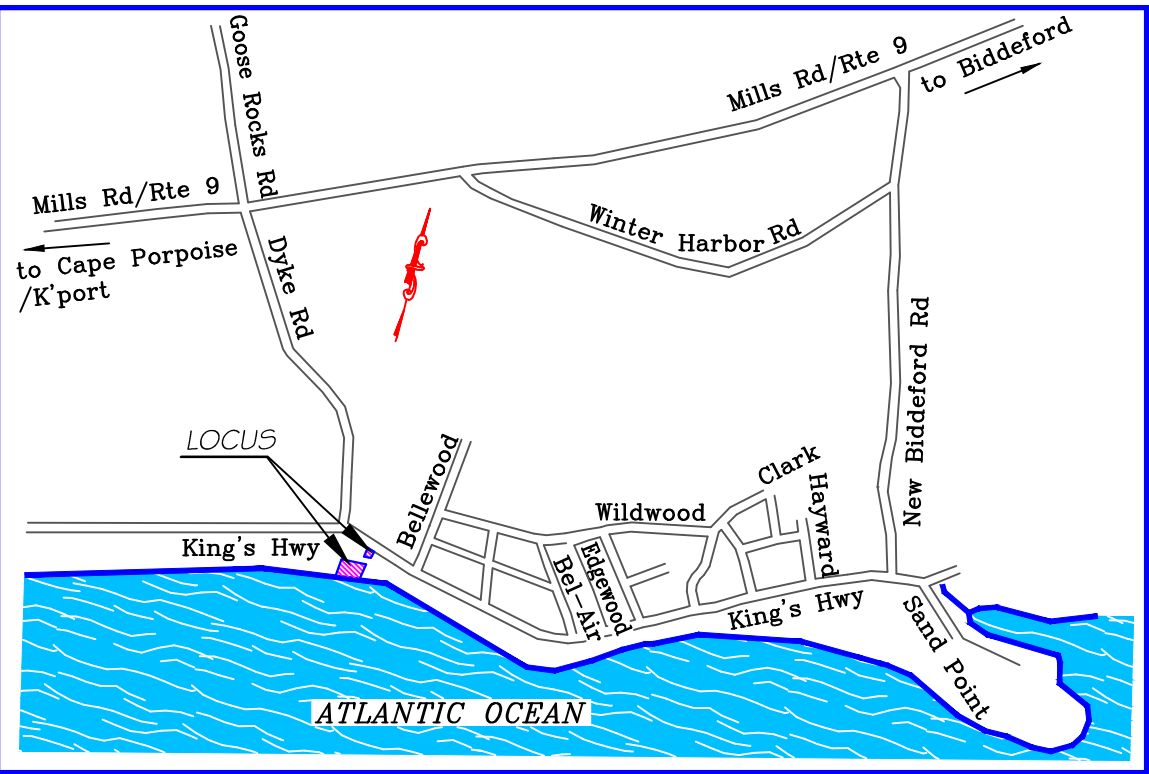
PLAN SHOWING A BOUNDARY SURVEY OF OLD SEAWEEED ROAD (FORMERLY KNOWN AS DYKE ROAD AND NEW ADAMS ROAD) MADE FOR THE TOWN OF KENNEBUNKPORT MAINE (MAILING ADDRESS : P. O. BOX 566, KENNEBUNKPORT, MAINE 04046) PARCEL LOCATED AT OLD SEAWEEED ROAD KENNEBUNKPORT MAINE

Dow & Coulombe, Inc.
Land Surveyors & Land Planners

13 Park Street, Saco, ME 04072
Telephone: 207-284-4521 • Fax: 207-284-4522

Date:	JULY 2, 2013
H. Scale:	Drawn by: MJC
Chk'd by:	App'd by: MJC
PDD	MJC
SHEET 1 OF 1	

ZONE-28
DWGS2013\REPORT OLD SEAWEEED



LOCATION MAP (Not to Scale)

AVERAGE GRADE CALCULATIONS

Spot Elevations				
10.72	10.84	10.90	11.06	11.13
10.86	11.30	11.30	11.19	11.51
12.88	12.91	13.49	13.84	13.90
13.70	13.24	12.84	13.46	13.77
13.91	13.77	13.38	12.92	13.01
Sum = 311.83				
Average Grade = 12.47				
(311.83 ÷ 25 Spot Elevations)				

LOT COVERAGE CALCULATIONS:

PARCEL A	Shoreland Zone	GRB Zone
Total Lot Area	= 4290 s.f.	= 4290 s.f.
Lot Coverage Areas:	(Nonvegetated)	(Structures Only)
Garage to Overhangs	= 86 s.f.	= 764 s.f.
Concrete Apron	= 40 s.f.	
Landscape Borders	= 43 s.f.	
TOTAL LOT COVERAGE	= 169 s.f.	= 764 s.f.

Percent of Lot Coverage in Shoreland Zone:

169 ÷ 4290 = **3.93%**

Percent of Lot Coverage in GRB Zone:

764 ÷ 4290 = **17.81%**

PARCEL B:		
Total Lot Area	= 21391 s.f.	= 21391 s.f.

Lot Coverage Areas:	(Nonvegetated)	(Structures Only)
House to Overhangs	= 2117 s.f.	= 2117 s.f.
Tennis Court	= 5389 s.f.	= 5389 s.f.
Sea Wall	= 3280 s.f.	
Crushed Stone	= 566 s.f.	
Bench	= 22 s.f.	
Concrete Steps	= 32 s.f.	
Concrete Hardscape	= 25 s.f.	
Landscape Borders	= 67 s.f.	
Wood Steps	= 9 s.f.	= 9 s.f.
TOTAL LOT COVERAGE	= 11507 s.f.	= 7515 s.f.

Percent of Lot Coverage in Shoreland Zone:

11507 ÷ 21391 = **53.79%**

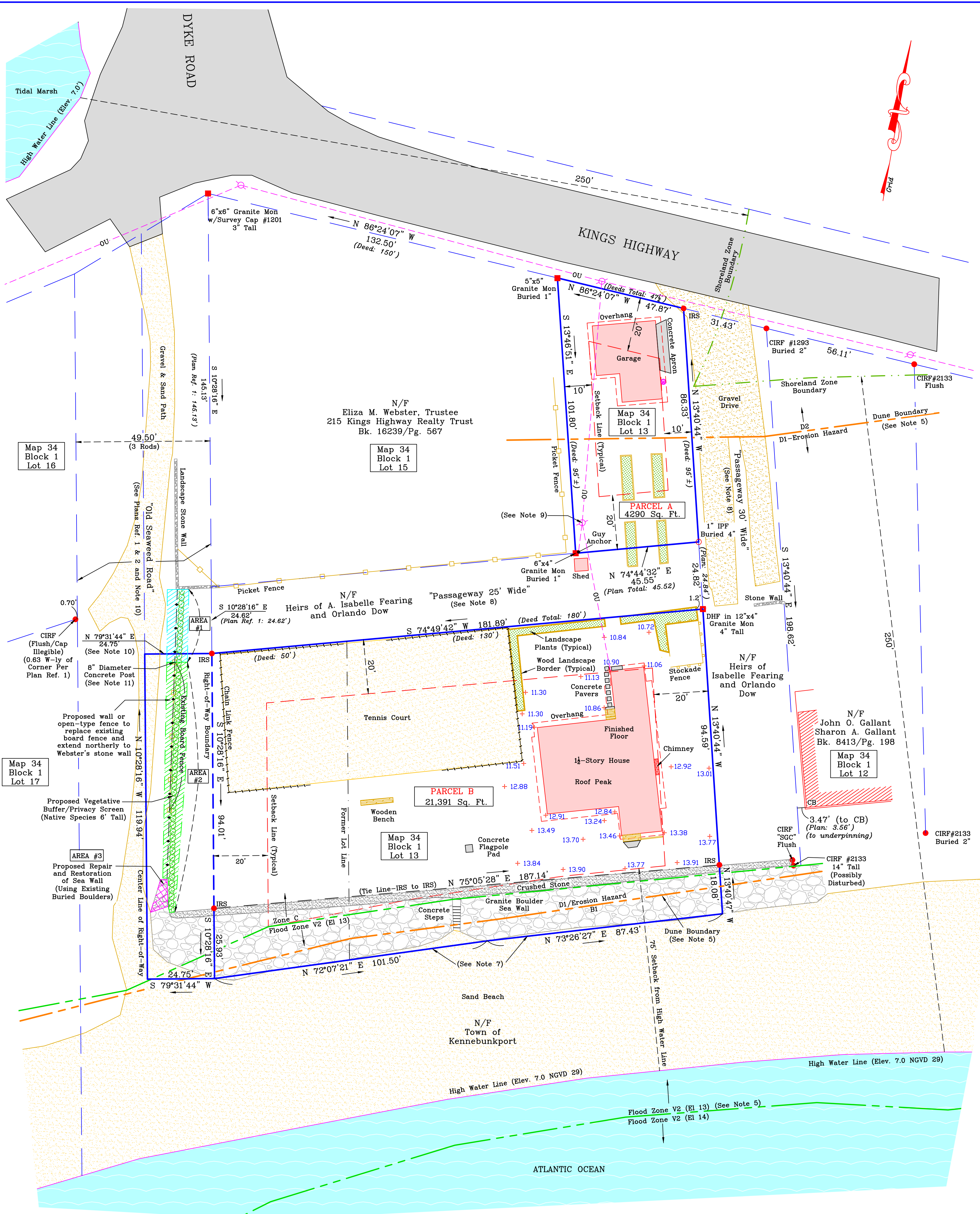
Percent of Lot Coverage in GRB Zone:

7515 ÷ 21391 = **35.13%**

LEGEND :

IRS ●	5/8" Rebar w/Survey Cap #2374 To Be Set
CIRF ●	Capped Iron Rod Found
IPF ○	Iron Pipe Found
MON ■	Granite Monument Found
DHF ■	Drill Hole Found in Granite Monument
---	Property Line
---	Abutter Approximate Property Line
---	Overhead Utilities
---	Utility Pole
N/F	Now or Formerly
Bk./Pg.	Deed Book & Page
CB	Building Corner Board or Siding
11.52 +	Spot Grade
W	Water Shutoff

GRAPHIC SCALE 1" = 20'



LOCUS DEED REFERENCE:

Deed Book 18021, Page 90
Owners of Record: Margaret P. Mix, Sarah C. Dorfmeister, Clifton P. Mix, & Douglas P. Mix

PLAN REFERENCES:

- "Plan Showing a Boundary Survey of Old Seaweed Road (Formerly Known as Dyke Road and New Adams Road) Made for The Town of Kennebunkport, Maine" dated July 2, 2013, by Dow & Coulombe, Inc.
- "Plan Showing the Roadway Between the Fearing & Dow and the Joanne Larrabee Properties, Goose Rocks Beach, Kennebunkport, Maine" dated May 10, 1963, Revised October 24, 1974, by Libby & Dow, Engineers.
- "Plan Showing a Standard Boundary Survey Made for Linda Mitchell, Kennebunkport, Maine" dated January 28, 1988, by Dow & Coulombe, Inc., recorded in York County Registry of Deeds in Plan Book 165, Page 47.
- "Standard Boundary Survey, Lots on Kings Highway, Goose Rocks Beach, Kennebunkport, Maine, for Thomas and Beverly L. Solir Irrevocable Trust" dated October 1994, by Ross Boundary Surveys.
- "Plan Showing Land at Goose Rocks Beach, Kennebunkport, ME." dated March 20, 1958, by Libby & Dow, Engineers., recorded in York County Registry of Deeds in Plan Book 21, Page 48.
- "Plan of Land of Leo J. Dunn, Goose Rocks, Kennebunkport, ME." dated June 20, 1954, Revised August 16, 1954, by Libby & Dow, Engineers, recorded in York County Registry of Deeds in Plan Book 20, Page 53.
- "Flood Insurance Rate Map - Town of Kennebunkport, Maine, York County - Community Panel Number 230170-0008B" Effective April 18, 1983.
- "Flood Insurance Rate Map - Town of Kennebunkport, Maine, York County - Community Panel Number 230170-0007B" Effective April 18, 1983.
- "Coastal Sand Dune Geology, Goose Rocks Beach, Kennebunkport, Maine" by Peter A. Slovinsky and Stephen M. Dickson, Open-File #11-97, 2011.

NOTES:

- The locus parcels are identified on the Town of Kennebunkport Tax Assessors Map 34, Block 1, as Lot 13. Both parcels are located in the Goose Rocks Zone and also entirely within the Shoreland Overlay Zone. Space and bulk standards in the Goose Rocks Zone are as follows:
Minimum Building Setbacks*
Front Yard = 20 feet
Side & Rear Yard = 15 feet
Maximum Lot Coverage = 20%
Minimum Lot Width = 100 feet
Maximum Height = 30 feet
Minimum Lot Area = 40,000 Sq. Ft.
*Per Town of Kennebunkport Land Use Ordinance Section 8.7.B. for nonconforming lots containing less than 10,000 square feet with any outside dimension of less than fifty (50) feet, the minimum setback requirements from the lot lines intersecting with such outside dimension of less than fifty (50) feet shall be reduced to ten (10) feet."
- Locus Parcel A contains 4,290 square feet (0.09 acre). Locus Parcel B contains 21,391 square feet (0.49 acre) calculated to the boundary at the base of the seawall shown and to the right-of-way line of "Old Seaweed Road."
- All bearings shown are oriented to Grid North per Maine State Plane Coordinate System West Zone.
- Elevations shown are based on RM-19 (Elev. 21.10' NGVD 1929) per Plan Ref. 7.
- Flood zone boundaries shown are based on scaled distances from Plan Ref. 8. Dune boundaries shown are based on scaled distances from Plan Ref. 9.
- The boundary of the locus parcel along Kings Highway is the apparent right-of-way line based on a record width of 2-1/2 rods (41.25 feet) per layout and acceptance recorded in Kennebunkport Town Reports of 1934, Page 79, monumentation found, and Plans referenced above.
- According to recent decision of the Maine Supreme Judicial Court on October 3, 2019, legal title to land seaward of the seawall in this area of Goose Rocks Beach is held by the Town of Kennebunkport for the benefit of the public. (See Almeder v. Town of Kennebunkport, 2019 ME 151.) The southerly boundaries of Locus Parcel B are shown hereon in a location that follows the base of the existing seawall.
- The locus parcels are benefitted by appurtenant easements over the 30-foot wide Passage way and the 25-foot wide Passage way as granted and for the purposes described in deeds from A. Isabelle Fearing and Orlando Dow to Joseph N. Palmer recorded in Book 520, Page 26; Book 569, Page 97; and Book 696, Page 318. Fee title to both of said Passage ways is assumed to be owned by the heirs of A. Isabelle Fearing and Orlando Dow, subject to said easement rights.
- Locus Parcel A is subject to utility easement granted to Central Maine Power Company and New England Telephone & Telegraph Company dated September 22, 1981, recorded in Book 2877, Page 179.
- The "Old Seaweed Road" (formerly called Dyke Road and New Adams Road) was laid out as a public highway easement 3 rods (49.5 feet) wide as described in order and layout dated December 11, 1827, recorded in County Commissioners Records Volume 16, Page 154. The right-of-way boundaries of said road, which cannot be accurately affixed to the ground based on said description, are shown hereon in its apparent location based on Plan Ref. 1, monuments found, and the 3-rod width described in said layout. Fee title to Locus Parcel B is presumed to extend to the center line of said road right-of-way, subject to existing public easement rights.
- According to the current owner and descendant of Joseph N. Palmer (who purchased the property in several parcels in the early 1900s), Albert Palmer erected the board fence located within the "Old Seaweed Road" right-of-way, with the northerlymost fence post placed on an 8" concrete post poured over an existing granite monument.
- The location of nearby property lines are shown as dashed lines. These lines are intended to show the approximate relationship to the locus parcel only.
- Prior to any construction activities the location of setback lines shown should be verified by the local code enforcement officer to determine compliance with all applicable building requirements.
- This plan has been prepared according to the Standards of Practice adopted by the State of Maine Board of Licensure for Professional Land Surveyors with the following exceptions:
 - No written report prepared
 - No new deed description prepared
 - No monuments set in center line of Old Seaweed Road



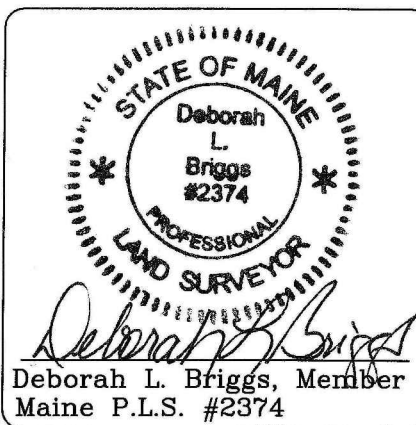
LOWER VILLAGE SURVEY CO.
13 Western Avenue Kennebunk Maine

Mailing Address: P.O. Box 2625, Kennebunkport, ME 04046
Phone: 207-967-3545 e-mail: info@lowervillagesurveyco.com

STANDARD BOUNDARY SURVEY & SITE PLAN
WITH PROPOSED PRIVACY BORDER ALONG PUBLIC RIGHT-OF-WAY
797 KINGS HIGHWAY, KENNEBUNKPORT, MAINE
OWNED BY

**Margaret P. Mix, Sarah C. Dorfmeister,
Clifton P. Mix & Douglas P. Mix**

Mailing address: c/o Clifton P. Mix, 26 High Street, Farmington, CT 06032



REV. July 11, 2023 Added Labels and Outlines for Areas 1, 2, and 3
DATE: NOV. 30, 2022 217 KINGS HIGHWAY FILE #119-55 ROTATION 10° Right FIELD BK. 487-8

LAND SURVEYORS ** FORESTERS ** WETLAND DELINEATORS

HARDSCAPE

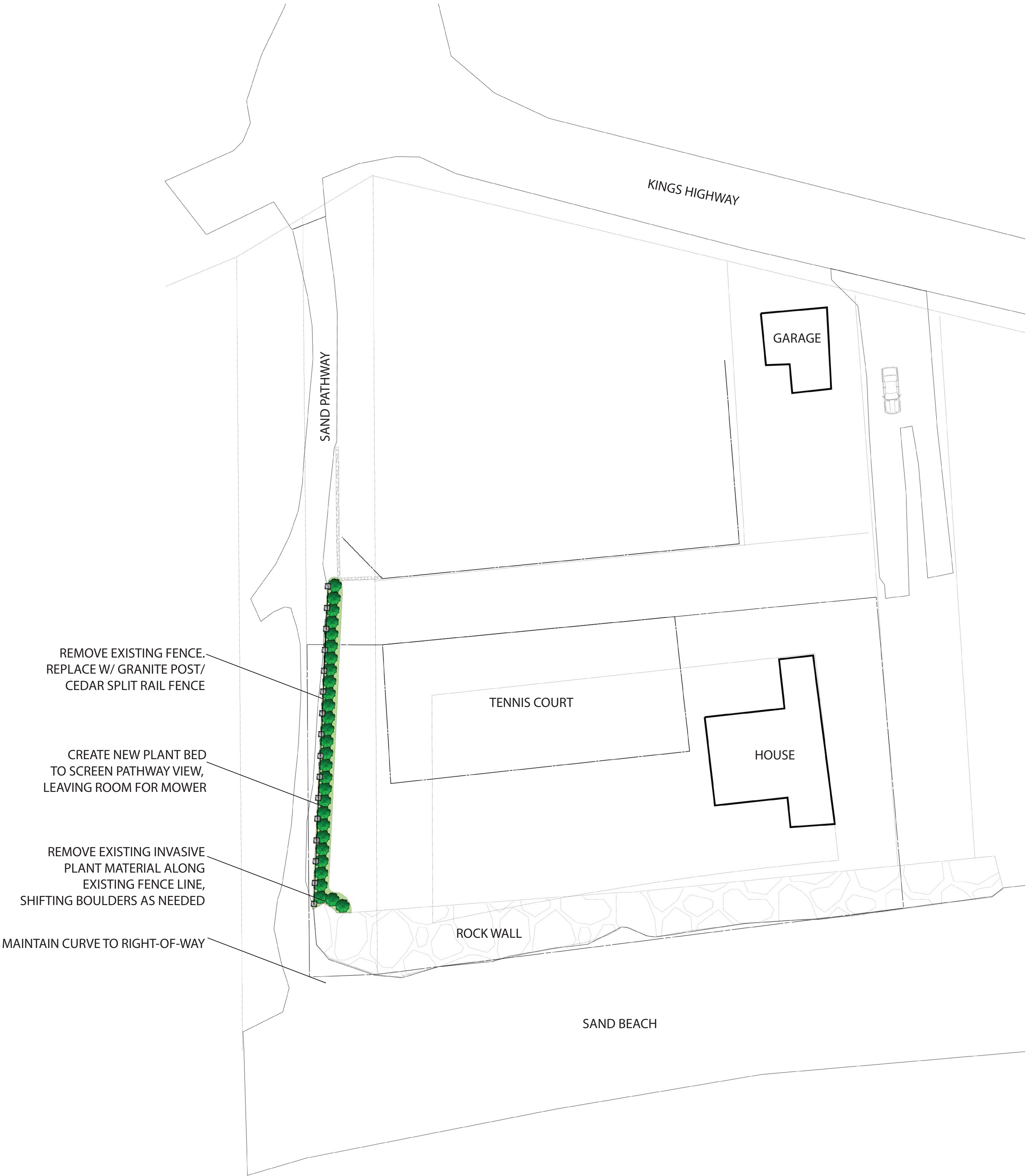


GRANITE POST + CEDAR SPLIT SINGLE-RAIL FENCE

SOFTSCAPE



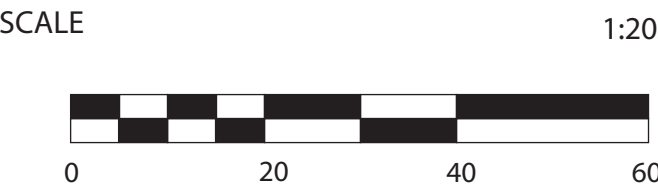
NORTHERN
BAYBERRY



PROJECT TITLE

PATHWAY SCREENING
GARDEN

LOCATION MAP



PROJECT LOCATION

797 KINGS HIGHWAY
KENNEBUNKPORT ME

REVISION LIST

09/06/2023	UPDATED PLAN
08/17/2023	UPDATED PLANTING PLAN
DATE	UPDATE

NOTES

CLIENT NAME

CLIFF MIX

DRAWING NAME

LANDSCAPE PLAN

DRAWING NUMBER

L-100.2

SCALE

1" = 20'-0"

DRAWN BY

AT

DATE

08/16/2023

CHECKED BY

MW

PAGE

1 OF 1

AGREEMENT

The Margaret P. Mix Real Estate Trust, Clifton P. Mix, Sarah C. Dorfmeister, and Douglas P. Mix (“Mix”), the owners of property at 797 Kings Highway in Kennebunkport, York County, Maine (the “Property”), and the Town of Kennebunkport (the “Town”) (referred to collectively as “the Parties”) hereby enter this agreement regarding vegetation and improvements located in and around a sand path known as Old Seaweed Road (also known as Dyke Road and New Adams Road).

WHEREAS, Mix is the owner of a certain lot or parcel of land, with the building and improvements thereon, located off of Kings Highway, in the Town of Kennebunkport, County of York and State of Maine, on Kennebunkport Tax Map 34, Block 1, Lot 13, and as more particularly described in a deed from Margaret P. Mix to Margaret P. Mix and Clifton P. Mix, Co-Trustees of the Margaret P. Mix Real Estate Trust u/a October 30, 2019 dated December 11, 2019 and recorded in the York County Registry of Deeds in Book 18130, Page 709 (the “Mix Property”); and

WHEREAS, there exists a Town right-of-way to the west of the Mix Property commonly referred to as the Dyke Road ROW, and also known as the Old Seaweed Road (and the New Adams Road), which public right-of-way provides public access from the Kings Highway southerly down to the sea at Goose Rocks Beach (hereafter referred to as the Old Seaweed Road); and

WHEREAS, the boundaries of the Old Seaweed Road have been laid out by a boundary survey and depicted on a plan prepared by Dow & Coulombe, Inc., dated July 2, 2013, which plan is attached as **Exhibit A**, showing a three-rod road (approximately 49.5 feet wide), which road was laid out by the York County Commissioners as a town road in 1827; and

WHEREAS, there are now existing improvements (“Existing Improvements”) located within the bounds of the Old Seaweed Road right-of-way on the western portion of the Mix Property, including a concrete post and wood rail fence, a stone wall and a granite boulder sea wall, as depicted on the Dow & Coulombe Plan, which collectively run more or less parallel with the easterly edge of the right-of-way; and

WHEREAS, some or all of the existing fencing, stone wall and seawall features shown on the Dow & Coulombe Plan may have extended continuously into the public right-of-way, for a period in excess of forty (40) years; and

WHEREAS, the Parties share a mutual interest and desire to maintain the Old Seaweed Road public right-of-way, to remove invasive vegetation species from the area, and to replant native species that will help maintain the integrity and conservation of the sand dune; and

WHEREAS, Mix now wishes to (a) construct and maintain certain improvements within the bounds of the Old Seaweed Road public right-of-way, (b) improve and maintain the features presently existing within the right-of-way, which improvements described in (a) and (b) are shown on a plan prepared by Lower Village Survey dated November 22, 2022 (as revised July 8, 2023) and have been approved by the Board of Selectmen at its meeting on _____ and

attached hereto as **Exhibit B**, and (c) remove invasive vegetation species and replant and maintain native vegetation species in order to maintain the integrity and conservation of the sand dune; and

WHEREAS, the Parties wish to memorialize the terms of an agreement that addresses the contemplated vegetation removal and replanting project, the Existing Improvements that currently exist in the area, new improvements that are anticipated to be undertaken in connection with the project, and the rights of the parties with respect to the proposed work to be conducted and new improvements to be constructed and maintained within the public right-of-way of Old Seaweed Road.

NOW THEREFORE, the Parties hereby agree as follows:

1. The Parties enter this Agreement for other good and valuable consideration, the adequacy of which the Parties expressly acknowledge.
2. Mix will undertake, at its sole expense and liability, restoration and maintenance of the Existing Improvements, as well as construction of the improvements ("New Improvements") depicted on the Plan attached hereto as **Exhibit B** and approved by the Board of Selectmen at its meeting on _____. The New Improvements include: (a) the replacement of the existing board fence with a similar open-type fence (labeled on **Exhibit B** as Area #2); (b) an extension of that fence northerly to Webster's stone wall and southerly to a stone wall to be repaired and/or restored (labeled on **Exhibit B** as Area #1); (c) planting and maintenance of native vegetation species and removal of invasive species in accordance with a Vegetation Plan authorized by the Town; and (d) the restoration and maintenance of a granite boulder sea wall (labeled on **Exhibit B** as Area #3) (collectively, the "Improvements"). Mix agrees that the restoration and maintenance of the granite boulder sea wall shall not result in further narrowing or encroachment into the public right-of-way. Mix agrees that there will be no material change(s) to the proposed plantings, alterations, and improvements depicted on **Exhibit B** and the Vegetation Plan without the prior written approval of the Board of Selectmen.
3. Mix expressly acknowledges and covenants that said Improvements will be undertaken in compliance with all applicable local, state, and federal laws, including the requirement, if any, to obtain any governmental permit, license, or approval. This includes but is not limited to a Natural Resources Protection Act permit from the Maine Department of Environmental Protection.
4. Mix acknowledges, covenants, and assumes responsibility for the maintenance and upkeep of the Improvements contemplated herein and that the Town has no responsibility for any such maintenance and upkeep. Mix further understands that the Town may damage some of the Improvements in the process of winter snowplowing or other road maintenance and Mix agrees that the Town will have no responsibility or liability whatsoever for the repair of any such damage. Mix further acknowledges and understands that the Improvements may need to be disturbed to enable access for public safety purposes (police, fire, ambulance, and the like) and Mix releases the Town for damage for the same.

5. Mix acknowledges and admits to the Board of Selectmen, in accordance with 23 M.R.S. § 2952, that the extension of fencing and/or stone wall to the north in the area labeled on **Exhibit B** as Area #1 are improvements that encroach within and wrongfully occupy the true bounds and limits of the public right-of-way which boundaries are as depicted on the Dow & Coulombe Plan (**Exhibit A**). Except as otherwise provided herein, this Agreement does not address, delineate, diminish, or alter the Parties' respective property rights in relation to Old Seaweed Road; the width of Old Seaweed Road or the public right of way; the existence or legal effect of the existence of existing improvements located in or around Old Seaweed Road; or the boundary lines between property owned by Mix and the Town, if any. Except as otherwise provided herein, the Parties mutually agree and covenant that neither Party has acquired any additional rights by virtue of this Agreement, other than the express contractual rights set forth herein as adopted by the Board of Selectmen; that neither Party is waiving, releasing, or otherwise losing any right, claim, argument, defense, theory, remedy, or other legal position by virtue of this Agreement; and that both Parties expressly reserve all rights and claims that they had, currently have, or will have from the beginning of time to the present day regarding the subject matter herein.
6. Mix shall maintain general liability in amounts sufficient to protect itself against risks associated with undertaking the Improvements contemplated by this Agreement. Mix shall indemnify, defend and hold harmless the Town from any and all claims arising from Mix's performance under this Agreement, which obligation shall survive the termination of this Agreement. Nothing herein is intended to shift responsibility from the Town to Mix for any other liability or to waive governmental immunity protections that the Town may enjoy by law related to the use or maintenance of Old Seaweed Road by members of the public, including but not limited to the Maine Tort Claims Act, 14 M.R.S. § 8103.
7. This Agreement shall be recorded by Mix in the York County Registry of Deeds, with reference to the Deed of the Property to Mix dated July 30, 2019, and recorded in the York County Registry of Deeds at Book 18021, Page 90. Further reference shall be made to a Deed from Margaret P. Mix to the Margaret P. Mix Real Estate Trust, u/a October 30, 2019, and recorded in the York County Registry of Deeds at Book 18130, Page 709.
8. The terms and conditions of this Agreement shall be binding upon the Parties' successors and assigns, unless the Parties, or their successors and assigns, mutually agree in writing to amend or release the terms herein.

IN WITNESS WHEREOF, Mix has caused this instrument to be executed by Clifton Mix, thereunto duly authorized co-owner and representative, this _____ day of _____, 2023.

WITNESS:

_____ By: _____
Clifton Mix
On behalf of the owners of 797 Kings
Highway, Kennebunkport, Maine

STATE OF MAINE
YORK, ss.

_____, 2023

Then personally appeared the above-named Clifton Mix, and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before me,

Notary Public/ Maine Attorney-at-Law
Printed Name: _____
My Commission expires: _____

IN WITNESS WHEREOF, the TOWN OF KENNEBUNKPORT, acting by and through its Board of Selectmen has hereby executed this Agreement this ____ day of _____, 2023.

WITNESS:

TOWN OF KENNEBUNKPORT

Witness

By: _____
Donald Michael Weston, Board Member
and Chair

Witness

By: _____
Allen A. Daggett, Board Member
and Vice Chair

Witness

By: _____
Sheila W. Matthews - Bull, Board Member

Witness

By: _____
Jon D. Dykstra, Board Member

Witness

By: _____
Marybeth Gilbert, Board Member

STATE OF MAINE
YORK, ss.

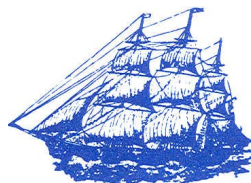
_____, 2023

Then personally appeared the above-named Donald Michael Weston, Board Member and Chair of the Board of Selectmen of the TOWN OF KENNEBUNKPORT, and acknowledged the foregoing to be his free act and deed in his said capacity and the free act and deed of said TOWN OF KENNEBUNKPORT.

Before me,

Notary Public/ Maine Attorney-at-Law
Printed Name: _____
My Commission expires: _____

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Memorandum

To: Board of Selectmen and Laurie Smith
 Fr: Yanina Nickless, Director of Support Services
 Re: Tablets for the Select Board
 Dt: September 5, 2023

In our ongoing efforts to transition to electronic packets, reduce paper usage, and enhance efficiency, we've engaged in a conversation about the potential purchase of tablets for the Select Board. Many municipalities across the United States have already made the shift to tablet-based solutions, and we have a few reasons to explore this idea further:

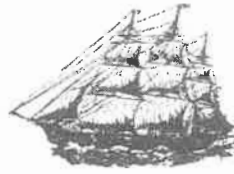
- **Cost saving:** Currently, each member of the Select Board consumes an average of 500 sheets of color-printed paper annually. This incurs significant expense, especially considering the usage of the town's equipment, paper, and ink.
- **Environmental responsibility:** While we responsibly recycle all paper packets, printing information on paper is not eco-friendly and leaves a substantial environmental footprint. Reducing paper usage aligns with our commitment to environmental sustainability by saving energy and minimizing waste.
- **Efficiency and accessibility:** Tablets offer a strong platform for document management. Information can be easily updated, and Select Board members gain the flexibility to access materials remotely even if they cannot attend.
- **Reduced storage needs:** One packet takes up a significant amount of space. Keeping the packets on the tablet will eliminate the need for physical storage, reduce the clutter, and improve the organization of a workflow.
- **Enhanced communication:** Tablets open doors to multiple apps such as Outlook, Word, Google Workspace, and more. This diversity improves communication, enabling Board members to manage emails more efficiently and separate town responsibilities from personal life.

Moreover, it's worth noting that when we hire a new employee, we provide them with all the necessary tools, including computers, printers, and other office equipment). Similarly, we believe it is fair to provide the same tools to the Select Board members so they can carry out their responsibilities effectively.

When considering the purchase of tablets, several factors come into play: purpose, pricing, size/weight consideration, storage capacities, etc. Given the rapid advancements in technology, the choice ultimately depends on individual preferences and specific cases. We offer a few options for consideration to purchase from the Selectmen contingency fund:

Microsoft Surface Go 3	\$400.00 + \$130 keyboard + \$100 pen	Laptop-like, supports Windows
Apple iPad 10 th gen	\$449.00 + \$250 keyboard + \$100 pen	Laptop-like, iPad OS 16

AGENDA ITEM DIVIDER



Kennebunkport Public Health

INCORPORATED 1653

Kennebunkport Public Health

August 30, 2023

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

Please accept this generous gift of \$500.00 from Jean Perkins 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



Kennebunk

123456

LOOK FOR FRAUD-DEFENSE

JEAN M. PERKINS
PH. 207-967-5837
PO BOX 2656
KENNEBUNKPORT, ME 04046-2656

PAY TO
THE ORDER OF

Kennebunkport Public Health Dept
Five Hundred

DOLLARS

Heat
Ink

DATE

Aug 8, 2023

\$ 500 -

52-7450/2112

3617

21 3617

CURRY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

Jean Perkins

8/12/23

Hi Allison!
I am sending a
donation to your
department to use
where the need is
greatest.

I'm sure you will
put it to good use
in helping those
in need.

Sincerely,

Jean

Best wishes to you and
your staff for all the
good work you do!