

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

MAINE'S FINEST RESORT

Board of Selectmen Agenda Town Hall – 6 Elm Street December 22, 2015 – 9 AM

1. Call to Order.
2. Approve the December 10, 2015, selectmen meeting minutes.
3. Consider a renewal liquor license application submitted by Leigh O. Blood, DBA the Captain Fairfield Inn, 6 Pleasant St.
4. Appointment of Emergency Management Director effective January 1, 2016.
5. Accept donations to the Kennebunkport Public Health Department.
 - a. The Kennebunk Portside Rotary Club donated \$570 to the emergency fuel account.
 - b. The Kennebunkport Residents Association donated \$1,000 to the emergency fuel account.
 - c. The Goose Rocks Beach Fire Company donated \$1,000 to the emergency fuel account.
 - d. The Flynn Family Foundation donated \$2,500 to the public health account; \$2,500 to the emergency fuel account; and \$2,500 to the emergency food account.
 - e. The Village Fire Company donated \$675.20 to the emergency fuel account.
6. Other business.
7. Approve the December 22, 2015, Treasurer's Warrant.
8. Adjournment.

**Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station-32 North Street
December 10, 2015 – 6:00 PM**

Minutes of the Selectmen Meeting of December 10, 2015

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

Others present: Terry Baron, Judy Barrett, Barbara Barwise, Werner Gilliam, David Powell, David James, Jen Lord, Jack May, Arlene McMurray, and Allan Moir

1. Call to Order.

Chair Matthews-Bull called the meeting to order at 6 PM.

2. Executive session per (MRSA 1, §405-6F) to discuss poverty abatement.

Motion by Selectman Daggett, seconded by Selectman Hutchins, to go into executive session per (MRSA 1, §405-6F) to discuss poverty abatement. **Vote:** 5-0.

The Board went into executive session at 6 PM. At 6:20 PM, the Board came out of executive session. No action was taken.

3. Discussion of fiscal year 2017 budget priorities.

Town Manager Laurie Smith presented the Board with a list of top challenges and strengths voted on by the department directors and staff. She also gave a five-year projection of finances.

David James suggested charging local taxes as a way to increase revenue.

Other suggestions were to put money in the highway fund to clean up branches and trees; put \$20,000 in the contingency reserve for the Goose Rocks Beach restrooms; and since there has been an increase in building permits, to look at ways for the Planning and Development office to improve the time it takes to get a permit, perhaps with extra staff.

4. 7 PM - Approve the November 24, 2015, selectmen meeting minutes.

Motion by Selectman Daggett, seconded by Selectman Hutchins, to approve the November 24, 2015, selectmen meeting minutes. **Vote:** 5-0.

5. 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.).

6. Presentation of Charette application by Robin Comstock of Workforce Housing Coalition.

Robin Comstock said the Workforce Housing Coalition of the Greater Seacoast area is an independent, nonprofit organization consisting of professionals who "educate, advocate, and engage." When they hold a Charette or public forum, it usually lasts three days. At this Charette, they gather input from the community and their architects develop a concept and work a feasibility study. Their professionals also review the zoning and other regulations and at the end of the process, they provide information to the community. She said they have had two successful Charettes in Hampton Falls, and Dover is implementing their recommendations in 2016. The Charette is no charge, but they do solicit donations, sponsorships, and grants.

Jack May of Workforce Housing Coalition said they had a positive meeting with the Kennebunkport Planning Board. He mentioned that many places had concerns the housing would be slums. He said they work with landowners who wish to develop their land, and they provide the possibilities for the land. They test their design options to make sure they work.

There was concern that people would purchase the property at a low price and resell, but the Town sets the guidelines.

Director of Planning and Development Werner Gilliam said the Growth Planning Committee supports the Charette application process.

The deadline for a Charette application is December 31.

Motion by Selectmen Daggett, seconded by Selectman Barwise, to proceed with the Charette application. **Vote:** 5-0.

7. Set number of shellfish licenses, license fees, and the length of the season.

Shellfish Warden Terry Baron said the Shellfish Committee met and recommended keeping the licensing the same as last year:

Resident Recreational	75 licenses
Nonresident Recreational	8 licenses
Resident Commercial	2 licenses
Nonresident Commercial	0 licenses
Daily Licenses	0 licenses

The Committee also recommended that:

- The flats only be open from April 15 through October 15.
- Digging will only be allowed on Friday, Saturday, and Sunday.
- Recreational diggers may only take one peck per week.
- Commercial diggers may only take two pecks per day.

Motion by Selectman Daggett, seconded by Selectman Barwise, to follow the recommendations of the Shellfish Warden and keep the licenses and season the same as last year. **Vote:** 5-0.

8. Discussion of fuel oil storage at Government Wharf.

Ms. Smith explained the concerns that the fuel barrels are not secure and a leak could cause pollution. Also, the Town's insurance underwriter said it is likely that the Town's insurance coverage would not apply because the Town does not own the diesel fuel. It would be the diesel fuel owner's responsibility, but it would be difficult to determine the owner.

Motion by Selectman Daggett, seconded by Selectman Barwise, to ban any portable fuel barrels that are not under the supervision of the owner. **Vote:** 5-0.

9. Award bid for Village Fire Station repairs and painting.

Fire Chief Allan Moir explained that he has been trying to get bidders for repairs and painting for a couple of years, and it has been a long, drawn out process. He finally received two bids for painting, but none for repairs. Mr. Gilliam told him to solicit a quote from builder Ed Spaulding, which he did. His price was \$17,293.00. The two bids he received for painting are:

Painting by Northeast, Inc.	\$11,062.50
Seaside Painting & Maintenance	\$17,450.00

Motion by Selectman Barwise, seconded by Selectman Hutchins, to award the bid for the Village Fire Station repairs to Ed Spaulding at a cost of \$17,293.00 and for painting to Painting by Northeast, Inc. at a cost of \$11,062.50 for a total cost of \$28,355.50. **Vote:** 5-0

10. Approve \$500 expenditure from the Goose Rocks Beach Advisory Committee account for design services for new signage and brochures.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve \$500 expenditure from the Goose Rocks Beach Advisory Committee account for design services for new signage and brochures. **Vote:** 5-0.

11. Authorize a three-year extension to agreement with Oceanside Rub-

Motion by Selectman Barwise, seconded by Selectman Hutchins, to authorize a three-year extension to the agreement with Oceanside Rubbish for waste collection and hauling. **Vote:** 5-0.

12. Sign waiver of foreclosure form for Ann Seavey.

The Board has waived this foreclosure for two years as it goes through the legal process dealing with ownership as Ann Seavey is deceased.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to sign the waiver of foreclosure form for Ann Seavey. **Vote:** 5-0.

13. Meet as Assessors to consider tax abatement for John Zimmerman and Bette Schofield, 16 East Avenue (Map 8, Block 2, Lot 11).

Motion by Selectman Daggett, seconded by Selectman Hutchins, to deny the application for tax abatement from Bette Schofield, 16 East Avenue (Map 8, Block 2, Lot 11) per Assessor's Agent Donna Moore Hays. **Vote:** 5-0.

14. Accept anonymous donation of \$100 to the Kennebunkport emergency fuel account.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to accept the anonymous donation of \$100 to the Kennebunkport emergency fuel account. **Vote:** 5-0.

15. Other business.

Selectman Briggs said to keep in mind the need to find a way to work with other communities to get support for a local tax that can be used to help run the Town. He said they need an advocate in the legislature to help them.

Chair Sheila Matthews-Bull thanked all of the Prelude volunteers and participants, and reminded everyone that this weekend is the finale. Friday is the tree lighting ceremony in Dock Square at 6:00 PM, and the fireworks display is at 6:15 PM.

Ms. Smith read the proposed agenda for the joint meeting on January 7 with the Arundel, Kennebunk, and Kennebunkport Selectmen; and the RSU 12 Board of Directors, at the Middle School of the Kennebunks, from 6:30 to 7:30 PM.

16. Approve the December 10, 2015, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve

the December 10, 2015, Treasurer's Warrant. **Vote:** 5-0.

17. Adjournment.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to adjourn.

The meeting adjourned at 8:09 PM.

Submitted by

Arlene McMurray
Administrative Assistant

Captain Fairfield Inn

3

This application has been reviewed and approved by the following Municipal Officials,
whose signatures are on file with the Town Clerk:

✓

Police Chief

✓

Fire Inspector

✓

Code Enforcement Officer

April Dwyer, Town Clerk

3

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, ME 04333-0008**

DEPARTMENT USE ONLY	
LICENSE NUMBER:	CLASS:
DEPOSIT DATE	
AMT. DEPOSITED:	BY:
CK/MO/CASH:	

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.



PRESENT LICENSE EXPIRES 1/26/2016

INDICATE TYPE OF PRIVILEGE: ☐ MALT ☒ SPIRITUOUS ☒ VINOUS

INDICATE TYPE OF LICENSE:

- ☐ RESTAURANT (Class I,II,III,IV)
- ☐ HOTEL-OPTINONAL FOOD (Class I-A)
- ☐ CLASS A LOUNGE (Class X)
- ☐ CLUB (Class V)
- ☐ TAVERN (Class IV)

- ☐ RESTAURANT/LOUNGE (Class XI)
- ☐ HOTEL (Class I,II,III,IV)
- ☐ CLUB-ON PREMISE CATERING (Class I)
- ☐ GOLF CLUB (Class I,II,III,IV)
- ☒ OTHER: Bed & Breakfast

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) - (Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Leigh O. Blood</u> DOB: <u>5/14/77</u>	2. Business Name (D/B/A) <u>Captain Fairfield Inn</u>
DOB:	<u>8 Pheasant St.</u>
DOB:	Location (Street Address) <u>Kennebunkport</u> <u>ME</u> <u>04046</u>
Address <u>P.O. Box 3089</u>	City/Town <u>P.O. Box 3089</u> State Zip Code
<u>Kennebunkport</u> <u>ME</u> <u>04046</u>	Mailing Address <u>Kennebunkport</u> <u>ME</u> <u>04046</u>
City/Town <u>04046</u> State Zip Code	City/Town <u>267-967-4454</u> State Zip Code
Telephone Number <u>207-225-4523</u> Fax Number <u>N/A</u>	Business Telephone Number <u>1077584</u> Fax Number
Federal I.D. #	Seller Certificate #

59.

Kennebunkport Public Health

December 8, 2015

At: Kennebunkport Board of Selectmen

Laurie Smith Kennebunkport Town Manager

Please accept this generous gift of \$570.00 from the Kennebunk Portside Rotary Club. This gift is to be placed in the Kennebunkport Emergency Fuel account 29-08-01-50.

KENNEBUNK PORTSIDE ROTARY CLUB
PO BOX 1167
KENNEBUNKPORT, ME 04046

52-7450/2112

2446

DATE

12-4-15

PAY TO
THE ORDER OF

Town of Kennebunkport Public Health \$ 570.00
Five Hundred Seventy and 00/100 —

DOLLARS



Security Features
Included
Details on Back

© 2012 United States Comptroller



Kennebunk Savings

MEMO

2112745021

2446

[Signature]

MP

SPECIAL INK

Judy Ali

56

Kennebunkport Public Health

December 5, 2015

At: Kennebunkport Board of Selectmen

Laurie Smith Kennebunkport Town Manager

Please accept this generous gift of \$1000 from the Kennebunkport Residents Association. This gift is to be placed in the Kennebunkport Emergency Fuel account 29-08-01-50.

KENNEBUNKPORT RESIDENTS ASSOCIATION

52-7450/2112
66437155

1103

DATE Nov 30, 2015

PAY TO
THE ORDER OF

Town of Kennebunkport

\$ 1,000.00

One thousand

DOLLARS



Security Features
included
Details on Back



Kennebunk
Savings Bank

Community Roots Since 1871

MEMO EMERGENCY FUEL PROGRAM

Rachel Howell

MP

2112745021

1103

5c

Kennebunkport Public Health

December 11, 2015

At: Kennebunkport Board of Selectmen
Laurie Smith Kennebunkport Town Manager

Please accept this generous gift of \$1000 from the
Goose Rocks Beach Fire Company.. At their request
please dedicate this into the Kennebunkport
Emergency Fuel Program account.

Kennebunkport Emergency Fuel,
Account # 29-08-01-50 - \$1000

GOOSE ROCKS BEACH FIRE COMPANY
LEASE ACCOUNT
PO BOX 216
KENNEBUNKPORT, ME 04046

52-7450/2112

1373

DATE

12/9/15

PAY TO
THE ORDER OF

Town of Kennebunkport
One thousand and 00/100

\$ 1,000.00

DOLLARS



Security Features
Check on Back

Kennebunk Savings

MEMO

Emergency Fuel Program

⑆211274502⑆

1373

[Signature]

RF02017214

sd
THE FLYNN FAMILY FOUNDATION



December 3, 2015

Town of Kennebunkport: Food Pantry
c/o Jen Lord
PO Box 566
Kennebunkport, ME 04046

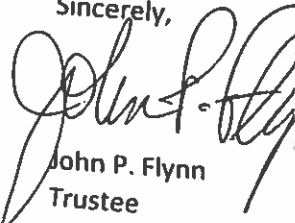
RE: Gift From the Flynn Family Foundation

To Whom It May Concern:


Mary F. Woodman would like to thank you for the great work that your organization performs. As a Trustee of the Foundation, Mary has designated a donation to your organization. Enclosed is a onetime donation in the amount of \$2500.00 to support the Kennebunkport Food Pantry. This gift is a charitable donation from The Flynn Family Foundation.

Kindly acknowledge receipt of this gift by signing and returning the enclosed letter in the envelope provided, on the organization's behalf and to confirm the fact that no goods or services were received in exchange for the gift.

Sincerely,


John P. Flynn
Trustee

ACKNOWLEDGEMENT

FLYNN FAMILY FOUNDATION 10 WYNDEGATE DR. KENNEBUNK, ME 04043		52-7450/2112	1021
DATE		Dec. 4, 2015	
PAY TO THE ORDER OF	Town of Kennebunkport: Food Pantry		\$2,500.00
Twenty-five hundred dollars		DOLLARS	
Kennebunk Savings			
MEMO		1021	
2112745020			

Date

cc: Mrs. Mary F. Woodman

10 Wyndegate Dr. Kennebunk, Maine 04043



5d

December 3, 2015

Town of Kennebunkport: Visiting Nurses
c/o Jen Lord
PO Box 566
Kennebunkport, ME 04046

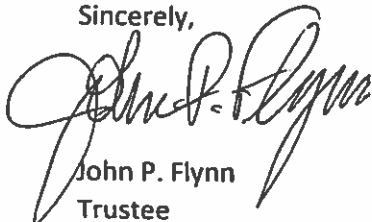
RE: Gift From the Flynn Family Foundation

To Whom It May Concern:

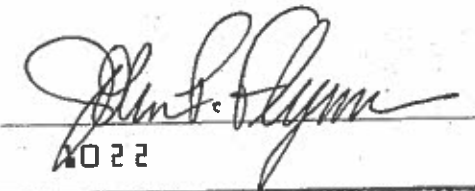
Mary F. Woodman would like to thank you for the great work that your organization performs. As a Trustee of the Foundation, Mary has designated a donation to your organization. Enclosed is a onetime donation in the amount of \$2500.00 to support the Kennebunkport Visiting Nurses. This gift is a charitable donation from The Flynn Family Foundation.

Kindly acknowledge receipt of this gift by signing and returning the enclosed letter in the envelope provided, on the organization's behalf and in exchange for the gift.

Sincerely,


John P. Flynn
Trustee

ACKNOWLEDGEMENT:

FLYNN FAMILY FOUNDATION 10 WYNDEGATE DR. KENNEBUNK, ME 04043		52-7450/2112	1022
DATE		Dec. 4, 2015	
PAY TO THE ORDER OF	Town of Kennebunkport: Visiting Nurses \$ 2,500.00		
Twenty five hundred dollars		DOLLARS	
Kennebunk Savings			
MEMO		NP	
1:2112745021		1022	

Date

cc: Mrs. Mary F. Woodman

10 Wyndegate Dr. Kennebunk, Maine 04043

5d
The Flynn Family Foundation



December 3, 2015

Town of Kennebunkport: Fuel Fund
c/o Jen Lord
PO Box 566
Kennebunkport, ME 04046


RE: Gift From the Flynn Family Foundation

To Whom It May Concern:

Mary F. Woodman would like to thank you for the great work that your organization performs. As a Trustee of the Foundation, Mary has designated a donation to your organization. Enclosed is a onetime donation in the amount of \$2500.00 to support the Kennebunkport Fuel Fund. This gift is a charitable donation from The Flynn Family Foundation.

Kindly acknowledge receipt of this gift by signing and returning the enclosed letter in the envelope provided, on the organization's behalf and to confirm the fact that no goods or services were received in exchange for the gift.

Sincerely,


John P. Flynn
Trustee

ACKNOWLEDGEMENT:

FLYNN FAMILY FOUNDATION 10 WYNDEGATE DR. KENNEBUNK, ME 04043		52-7450/2112	1020
DATE <u>Dec 4, 2015</u>			
PAY TO THE ORDER OF	<u>Town of Kennebunkport: Fuel Fund</u>	<u>\$2,500.00</u>	
<u>Twenty five hundred dollars</u>			
Kennebunk Savings			
MEMO			
⑆ 2 1 1 2 7 4 5 0 2 ⑆		1020	

Date

cc: Mrs. Mary F. Woodman

10 Wyndegate Dr. Kennebunk, Maine 04043

5e

Kennebunkport Public Health

December 15, 2015

At: Kennebunkport Board of Selectmen

Laurie Smith Kennebunkport Town Manager

Please accept \$675.20 of this generous gift of \$1350.40 from the Village Fire Company. At their request please dedicate this into the Kennebunkport Emergency Fuel Program account. The remainder of this gift is to be forwarded to Secret Santa.

Kennebunkport Emergency Fuel,
Account # 29-08-01-50 - \$1000

KENNEBUNKPORT VILLAGE FIRE CO.
CLIFFORD SEAVEY FOUNDATION

PO BOX 505
KENNEBUNKPORT, ME 04046

1463

PAY
TO THE
ORDER OF

K-POST Municipal Services

DATE Dec 15, 2015

52-7445/2112

ONE THOUSAND THREE HUNDRED FIFTY AND 00/100 \$1350.40

TD Banknorth

DOLLARS  Security Features Included. Counterfeit on Back.

FOR FUNDRAISER AND DONATION

⑈001463⑈ 1

