TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653-

MAINE'S FINEST RESORT

Board of Selectmen Agenda
Village Fire Station – 32 North Street
September 22, 2016 – 7:00 PM

1. Call to Order.

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

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.)

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

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

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

7. Award police cruiser bids.

8. Award winter sand bid for 2016-2017.

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

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

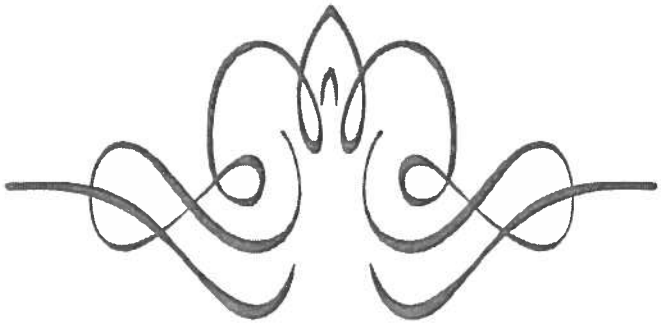
11. Approve a street opening permit for Josephine Heth, 64 Turbats Creek Road for the installation of a new waterlines.

12. Other business.

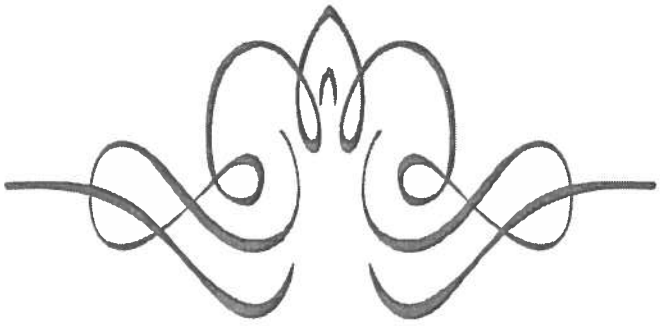
    a. Appoint an MMA voting delegate for the MMA Annual Business Meeting.

13. Approve the September 22, 2016, Treasurer's Warrant.

14. Adjournment.



Agenda Item Divider



Town of Kennebunkport
Board of Selectmen Meeting
Kennebunk Elementary School Parking Lot
177 Alewive Road, Kennebunk
September 7, 2016 – 6:00 PM

Minutes of the Selectmen Meeting of September 7, 2016

Selectmen present: Stuart E. Barwise, Patrick A. Briggs, Allen A. Daggett,

Selectmen absent: Edward W. Hutchins and Sheila Matthews-Bull

Others present: Laurie Smith and others

1. Call to Order.

The meeting was called to order at 6:00 PM.

2. RSU 21 Building Tour.

The Board toured Kennebunk High School, Mildred L. Day School in Arundel, and Kennebunk Elementary School.

3. Adjournment.

The meeting adjourned at 8:00 PM.

Submitted by

Arlene McMurray
Administrative Assistant

Agenda Item Divider

Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station, 32 North Street
September 8, 2016 – 7:00 PM

Minutes of the Selectmen Meeting of September 8, 2016

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

Selectmen absent: Sheila Matthews-Bull

Others present: Judy Barrett, Ray Billings, Lauren Brooks, Michael Davis, Arlene McMurray, Allan Moir, Tracey O'Roak, Laurie Smith, and others

1. Call to Order.

Chair Barwise called the meeting to order at 7 PM.

2. Approve the August 25, 2016, selectmen meeting minutes.

Motion by Selectmen Hutchins, seconded by Selectman Briggs, to approve the August 25, 2016, selectmen meeting minutes. **Vote**: 4-0.

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

There were no comments.

4. Consider a renewal liquor license application submitted by US Hotels New England LLC, US Hotels New England Management Corp, d.b.a. The Yachtsman Lodge and Marina, 59 Ocean Ave.

Chair Barwise opened the public hearing at 7:02 PM. Hearing no comments, he closed the public hearing.

Motion by Selectmen Hutchins, seconded by Selectman Briggs, to approve the renewal liquor license application submitted by US Hotels New England LLC, US Hotels New England Management Corp, d.b.a. The Yachtsman Lodge and Marina, 59 Ocean Ave. **Vote**: 4-0.

Selectmen Hutchins added that this application was reviewed and approved by the police chief, fire inspector, and code enforcement officer.

5. Public Hearing to adopt the MMA Model Ordinance GA Appendices A to D for the period October 1, 2016–September 30, 2017.

Chair Barwise opened the public hearing at 7:03 PM.

10. Approve street opening permit application from Sand Piper Capital Management, LLC and Woodchuck Development, LLC to connect existing sewer force main at Turbats Creek Road.

Motion by Selectmen Briggs, seconded by Selectman Hutchins, to approve the street opening permit application from Sand Piper Capital Management, LLC and Woodchuck Development, LLC to connect existing sewer force main at Turbats Creek Road. **Vote:** 4-0.

11. Discuss use of funds received from Ebs Cove subdivision.

Ms. Smith explained that the Planning Board went through the process of approving Ebs Cove subdivision following the provision to allow for a payment in lieu of open space. Since this option is used so infrequently, the Planning Board was unsure as to how the funds would be used. She said the Town will receive the money when each lot sells and it will be placed in a dedicated fund. Ms. Smith said the Town Attorney should review this.

Selectman Hutchins suggested using the funds for workforce housing. He would like the Planning Board's thoughts on this.

The Board agreed to continue to explore this with the Town Attorney and Planning Board.

12. Other business.

Selectman Briggs sent happy birthday wishes to Selectman Matthews-Bull.

Selectman Hutchins welcomed the Holbrooks as new members to the community. He mentioned that he gave them the keys to their new house built by Habitat for Humanity.

Chair Barwise said the Selectmen toured the RSU 21 facilities yesterday, and he was comfortable with the construction and pleased with the quality of management and enthusiasm by the faculty.

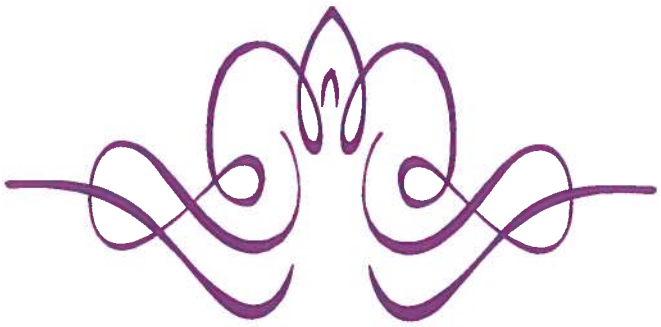
a. Citizen correspondence.

Mrs. Smith mentioned the letter she received from a resident who was concerned with the noise level of leaf blowers.

13. Approve the September 8, 2016, Treasurer's Warrant.

Motion by Selectmen Hutchins, seconded by Selectman Daggett, to approve the September 8, 2016, Treasurer's Warrant. **Vote:** 4-0.

Agenda Item Divider



(4)

December 28, 2012
Stanley E. Zimmerman, Jr.
4 Telva Road
Wilton CT 06897

Dear Mr. Zimmerman:

In your letter of November 29 pertaining to the drainage structure owned by you and on your property at 9 Seaview Avenue in Kennebunkport, you seek reimbursement for the cost of emergency service to clear the structure of debris on in late October during a severe storm with substantial rainfall.

I spoke with you by telephone on the 29th of October and you informed me at that time of the problem and asked whether the Town would take responsibility for removing the obstructions. You were concerned that flooding could occur and damage your home. Following our telephone call I made a personal inspection of the drainage structure in order to better understand the nature of the problem and the location of the structure. I determined that the structure was on your property, and that your home was located on Seaview Avenue, a private road off of Ocean Avenue. The culvert extended for some length from the shoreline embankment to a portion of your property that is a wetland. After returning to the office I telephoned you to say that, while I sympathized with your plight, the Town had no responsibility for the maintenance of private drainage structures and suggested that you contact a local contractor to do the work.

While I am not trained to evaluate water sheds or groundwater flow, it does seem evident that the location of your property along the shoreline at an elevation that is significantly lower than the upland extending to and beyond Ocean Avenue results in your property functioning as a destination for water from numerous properties and locations that are upland. This physical characteristic of your property is an element that you as the property owner contend with and respond to as you make decisions regarding the use of the property.

The Town does not have a responsibility for the cost of the work done by Bryant Excavation on your drainage structure.

Sincerely,

Larry S. Mead
Town Manager

(4)

Stanley E. Zimmerman, Jr.
4 Telva Road
Wilton, CT 06897
917 848 3823 (cell)
stanley.zimmerman@sbcglobal.net

Sept. 10, 2015

Ms. Laurie A. Smith
Town Manager – Town of Kennebunkport
6 Elm St., P. O. Box 566
Kennebunkport, ME 04046

RE: 9 Seaview Ave., Kennebunkport, ME

Dear Laurie:

As you and I had discussed last year, and as I had presented to your predecessor, Larry Mead in 2013, my property at 9 Seaview Ave. has in recent years experienced periodic, significant and damaging flooding in the basement. This has been occurring almost on an annual basis now and results from the rapid runoff of storm water from a large watershed area, mostly from Town roads and new lots and homes constructed in the last few decades. This is NOT a problem arising from incursion of ocean water but rather from the periodic backup of surface flow from the land watershed against the seawall protecting the house from the ocean.

First, some background. 9 Seaview was built in 1967 as the first home constructed in the Cape Arundel subdivision approved in or about 1965 and developed by Cole & Brown. As part of that subdivision approval, the developers were required to provide a drainage system that would allow surface water from Ocean Ave. to drain down Seaview Ave. and also drain from the large wetlands preserve across Seaview Ave. via a culvert under the road, into a drainage canal across the 9 Seaview property, then into a 30 inch concrete culvert which slopes under a seawall to the ocean. Storm water also flows directly across the lot known as tax parcel 020-001-057A through wetlands into the 30 inch culvert. (Parcel 057A is owned by four family members including me and is currently listed for sale).

My parents purchased 9 Seaview in 1969 and in 1978 acquired from Cole & Brown the parcel containing the drainage canal and 30 inch culvert, with a covenant in the deed requiring the owners to continue and maintain the natural drainage easement that existed. This system worked as intended for many years until recently when the flow of storm water from the watershed has increased to the extent that the 30 inch culvert is simply undersized to handle the runoff. Water backs up to the point where we experience 12-18 inches of water in our basement, half of our driveway is under water, and parts of Seaview Ave. become impassable. The current drainage system is simply now obsolete and the volume of runoff is beyond the original design capacity.

I believe the Town has recently installed drainage improvements to Ocean Ave. which will improve the efficiency of drainage on that road but may aggravate the water backup problem at 9 Seaview.

To verify the cause of the flooding problem and devise an acceptable solution I engaged Walsh Engineering Associates of Portland. They were hired to conduct a topographical survey to determine the extent and volume of the watershed feeding the 30 inch culvert, calculate the flow capacity of the pipe, and draw the plans for a solution to resolve the inadequate drainage through the present culvert.

They determined that the watershed causing the problem consists of 147 acres of developed and undeveloped area and includes properties along Ocean Ave., Elizabethan Dr., the Ledges development, and Oakwood Dr., among others. The watershed extends all the way to Turbat's Creek to the northeast and Lake of the Woods to the southwest.

Walsh's solution is to build two additional 30 inch concrete culverts similar to the existing one and parallel to it. They have obtained all necessary permits from the Army Corps of Engineers, the Maine Dept. of Environmental Protection, and the Town of Kennebunkport. The Town has been notified that work will begin on or about Oct. 1 and the contractor who will do the work is George Burr & Son of Kennebunk.

This project has cost me approximately $17,400 for design and permitting services from Walsh Engineering and $28,650 plus possible additional sums for unknown conditions if any to George Burr & Son for construction, a total of $46,050. Other expenses I have incurred in connection with this flooding problem are approximately $8,000 to Don Bryant Excavation in 2012 for emergency repairs to the pipe to unplug a blockage in the culvert, removal of partitions in the basement, installation of specialized hot water heaters on raised platforms, and numerous repairs to our well water treatment system in the basement. My sister incurred $7,700 of damage to her car in 2014 while parked in our driveway during one of the flooding episodes.

I am requesting that the Town consider reimbursing me for the cost of correcting this problem. It was not caused by anything I have done or not done but is the result of new development happening in recent years for which I had no responsibility. Any expenditure the Town decides to make toward my request is really for a public purpose.

I would be happy to provide any documentation to support the statements made in this letter and also I am willing to discuss the possibility of offering the Town an easement it might need to inspect or maintain the upgraded drainage culverts should the Town agree to pay for them.

I look forward to hearing from you.

Respectfully submitted,

Stanley E. Zimmerman, Jr.

(4)

Stanley E. Zimmerman, Jr.
4 Telva Road
Wilton, CT 06897

July 21, 2016

Ms. Laurie A. Smith
Town Manager
Town of Kennebunkport
6 Elm St.
P. O. Box 566
Kennebunkport, ME 04046

RE: 9 Seaview Avenue, Kennebunkport

Dear Laurie:

As we have discussed frequently in the past, storm water runoff from the large watershed area along Ocean Avenue remains a problem for my property at 9 Seaview Ave. The Town is aware that I spent $50,000 of my own funds to design, permit, and install two additional 30 inch concrete culverts last fall pursuant to permits granted by the Town of Kennebunkport, the Maine DEP, and the Army Corps of Engineers. That project has temporarily at least relieved the periodic flooding of the garage, basement, driveway, and yard at my residence. However, it does not solve the longer term issue, which results from continued development of new homes approved by the Town in the 150 +/- acre watershed area, that creates ever larger runoff of storm water to the existing drainage channel and culvert system on my property, which simply cannot handle such a burden, nor was it designed to do so.

The facts of this matter are well documented by my engineer, Walsh Engineering, and have been thoroughly reviewed by the Town's engineering consultant, Sebago Technics, and I believe both firms are in essential agreement with the facts.

In order to relieve this unfair burden on my property it would seem prudent for the Town to develop an alternative location and drainage system that will direct storm water runoff from the watershed to the ocean via another route, instead of having it all sent downstream to my property. I am in no way opposed to further development in the area but it is obviously unfair to put the entire responsibility for such increased drain flowage on me or my successors.

Accordingly I hereby request a meeting with the Town's board of selectmen to discuss and explore a sensible solution for this problem.

Will you kindly let me know when such a meeting can be scheduled. Thank you for your attention to this matter.

Sincerely,

Stanley E. Zimmerman, Jr.

TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

MAINE'S FINEST RESORT

January 20, 2016

Stanley E. Zimmerman Jr.
4 Telva Road
Wilton CT 06897

RE: Drainage Improvements at Seaview Avenue

Dear Stanley:

I am responding to your letter dated September 10, 2015 requesting reimbursement for costs to correct drainage problems for the stormwater outlet at 9 Seaview Avenue. Please accept my apologies for the length of time taken to respond to your request. I have tried to be thorough in researching the issues you have brought to the Town's attention.

Your letter requests reimbursement for funds spent improving the stormwater drainage outlet at the Seaview Avenue Subdivision. You have asked for this reimbursement based on the approval of new developments in the watershed and drainage improvements on Ocean Avenue.

Your letter states that in 1967 the Town of Kennebunkport approved a Cole and Brown Subdivision for Seaview Avenue and required the developer to "provide a drainage system that would allow surface water from Ocean Ave. to drain down Seaview Ave. and also drain from the large wetlands preserve across Seaview Ave. via a culvert under the road, into a drainage canal across the 9 Seaview property. Then into a 30" concrete culvert which slopes under a seawall into the ocean."

After a flood event in August 2014 you contracted with Walsh Engineering to evaluate the existing 9 Seaview Ave. drainage outlet and design improvements to alleviate flooding issues at 9 Seaview Ave. The Walsh Engineering report states that the original 30" diameter outlet pipe at 9 Seaview Avenue did not meet design standards for any stormwater event larger than a 2 Year Storm Event for "Pre-Development Conditions". As part of their review Walsh Engineering recommended the installation of 2 additional 30" diameter concrete pipes at the Seaview Ave. outlet to meet the drainage needs of a 200 year storm event for "Post Development Conditions". This work was completed in 2015. I have visited the 9 Seaview Ave. outlet and viewed the new drainage installation during storm events this fall and winter. The culverts appear to be working very well.

The Town of Kennebunkport contracted with Sebago Technics to review the Walsh Engineering Report and to perform an engineering review of Town actions in regards to maintenance work done by Public Works and Planning Board Review of Subdivisions in the Seaview Avenue Drainage Watershed.

The Sebago Technics review of maintenance work done by the Town of Kennebunkport finds that the maintenance work improvements on Ocean Avenue does not cause a flooding problem at the 9 Seaview Avenue outlet. Sebago Technic noted that the increase in size of one cross culvert that was replaced from 12" diameter to 15" diameter did not have a significant effect on the watershed drainage. Sebago Technics found that the headwall and ditching maintenance improvements on

Ocean Avenue does not have a significant effect on the rate of runoff at the 9 Seaview Ave. drainage outlet.

Sebago Technics determined that those approved subdivisions in the watershed area above Seaview Avenue which were reviewed by the Planning Board were engineered to detain stormwater on site without increasing the rate of runoff at the project limits for storm events up to a 25 year event. In their report, Sebago Technics states that "This standard requires developments to control runoff to historic rates during specific storm events at the project limits". Sebago Technics reports that state and local development regulations do not require developers or the Planning Board to consider the cumulative impact at off-site downstream locations such as the 9 Seaview Avenue drainage outlet. Sebago Technics concludes in their report: "It is our opinion that the increased rainfall depth and storm intensity experienced across Maine and the Northeast United States over the past several decades has caused increases in the flow rate at the Seaview Avenue site, likely contributing to flooding."

At my request you gave me dates of recent flooding events. I researched rainfall records from Kennebunk, Kennebunkport and Wells Water District for those days. Records for those dates are:

Sept. 6, 2008 (3.12" on Sept. 6th, 2.52" on Sept. 7th),
Oct. 27, 2012 (no rain recorded on that date),
Sept. 2, 2013 (2.72"),
August 13, 2014 (5.16").

In reviewing rainfall data from KKWWD, rainfall amounts around those dates show significant rain events around those dates except for the October 27, 2012 flooding. These rain events probably exceeded the 25 year storm design criteria for reviewed subdivisions. It may be that the October 27, 2012 flooding event was caused by a blocked outlet as your correspondence indicates that you contracted with Don Bryant Excavating in 2012 to unblock the culvert outlet.

My review indicates the Town of Kennebunkport is not responsible for flooding damage at 9 Seaview Ave. Maintenance work done by the Town of Kennebunkport is not causing flooding of 9 Seaview Ave. Subdivision approvals done by the Town of Kennebunkport were done to stormwater standards in place at the time of review. Reviews and approvals were done as part of a public process. We have no record indicating that anyone asked the Town of Kennebunkport to review potential flooding issues on Seaview Avenue as part of any subdivision review.

Based on my review, I cannot recommend to the Town Manager or the Board of Selectmen that the Town of Kennebunkport pay for drainage improvements at 9 Seaview Ave. I understand that this is not the answer you are seeking regarding cost reimbursement for drainage improvements at 9 Seaview Ave. Please keep in mind that expenditure of public funds should be for a public purpose. I do not find a relationship between the Town of Kennebunkport and your ownership of the 9 Seaview drainage outlet that allows the Town to expend funds for drainage improvements on private property.

Sincerely,
Town of Kennebunkport

Michael Claus, Public Works Director
cc: Laurie Smith, Town Manager

SEBAGO
TECHNICS

December 18, 2015
13369

Mr. Michael Claus
Town of Kennebunkport
6 Elm Street
Kennebunkport, ME 04046

Drainage Improvements - Seaview Avenue

Dear Mike:

The Town of Kennebunkport has retained Sebago Technics (STI) to provide an opinion regarding potential impacts to culverts installed downstream of recent drainage improvements completed along Ocean Avenue and Windemere Drive. Of particular interest, is the potential impacts to culverts recently installed by a property owner located at 9 Seaview Ave (Property Owner). STI was also requested to provide our opinion related to cumulative offsite impacts of stormwater runoff from subdivisions approved by the Town Planning Board located within the overall watershed.

Information Provided and Basis of Review

We have reviewed the Property Owner's letter dated September 10, 2015 with attachments and the Property Owner's stormwater report dated May 26, 2015 (Stormwater Report/Drainage Plan). We have met with you to discuss the scope of the town's improvements along Ocean Avenue and Windemere Drive completed in 2014 and visited that site. We also met with Werner Gilliam the Town Planner to review the Planning Departments files related to stormwater management plans submitted as part of the Planning Board approvals of subdivisions within the watershed upstream of the Seaview Avenue Property.

Our findings outlined in this letter represent our professional opinions based on the information provided together with general field observations. We have not completed surveys of the infrastructure or completed any quantitative analysis of the watershed. In our discussion, we reference, at times, locations and annotations presented a plan titled "Drainage Plan" dated May 6, 2015 provided within the Property Owner's Stormwater Report.

Town Drainage Improvements

We understand that the town completed infrastructure maintenance and constructed improvements to the existing drainage system in Ocean Avenue and Windemere Drive in 2014. This work included the following items.

1. The replacement of a headwall on an existing 24" diameter corrugated metal pipe (CMP) crossing Ocean Avenue approximately 60 feet south of Windermere Place. The existing stone headwall was replaced with a cast in place concrete headwall. The culvert pipe was not replaced or modified. This structure is noted as node "C2" on the drainage plan and in the Property Owner's Stormwater report and conveys runoff from approximately 83 acres upstream of Ocean Ave.

   STI Review:

   It is our opinion that the replacement of this headwall does not significantly change the capacity of the culvert at this location. Typical engineering practice applied to culvert capacity analysis includes evaluating the culvert entrance conditions to calculate hydraulic losses based on the geometry of the pipe inlet and headwall. In most cases involving short culverts, the culvert flow is controlled by the capacity of the inlet geometry (inlet control), rather than the capacity of the pipe barrel (outlet control).

   It is our opinion that both the existing vertical stone headwall and replacement vertical concrete headwall present a vertical headwall with a square edged entrance to the oncoming flow. Typical practice would consider this an equivalent hydraulic condition indicating that the replacement of the headwall, without changing pipe diameter or material would not significantly change the capacity of the pipe or significantly affect downstream flow conditions.

2. Replacement of an existing 15" CMP culvert crossing Ocean Avenue between Windemere Drive and Windemere Place, approximately 280 feet south of Windemere Place. The 15" CMP culvert was replaced with a new 15" smooth bore corrugated high density polyethylene (HDPE) pipe at the same location and elevation. This structure is identified as "15"CMP Culvert" located within watershed 6 on the Drainage Plan. It is not modeled as a discrete node in the Property Owner's stormwater analysis. This structure conveys runoff from approximately 1.2 acres upstream of Ocean Avenue, within watershed 6 on the drainage plan.

   STI Review:

   The replacement of the 15" CMP pipe with a new smooth bore 15"HDPE pipe may provide additional culvert capacity due to the smoother pipe material (lower manning's roughness coefficient) at lower flow, outlet control conditions. However, at this location, the pipe drains a relatively small area of about 1.2 acres representing a very small (0.8%) proportion of the total watershed area (147 acres) tributary to the Seaview Avenue property. Under higher inlet control conditions we would not expect any measureable changes in capacity since the inlet condition before and after replacement is similar.

   It is our opinion, based on the size and conditions in the upstream watershed, that the change to an HDEP culvert at this location is not likely to create a significant increase in the rate of runoff at the Seaview Avenue location.

3. Replacement of an existing 12" CMP culvert crossing Ocean Avenue between Windemere Drive and Seaview Avenue, approximately 45 feet north of Seaview Avenue. An existing 12" CMP pipe was replaced with a 15" HDPE pipe at the same location and elevation. This structure is noted as 12" CMP on the Drainage Plan. It is not modeled as a discrete node in the Property Owner's stormwater analysis. This structure conveys runoff from approximately 3.6 acres upstream of Ocean Avenue and along Elizabethan Drive, within watershed 6 on the Drainage Plan.

   STI Review:

   The replacement of the 12" CMP pipe with a new smooth bore 15"HDPE pipe provides additional culvert capacity due to the size of the barrel, and the smoothness of the new pipe. However, similar to item 2 above, the pipe drains an area of about 3.6 acres representing a small (2.5%) proportion of the total watershed area (147 acres) tributary to the Seaview Avenue property. Based on the Property Owner's watershed mapping and analysis, it is our opinion that this watershed contributes a small proportion of the total flow at Seaview Avenue and an increased culvert capacity at this location is not likely to create an appreciable increase in the rate of runoff at the Seaview Avenue location due to the limited area tributary to this culvert.

4. Replacement of an existing 24" CMP crossing Windemere Drive on the east side of Ocean Avenue. The existing 24" CMP pipe was replaced with a new 24" smooth bore HDPE pipe and the same location and elevation.

   STI Review:

   The replacement of the 24" CMP pipe with a new smooth bore 24"HDPE pipe may provide a small amount additional culvert capacity during lower flows when the culvert operates under outlet control conditions due to the smoother pipe material. Under higher flow inlet control conditions, the new installation will not provide additional capacity as both pipes represent a similar inlet condition, with the culvert projecting from the road embankment.

   Assuming the pipe operates under barrel (outlet) control, the estimated increase in pipe capacity due to the smoother barrel (assuming an expected flood condition with 2' of headwater above the top of pipe and neglecting impounded storage) is limited to less than 3 cfs. It is our opinion that replacing the 24" culvert at this location does not have an appreciable impact on flow rate at the Seaview Avenue site.

Cumulative Development Impacts

It is our understanding that development in the watershed area tributary to the Seaview Avenue outfall began in the 1960s. Portions of the lower watershed includes subdivisions along Ocean Avenue, developed in the 1960s through the mid 2000s which required Planning Board approval. Large areas of the upper watershed along Oakwood Drive and Turbats Creek Road were developed over an extended period of time. Due to the scale and time period of this development, subdivision review and approval by the Planning Board was most likely not required under state law or by local ordinance for large areas of the watershed.

State and Local Ordinances do not require developers, or the Planning Board to consider the cumulative effect of development on offsite downstream properties. The current local Subdivision Ordinance states that *"Peak discharge rates shall be limited to the predevelopment levels for the 2- year, 10-year, and 25-year frequency, 24-hour duration storm unless storm water from the subdivision will drain directly into a major water body such as a great pond or the ocean"*. We have not researched the history of the ordinance to determine when this provision became effective. However, this is typical of language used in ordinances in Maine beginning in the 1970s.

This standard requires developments to control runoff to historic rates during specific storm events at the project limits. This standard typically does not require applicants to evaluate cumulative impacts at downstream off site properties. It is our opinion, based on the documents in the Town files that the Planning Board did apply this standard to the developments in this watershed that were under its jurisdiction. The stormwater drainage plans and reports found in the files for the subdivisions were prepared by licensed professional engineers and demonstrate general compliance with the ordinances in place at the time of the development.

Based upon the timing of prior development within the watershed, it is likely that the cumulative impact of development has increased runoff at the Seaview Avenue property. However, it is our opinion that under the applicable State and Local standards, the subdividers and Planning Board were not required to evaluate or address the combined, cumulative impact of development on abutting downstream properties. Therefore, the Planning Board and prior developers acted with the required standard of care.

Changes in Rainfall Intensity

Another consideration, is a change in rainfall and climatic conditions over time. Prior to 2008, on a national level, a comprehensive study and update of climatology maps and design rainfall events had not been completed since the 1960s.

In 2008 the U.S. Natural Resources Conservation Service (NRCS) and the Northeast Regional Climate Center at Cornell University undertook a comprehensive climatologic study of rainfall in the northeast United States. That study found that since the 1960's the frequency and intensity of rainfall events has increase across the northeast.

In August 2015 the Maine DEP published revisions to its chapter 500 Stormwater Management Rules adopting new 24-hour design rainfall depth for York County that reflect this change. The new rainfall criteria reflects the increasing intensity and frequency of larger storms seen over the past several decades. The table below summarizes the August 2015 revisions to the 24-hour design rainfall depths.

Comparison of Chapter 500 24-hour Design Rainfall Depths for York County			
Return Interval	**Depth Chapter 500 Appendix H prior to 2015**	**Depth Chapter 500 Appendix H August 2015**	**Increase**
	(in)	(in)	
2-year	3.0	3.3	0.3" (10%)
10-year	4.6	4.9	0.3"(6.5%)
25-year	5.4	6.2	0.8"(14.8%)
50-year	Not published	7.3	
100-year	6.6	8.7	2.1"(31.8%)
500-Year	7.8	13.2	5.4"(69.2%)

STI Review:

It is our opinion that the increased rainfall depth and storm intensity experienced across Maine and the Northeast United States over the past several decades has caused increases in the flow rate at the Seaview Avenue site, likely contributing to flooding.

Conclusions

It is our opinion that the maintenance and modifications to the drainage culverts along Ocean Avenue and Windemere place (constructed by the Town in 2014) have not substantially increased the rate of runoff at the Seaview Avenue for the reasons described in this letter. It is also our opinion that the Planning Board's approvals of subdivisions under its jurisdiction applied the drainage standards in place at the time of the development and met the required standard of care.

Any increase in peak rate of runoff that may be experienced at the Seaview Avenue location is likely due to increased rainfall intensity and the cumulative effect of watershed development over the past several decades.

Closure

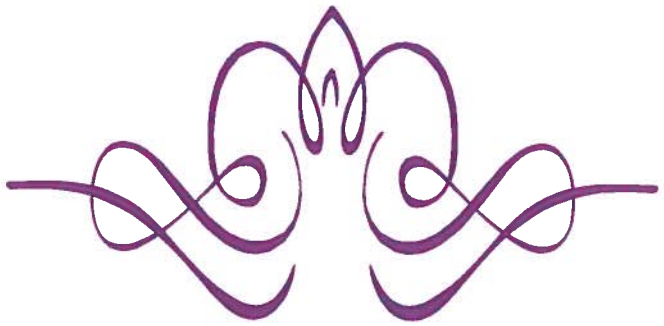
STI offers this letter based upon or investigation, review of provided information and professional judgement. Should you have any questions or if we can be of additional assistance, please feel free to contact me.

Sincerely,

SEBAGO TECHNICS, INC.

Daniel L Riley, P.E.
Senior Project Manager

Agenda Item Divider



Thank you for participating in
the Workforce Housing Coalition's
8th Annual Workforce Housing Design Charrette

The Workforce Housing Coalition of the Greater Seacoast is a 501c3 nonprofit organization.

Our mission

To be a catalyst through a united coalition of business, government, and community groups for the development of a range of housing options for the diverse workforce of the greater seacoast region of New Hampshire and Maine

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

We build support for workforce housing by educating municipal officials, developers, and community members about the benefits of a balanced supply of quality housing options for the area's diverse workforce.

We envision an adequate supply of affordable, desirable housing throughout the greater seacoast region, that provides opportunities for the workforce to put down roots, and create a more diverse community that benefits us all.

Since our inception in 2001, we've helped 25 communities in the greater seacoast region of NH and ME improve their housing regulations. In turn, local developers have created over 350 new units of workforce housing.

40 YEARS New Hampshire Housing · REDC Regional Economic Development Center of Southern New Hampshire · United Way of the Greater Seacoast

McConnell Center, Suite 302A
Dover, New Hampshire 03820
www.seacoastwhc.org

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

Charrette Agenda

Kennebunk Savings

The Kennebunk Savings Bank Workforce Housing Design Charrette in Kennebunkport, Maine

September 27th & 29th, 2016

Brought to you by the
The Workforce Housing Coalition of the Greater Seacoast

Platinum Sponsors

TD Bank · The Nonantum Resort Kennebunkport Maine

Gold Sponsors

York Hospital · Credere Associates, LLC

Silver Sponsor

KRC

Contributors

York County Council of the Maine Association of REALTORS® · The Chamber Kennebunk Kennebunkport Arundel · Habitat for Humanity York County

The Kennebunk Savings Bank
Workforce Housing Design Charrette in Kennebunkport, Maine

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

Focus Area

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

Property #1 – School Street Parcel

Owner: Town of Kennebunkport
Location: School Street (Just East of the Kennebunkport Consolidated School and Ballfield)
Map-Block-Lot: 9-4-50
Details: 8.1 acres; relatively level site; minimal wetlands

Property #2 – Old Cape Road Parcels

Owner: Town of Kennebunkport
Location: Old Cape Road & Bath Lane (Adjacent to 118 Old Cape Road across from Foxberry Lane)
Map-Block-Lot: 22-9-7; 22-9-9; & 22-9-10
Details: 18.6 total acres; wooded; dirt access road along Bath Lane

Charrette Agenda

Tuesday, September 27th

Site Walk
3:30PM - 4:30PM
Meet at Kennebunkport Consolidated School Baseball Field
25 School St, Kennebunkport, ME

Team Member & Property Owner Dinner
5:00M - 5:45PM
Nonantum Resort
95 Ocean Ave, Kennebunkport, ME

Community Listening Session
6:00 - 8:00PM
Nonantum Resort
95 Ocean Ave, Kennebunkport, ME

Thursday, September 29th

Nonantum Resort
95 Ocean Ave, Kennebunkport, ME

Design Workshop Sessions
8:30-9:00AM Breakfast
9:00-12:00PM Design Team Work
12:00-1:00PM Lunch
1:00-3:00PM Design Team Work
3:00-5:00PM Financial Feasibility Team Work
5:00-6:00PM Dinner and Wrap-up

Design Reveal Presentation
6:00 - 7:30PM
Nonantum Resort
95 Ocean Ave, Kennebunkport, ME

The Kennebunk Savings Bank Kennebunkport Charrette

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

A charrette is a unique opportunity to...

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

Kennebunkport
MAINE

Kennebunkport Community Information

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

Community Context

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

Focus Area

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

The Kennebunk Savings Bank Kennebunkport Charrette

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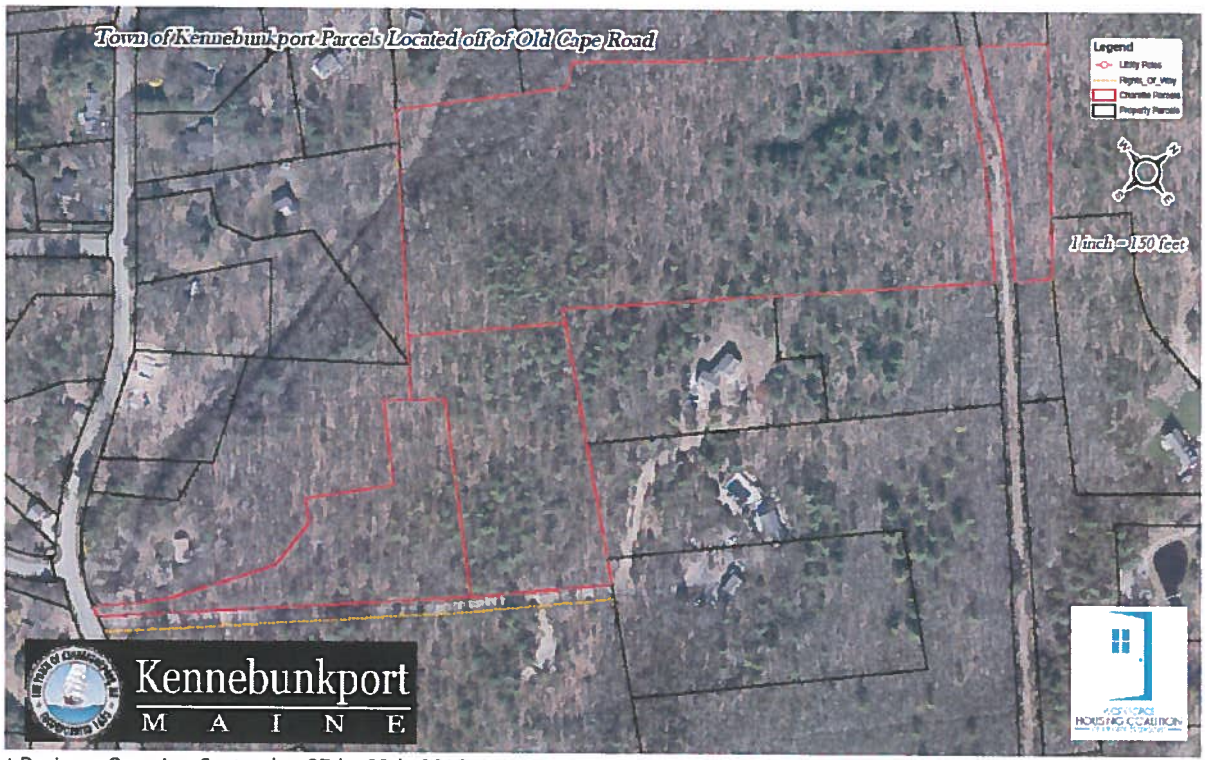

Kennebunkport Charrette Volunteers

Design Lead
Rip Patten, Credere Associates

Facilitator
Kristen Grant, University of Maine Cooperative Extension

History Overview
Alaina LeBlanc Tridente, Kennebunk Chamber of Commerce

Housing Overview
Amy Nucci, Habitat for Humanity

Scribe
Ron McAllister

Design Team
Sarah Hourihan, Lassel Architects
Tom House, THA Architects
David Graham, Craham Architects
Scott Collard, Scott N. Collard Landscape Architecture LLC
Steve Doe, Sebago Technics
Collin Dinsmore, Ambit Engineering
Ken Wood, Attar Engineering
Bill Walsh, Walsh Engineering
Werner Gilliam, Town of Kennebunkport
Patrick Venne, Redwood Development Consulting LLC

Finance & Feasibility Lead
Mike Castagna, Castagna Consulting Group

Finance & Feasibility Team
Gary Martin, Gary Martin Builders
Marty Chapman, The Housing Partnership
Chris Kehil, Kennebunk Savings Bank
Greg Gosselin, Gosselin Realty Group
Ralph Pope, Coldwell Banker - Residential

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

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Thank you for participating in the Workforce Housing Coalition's 8th Annual Workforce Housing Design Charrette

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

40 YEARS New Hampshire Housing
REDC Regional Economic Development Center of Southern New Hampshire
United Way of the Greater Seacoast

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

Join the Community Conversation!

At the

Kennebunk Savings

Workforce Housing Design Charrette In Kennebunkport, Maine

Listening Session

Tuesday, September 27th
6:00 - 8:00PM
Nonantum Resort
95 Ocean Ave, Kennebunkport, ME

Design Reveal

Thursday, September 29th
6:00 - 7:30PM
Nonantum Resort
95 Ocean Ave, Kennebunkport, ME

Kennebunkport MAINE

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

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

Thank you to our sponsors!

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KENNEBUNKPORT MAINE

Gold Sponsors

York Hospital

CREDERE ASSOCIATES, LLC

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KRC KENNEBUNKPORT RESORT COLLECTION

Contributors

York County Council of the Maine Association of REALTORS®

THE CHAMBER
KENNEBUNK-KENNEBUNKPORT ARUNDEL

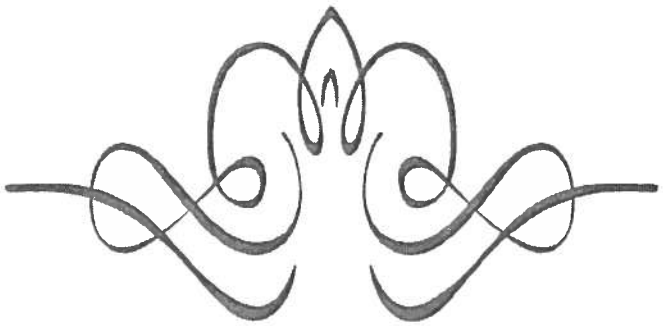
Habitat for Humanity® York County

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

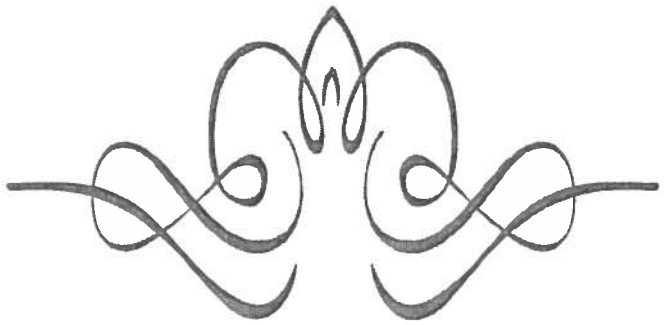
40 YEARS New Hampshire Housing

REDC REGIONAL ECONOMIC DEVELOPMENT CENTER

United Way of the Greater Seacoast



Agenda Item Divider



(6)

National Estuarine Research Reserve System
SCIENCE COLLABORATIVE

Fact Sheet

Decreasing vulnerability in Maine's beaches business community

Project Location
Kennebunk, Maine
Kennebunkport, Maine

Project Duration
June 2016 to June 2018

Project Lead
Annie Cox
Wells National Estuarine Research Reserve
(207) 646-1555 x157, email: acox@wellsnerr.org

Project Type

- **Science Transfer – promoting the use of science**

Overview

Sea-level rise and extreme weather events exacerbated by climate change currently impact Maine's coastline and are anticipated to increase in frequency and strength. Beach-based businesses, a powerful economic engine for Maine, are generally little prepared for storm surge and coastal flooding. Yet lessons learned from previous disasters underscore how important the recovery of businesses is to the overall recovery of a region's economy.

This project will adapt and transfer the Tourism Resilience Index, previously developed for the Gulf of Mexico, to southern Maine. Coastal businesses in Kennebunkport and Kennebunk will be facilitated through a process to assess their ability to maintain operations during and after a disaster. Through this project, the Wells National Estuarine Research Reserve will collaborate with business leaders, municipalities and regional climate adaptation professionals to generate outcomes that decrease Maine's beaches business community's vulnerability to natural disasters. This project strengthens resiliency work occurring throughout Maine communities by engaging with the business community about climate change impacts and sharing their needs with local decision-makers.

Anticipated Benefits

- Southern Maine businesses complete facilitated self-assessments to better understand how they can prepare for climate-related natural disasters
- Municipal decision-makers better understand how the local business community could become more resilient to natural disasters
- Business owners are more engaged in climate adaptation dialogue and strategy

Project Approach

Using a collaborative approach that engages researchers and local business owners, the project team will adapt a tourism-resilience index for southern Maine businesses. After pilot-testing, a broader community of local business leaders will complete facilitated self-assessments in Kennebunkport and Kennebunk, Maine. Participating businesses will be given their custom tourism-resilience index, or score, along with a set of suggested steps they can take to increase their resiliency to natural disasters. The project team will meet with these same businesses one year later to reassess and measure progress. The project team will aggregate the indices of participating businesses and a summary of lessons learned will be shared with southern Maine chambers of commerce, municipalities and climate adaptation professionals. Strategies for adapting and implementing the tourism resilience index in different regions will also be shared with business communities, climate adaptation professionals, and the National Estuarine Research Reserve system. Project results will highlight common gaps and barriers businesses share when it comes to increasing their resilience to natural disaster.

Targeted End Users and Anticipated Products

- Business Self-Assessment and corresponding implementation guidance for New England business owners and climate adaptation practitioners.
- Summary report of aggregated findings from participating businesses, including barriers and opportunities.
- Outreach products and presentations for regional business networks, climate adaptation providers, and municipal decision makers.

About the Science Collaborative

The National Estuarine Research Reserve System's Science Collaborative supports collaborative research that addresses coastal management problems important to the reserves. The Science Collaborative is managed by the University of Michigan Water Center through a cooperative agreement with the National Oceanic and Atmospheric Administration (NOAA). Funding for the research reserves and this program comes from NOAA. Learn more at www.coast.noaa.gov/NERRS or www.graham.umich.edu/water/nerrs.

Project Partners

- Wells National Estuarine Research Reserve
- Laudholm Trust
- Kennebunk-Kennebunkport-Arundel Chamber of Commerce
- Town of Kennebunkport, Maine

wellsreserve at laudholm

A PLACE TO DISCOVER

Tourism Resilience Index

A Business Self-Assessment

Suggested citation: Cox, Anne. 2016. Tourism Resilience Index: A business self-assessment. Adapted from: Swann, LaDon, Tracie Sempier, Colette Boehm, Chandra Wright, Jody Thompson. 2015. Tourism Resilience Index: A business self-assessment. MASGP-15-007-02. Adapted with permission.

Original Tourism Resilience Index, supplemental information and additional resources are available at the Mississippi-Alabama Sea Grant Consortium website: **www.masgc.org/ri**

This work was sponsored by the National Estuarine Research Reserve System Science Collaborative, which supports collaborative research that addresses coastal management problems important to the reserves. The Science Collaborative is funded by the National Oceanic and Atmospheric Administration and managed by the University of Michigan Water Center (NA14NOS4190145).

wellsreserve
at laudholm
Wells National Estuarine Research Reserve

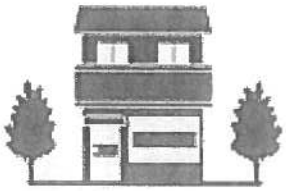


TABLE OF CONTENTS

TOURISM RESILIENCE INDEX TEAM

Business Name:
Date Completed:

Name	Title

Date proposed for next index assessment:

INTRODUCTION

The Tourism Resilience Index (TRI) is a self-assessment tool developed for tourism industry leaders and businesses. It serves as a simple and inexpensive method of predicting if individual tourism businesses and the regional tourism industry are prepared to maintain operations during and after disasters. Completing the TRI will assist businesses in developing actions for long-term resilience.

As you complete the TRI, you should consider your business' level of preparedness for both large and small-scale events. Being able to withstand and adapt to change has become a focal point for businesses and industries. Resilient businesses recognize the vital role that planning, preparation, and collaboration play in developing and executing an ability to respond to challenges, adapt to changes, and thrive.

Coastal tourism will benefit from the TRI by identifying strengths and weaknesses in its system. These indicators can provide an important baseline by which to measure progress towards resilience goals.

In addition, the TRI assists in assessing the overall resilience of the industry. The process of completing the TRI will help identify action items the industry can work towards to address system vulnerabilities and maintain long-term viability.

Development of the Tourism Resilience Index

The TRI was developed with broad participation from industry leaders. The Mississippi-Alabama Development Team coordinated an industry Steering Committee to identify measures of resilience, or indicators. Each indicator was written in the form of a "yes" or "no" question that can be answered using existing business and local industry conditions. Using those indicators, the TRI was organized into broad categories: business and
operations planning, disaster preparedness, marketing, workforce, and government resources. The index was then tested by large and small businesses from various tourism industry sectors.

Prepare for these and other hazards:

Natural Disasters

- Hurricanes
- Tornado
- Fire
- Ice or hard freeze
- Flood

Man-made Disasters

- Oil spills
- Transportation breakdowns
- Beach closures

Economic Downturns

- Qualified staff shortage
- Recession

A point system is used for each indicator so an overall score can be calculated. It is important to note that the process of completing the TRI is intended to be an in-person activity bringing together various factions of a local business to discuss the questions and determine the answer. This process creates dialogue across important issues and joint solutions to challenges the industry may face. The process also helps document strengths of current industry best practices.

This index was adapted with permission from the 2015 TRI developed by industry leaders in the Gulf of Mexico, National Oceanic and Atmospheric Administration and Mississippi-Alabama Sea Grant for New England by the Wells National Estuarine Research Reserve, Kennebunk-Kennebunkport-Arundel Chamber of Commerce and the town of Kennebunkport.

Results Overview

After completing this self-assessment, you should complete the summary that will help you calculate your Resilience Index (see page 10). The scale used in this self-assessment will define resilience as LOW, MEDIUM or HIGH.

The rating will give you an idea of how long it may take your business to provide basic services, restock supplies, and reestablish adequate staff after a disaster. For more details about interpreting Resilience Index results, go to page 11.

BUSINESS AND OPERATIONS PLANS

Does your business have the following business and operations plans in place? Check Yes or No.

Business and Operations Plans	Yes	No
Example: Mission Statement	√	
Do you have a written business plan containing at least the following:		
Mission Statement		
Company overview (illegal structure, products or services, location, management, insurance)		
Industry analysis (differentiates critical and non-critical organization functions/activities)		
Customer analysis (customer demographics, target markets, needs of target customers)		
Marketing plan (product design, pricing, distribution, and promotions plan)		
Operations plan (physical necessities, facilities, and equipment)		
Financial plan (cash flow statement, three-year income projection, sources and uses of funds, summary of financial needs, financial statements, and profits/losses)		
Has your written business plan been updated in the last 12 months?		
Do you have an internal employee communications plan?		
Does your internal employee communication plan address English and Non-English speaking employees?		
Does your current equipment/technology maximize your profitability?		
Do you have adequate access to local or regional suppliers and/or contractors who provide reliable and adequate products and services (food, fuel, ice, maintenance, housekeeping, linens)**?**		
Do you have a business leadership and staff succession plan?		
Total number of Yes and No answers:		

ADDITIONAL NOTES:

DISASTER PREPAREDNESS PLANS

Does your business have the following disaster preparedness plans in place? Check Yes or No.

Disaster Preparedness Plans	Yes	No
Example: Emergency contact information for your employees	√	
Do you have a disaster preparedness plan for your employees for both large and small-scale disasters containing at least the following:		
Emergency contact information for your employees		
Evacuation, re-entry, or shelter-in-place plan		
Continuity of operations plan (essential personnel, services, equipment; alternate reporting locations; reopening, critical records access)		
Agreements and contracts with suppliers and contractors for critical operations		
Mobile communications ready for use in the event of a disaster (satellite pones, two-way radios, additional cell phone battery packs)		
Internal (employee) communications plan		
Communications plan for media, customers, and the public (predetermined messages and messaging vehicles)		
Do you have a testing, training, and tabletop exercise program (impact analysis and scenarios)**?**		
Do you have employees who are cross-trained in tasks outside of their normal job duties to assist with recovery (hostess at a restaurant who is responsible for external messaging to update customers on business status, managers trained to be a media spokesperson)**?**		
Do you have a designated employee trained to serve as a spokesperson to change any questions from the general public and media?		
Do you have a Memorandums of Understanding (MOUs) **or contracts with service providers in place that you execute during and after disasters** (security, generators, debris removal, and clean up services)**?**		
Do you have MOUs or contracts in place with local businesses that you execute during disasters (rebooking with other local hotels)**?**		
Do you have at least three (3) **months of emergency operating funds?**		
Does your business have insurance that adequately covers the following events, such as flood, wind, theft, liability, fire, catastrophic loss, and loss of income?		
Have key personnel in your business had first-hand experience with disaster recovery during the last 10 years?		
Total number of Yes and No answers:		

ADDITIONAL NOTES:

MARKETING

Does your business have the following plans related to communications procedures and strategies? Check Yes or No.

Marketing	Yes	No
Example: Written marketing plan	✓	
Do you have a written marketing plan containing situation/market analysis, goals, strategies, tactics and timeline?		
Do you utilize different messaging vehicles to communicate to customers and the public (advertising, public relations, website, email marketing, text messaging, and social networking platforms)**?**		
Are you a member of a local professional industry association?		
Are you a member of regional or national professional industry association (hospitality association)?		
Do you participate with a tourism/destination marketing organization (state, regional, or national)**?**		
Do you have a diverse customer base (local, regional, national, international)**?**		
Does your business provide diverse secondary attractions and/or activities (recreational fishing and sunset cruises or wildlife tours and biking paths)**?**		
Do you offer packages of your products or services with other businesses or organizations to expand local business opportunities (hotel and fishing trip packages)**?**		
Total number of Yes and No answers:		

ADDITIONAL NOTES:

WORKFORCE

Does your business meet the following criteria with relation to your local workforce? Check Yes or No.

Workforce	Yes	No
Example: Have enough staff for normal operations	√	
Do you have enough staff for normal operations under regular working conditions?		
Do you actively recruit new employees (attend job fairs)**?**		
Do you have access to an adequately trained workforce?		
Do your employees have reliable transportation to and from work?		
Do you provide employee incentives (flexible hours, accommodating class schedules, housing stipends, health insurance, retirement contributions)**?**		
Have you identified outside volunteers (non-employees) **willing to work during and after disasters?**		
Do you have procedures that will assist you in working with non-employees during disasters (utilities, volunteers)**?**		
Do you allow your employees to participate in regularly scheduled health and safety training specific to your business (first aid/CPR training, OSHA, HAZWOPER training, mental health services)**?**		
Do you provide resources for your employees to prepare for their personal safety (family evacuation plan information)**?**		
Total number of Yes and No answers:		

ADDITIONAL NOTES:

FEDERAL, STATE AND LOCAL RESOURCES

Is your business actively engaged with your local government regarding the following plans and procedures it provides? Check Yes or No.

Federal, State, and Local Resources	Yes	No
Example: Participate in post-disaster damage assessments	✓	
Do you participate in any post-disaster damage assessments (polling program, survey) **to determine the extent of damage from a disaster and the status of the recovery progress?**		
Have you identified the appropriate public or private resources to obtain up-to-date disaster information (local emergency management hotline, tourism bureau website and phone number) **within your city/county?**		
Do you initiate or participate in any area-wide or emergency management agency (EMA) **sponsored disaster drills with your employees?**		
Have you coordinated your re-entry or re-opening plan with local officials?		
Do you have access to your local FEMA Flood Insurance Rate Maps, or floodplain maps, and know the floodzone for your business?		
Total number of Yes and No answers:		

ADDITIONAL NOTES:

RESOURCE ACCESS AND KNOWLEDGE

Does your business support local resource sustainability efforts? Click Yes or No.

Resource Access and Knowledge	Yes	No
Example: Support local efforts on natural resource sustainability	√	
Do you support local efforts on natural resource sustainability (habitat conservation and restoration, beach re-nourishment, erosion prevention, stormwater management)**?**		
Do you employ sustainable operations practices (local sourcing, recycling, and energy efficient or "green" technology)**?**		
Do you provide "sustainable use" tips to your customers (re-using towels at lodging businesses, only serving water if requested at restaurants)**?**		
Total number of Yes and No answers:		

ADDITIONAL NOTES:

SCORING TABLE

Use the box labeled "Total Number of Yes or No Answers" from sections 1-6 to complete the following chart.

Sections 1-6	Number of Yes answers	Translate number of Yes answers to Resilience Index	Resilience Index	Comments
(example) Section 2: Disaster Preparedness Plans	6	7 or fewer (LOW) 8 to 11 (MEDIUM) 12 or more (HIGH)	LOW	We are planning a tabletop exercise where we can practice our Continuity of Operations Plan. We are also developing a program for cross-training our employees.
Section 1: Business and Operations Plans		**6 or fewer** (LOW) **7 to 9** (MEDIUM) **10 or more** (HIGH)		
Section 2: Disaster Preparedness Plans		**7 or fewer** (LOW) **8 to 11** (MEDIUM) **12 or more** (HIGH)		
Section 3: Marketing		**4 or fewer** (LOW) **5 to 6** (MEDIUM) **7 or more** (HIGH)		
Section 4: Workforce		**4 or fewer** (LOW) **5 to 6** (MEDIUM) **7 or more** (HIGH)		
Section 5: Federal, State, and Local Resources		**2 or fewer** (LOW) **2** (MEDIUM) **4 or more** (HIGH)		
Section 6: Resource Access and Knowledge		**1** (LOW) **2** (MEDIUM) **3** (HIGH)		

ADDITIONAL NOTES:

INTERPRETING TOURISM RESILIENCE INDEX RESULTS

RESILIENCE INDEX: A Resilience Index is an indicator of your business' ability to reach and maintain an acceptable level of functioning and structure after a disaster.

After completing the Summary section of this self-assessment, your Resilience Index was identified as LOW, MEDIUM, or HIGH in different categories.

LOW Resilience Index. A low Resilience Index indicates that your business should pay specific attention to this category and should make efforts to address the areas of low rating. For example, if the Disaster Preparedness Plan category received this rating the reopening of your business may take more than six months.

MEDIUM Resilience Index. A medium Resilience Index indicates that more work could be done to improve your Resilience in this category. If the Disaster Preparedness Plan category received this rating, it may take a few months to reopen.

HIGH Resilience Index. A high Resilience Index indicates that your business is well prepared for a storm event. If the Disaster Preparedness Plan category received this rating, your business will likely be functional in less than two weeks with minimal damage.

NEXT STEPS

Regardless if your business has a HIGH, MEDIUM, or LOW Resilience Index, you should learn about and investigate the weakness you have identified during this process. Refer to the Resilience Resources pages for additional information on resources, tools, training, and support. What ideas did the TRI spark for? Start your own list here of Action Items and Best Practices.

NEXT STEPS

TOURISM RESILIENCE RESOURCES

The following resources are provided to assist you in building a more resilient business. You will find templates for creating a business plan, visualization tools to help you assess your risk, and best practices to guide your future long-term planning efforts. In addition to these resources, check with your local and regional chambers of commerce and destination marketing organizations.

U.S. Small Business Administration: www.sba.gov/writing-business-plan

The U.S. Small Business Administration (SBA) is an independent agency of the federal government to aid, counsel, assist, and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. The SBA helps Americans start, build, and grow businesses, through an extensive network of field offices and partnerships with public and private organizations. The SBA partnered with Agility Recovery Solutions to create Prepare My Business: preparemybusiness.org

Maine Small Business Development Center: www.mainesbdc.org
New Hampshire Small Business Development Center: www.nhsbdc.org
Vermont Small Business Development Center: www.vtsbdc.org
Massachusetts Small Business Development Center: www.msbdc.org
Rhode Island Small Business Development Center: web.uri.edu/risbdc
Connecticut Small Business Development Center: ctsbdc.com

Insurance Institute for Business and Home Safety (IBHS): www.disastersafety.org

The IBHS mission is to conduct objective, scientific research to identify and promote the most effective ways to strengthen homes, businesses and communities against natural disasters and other causes of loss.

The Easy Way to Prepare Your Business for the Unexpected:
www.disastersafety.org/wp-content/uploads/OFB-EZ_Toolkit_IBHS.pdf

American Planning Association Resources on Resilience and Planning: www.planning.org

Planning for Post-Disaster Recovery: Next Generation. 2014. PAS Report No. 577:
www.planning.org/store/product/?ProductCode=BOOK_P576
Planning for Post-Disaster Recovery and Reconstruction. 1998. PAS Report No. 483/484:
www.planning.org/store/product/?ProductCode=BOOK_P483
Current APA applied research project (www.planning.org/research/postdisaster)
Planning for the Unexpected: Land-use Development and Risk. 2005. PAS Report 531:
www.planning.org/store/product/?ProductCode=BOOK_P531
Hazard Mitigation: Integrating Best Practices into Planning. 2010. PAS Report 560:
Online: www.fema.gov/media-library/assets/documents/19261?id=4267
In print: www.planning.org/store/product/?ProductCode=BOOK_P560
Project site: www.planning.org/research/hazards/

Federal Emergency Management Agency (FEMA): www.fema.gov/plan-prepare-mitigate

FEMA's mission is to support citizens and first responders to ensure that as a nation we work together to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.

Emergency Preparedness Resources for Businesses:
www.fema.gov/media-library/resources-documents/collections/357
National Incident Management System (NIMS) Training:
www.fema.gov/national-incident-management-system
Community Emergency Response Team (CERT) Training:
www.fema.gov/community-emergency-response-teams
FEMA Coastal Flood Risks: Achieving Resilience Together:
www.fema.gov/coastal-flood-risks-achieving-resilience-together
FEMA Flood Insurance Rate Maps (FIRMs): msc.fema.gov

Ready: www.ready.gov

A program of The Department of Homeland Security and FEMA, Ready is a national campaign designed to educate and empower Americans to prepare for and respond to emergencies including natural and man-made disasters. The goal of the campaign is to get the public involved and ultimately to increase the level of basic preparedness across the nation.

Ready Business: www.ready.gov/business

Ready Business will assist businesses in developing a preparedness program by providing tools to create a plan that addresses the impact of many hazards. This website and its tools utilize an "all hazards approach."

American Red Cross: www.redcross.org

The American Red Cross exists to provide compassionate care to those in need. The Red Cross responds to approximately 70,000 disasters in the United States every year, ranging from home fires that affect a single family to hurricanes that affect tens of thousands, to earthquakes that impact millions. In these events, the Red Cross provides shelter, food, health, and mental health services to help families and entire communities get back on their feet.

US Army Corps of Engineers: www.usace.army.mil

Coastal Risk Reduction and Resilience: Using the Full Array of Measures is a published paper that discusses the U.S. Army Corps of Engineers capability to assist in reducing risks posed to coastal areas and improve resilience to coastal hazards through an integrated planning approach. These include natural or nature-based features (e.g., early warning and evacuation plans), and structural interventions (e.g., seawalls and breakwaters). The document can be found on the Climate Change Adaptation website: www.corpsclimate.us/ccacrrr.cfm

New England State Resources:

Websites provided here act as a clearing house and will direct you to state-specific, regional, and federal resources, projects, tools, and trainings.

Maine
- Maine Climate Adaptation Toolkit: maine.gov/dep/sustainability/climate/adaptation-toolkit/index.html
- Maine Prepares: maine.gov/mema/prepare/business/index.shtml

New Hampshire
- New Hampshire Climate Adaptation Workgroup: www.nhcaw.org
- New Hampshire Climate Adaptation Toolkit: des.nh.gov/organization/divisions/air/tsb/tps/climate/toolkit/adaptation.htm;

Vermont
- Flood Ready Vermont: floodready.vermont.gov
- Environmental Public Health Tracking of Climate Change: healthvermont.gov/tracking/enviro_climate.aspx

Massachusetts
- Massachusetts Energy and Environmental Affairs Climate Action: www.mass.gov/eea/agencies/massdep/climate-energy/climate

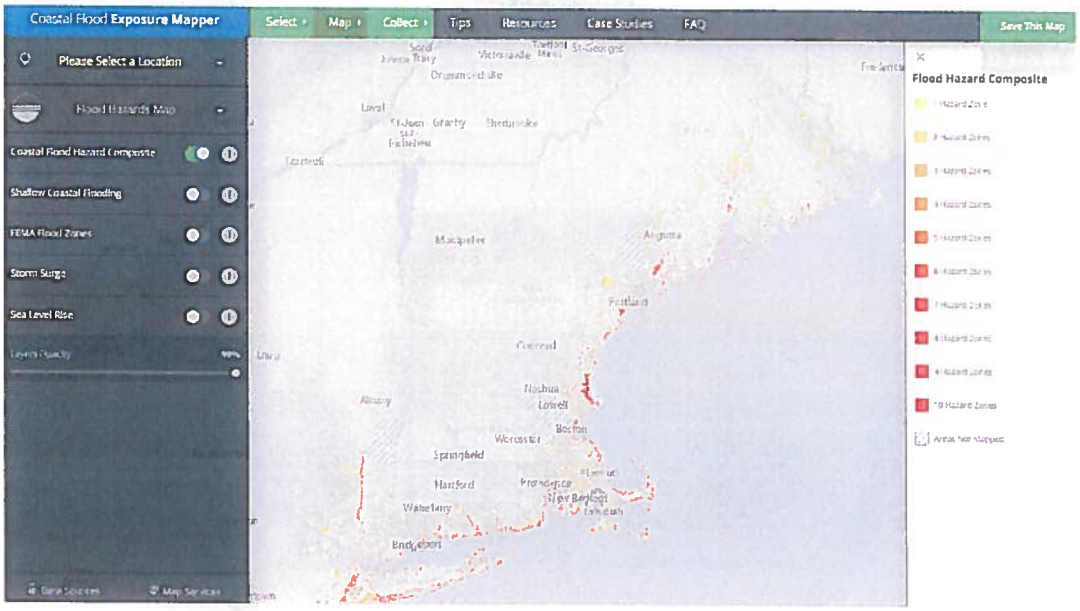
Rhode Island
- Rhode Island's Climate Challenge: www.riclimatechange.org
- Rhode Island Coastal Resource Management Council: www.beachsamp.org

Connecticut
- Connecticut Institute for Resilience and Climate Adaptation: circa.uconn.edu
- Connecticut Department of Energy and Environmental Protection: www.ct.gov/deep/cwp/view.asp?a=4423&q=521742&deepNav_GID=2121
- Connecticut Sea Grant: web2.uconn.edu/seagrant/index.php

TOOLS

NOAA Office for Coastal Management Digital Coast: coast.noaa.gov/digitialcoast
A website focused on helping communities address coastal issues.

Coastal Flood Exposure Mapper: www.coast.noaa.gov/digitalcoast/tools/flood-exposure
This tool supports users undertaking a community-based approach to assessing coastal hazard risks and vulnerabilities by providing maps that show people, places, and natural resources exposed to coastal flooding. This product is based on knowledge and experiences the Office for Coastal Management has in community based risk and vulnerability assessments.



TRAINING

National Estuarine Research Reserve Coastal Training Program: www.coast.noaa.gov/nerrs
The Reserves' Coastal Training Program helps decision makers make informed choices by empowering them to bring relevant science to bear on urgent environmental challenges and works with them to develop solutions. Through a combination of training, professional sharing, and technical assistance, training coordinators at each reserve help shoreline planners, municipal officials, natural resource mangers and many other address a range of issues, including planning for climate change, water conservation, stormwater management, loving shorelines, armful algal blooms, and wildlife and habitat protection.

NOAA Office for Coastal Management: coast.noaa.gov/digitalcoast/training/home.html
Find scheduled classroom and online trainings, self-guided resources, case studies and more designed for the coastal management community.

DEVELOPMENT TEAM

The TRI was adapted for New England by the Wells National Estuarine Research Reserve, Kennbunk-Kennebunkport-Arundel Chamber of Commerce and the town of Kennebunkport.

wellsreserve at laudholm
Wells National Estuarine Research Reserve

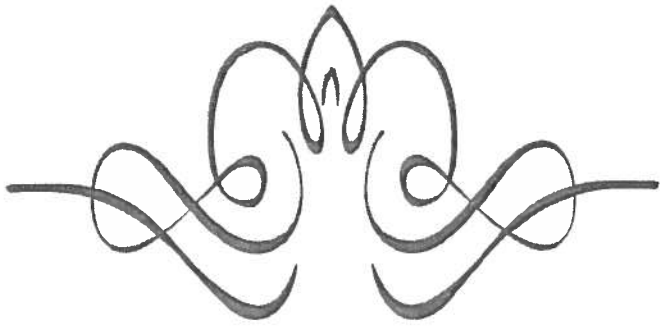
THE CHAMBER
KENNEBUNK-KENNEBUNKPORT ARUNDEL

THE TOWN OF KENNEBUNKPORT, ME
INCORPORATED 1653

FOR MORE INFORMATION:

Annie Cox
Coastal Training Program Coordinator
Wells National Estuarine Research Reserve
(207) 646-1555 ext. 157
acox@wellsnerr.org

Laura Dolce
Executive Director
Kennebunk-Kennebunkport-Arundel Chamber of Commerce
(207) 967-0857 ext. 13
director@gokennebunks.com



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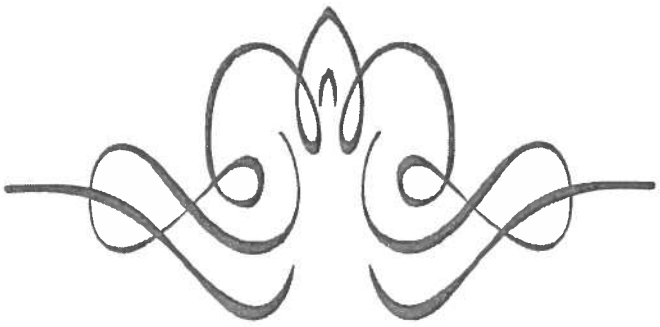


7

MEMORANDUM

To: Laurie Smith, Town Manager

Fr: Craig Sanford, Chief of Police

Re: Cruiser Purchase

Dt: September 14, 2016

The police department has completed the bid process for the purchase of a new 2017 Dodge Charger and a new 2017 Ford Interceptor. We sent out requests to over sixteen dealerships in Maine and New Hampshire and received only one bid per vehicle.

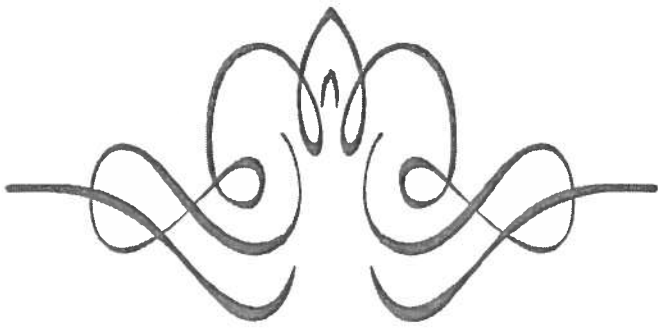
I am recommending we except the bid from Newcastle Dodge for $17,999.00 which includes a trade in on a used 2013 cruiser of $5,500.00. I also recommend we except the bid from Starkey Ford for $25,450.00 which includes a trade in on a used 2011 car of $4,450.00.

Total for both vehicles is $43,449.00

Change over costs for the removal of old equipment and the refitting of equipment and new decals ranges between $5000 and $6000 each car.

The budget allocated to do all of this is $54,500.

I also inquired from one of the dealers why they chose not to send in a bid. The answer given was that it is not profitable for a dealership to do government bids because they are stuck on pricing and it comes down to the trade-in. Some dealerships do not deal with the trade in market and auction buys.



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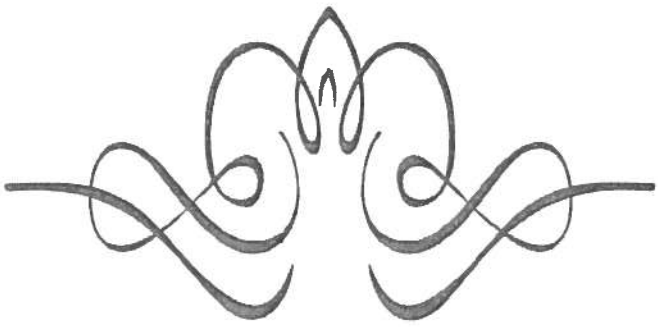


(8)

TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

MAINE'S FINEST RESORT

MEMORANDUM TO: Laurie Smith, Town Manager

RE: FY 2017 Winter Sand Bid Recommendation

DATE: September 16, 2016

Winter sand bids were received today and are as follows for delivery to the Highway Garage at 105 Beachwood Ave or pick up by Kennebunkport Public Works:

Dayton Sand and Gravel:	Sand –	$8.00 per CY, Delivered; $4.00 per CY Picked Up
RH Brown / Hissong Development	Stone Dust –	$7.50 per Ton, Delivered; $3.50 per Ton Picked Up

Both bid materials are acceptable performing winter abrasives. Stone Dust and Sand have different densities, so in order to compare each material I reviewed Dayton's sand bid in $ per Ton using the actual sand density of 1.3 Tons per CY:

Dayton Sand and Gravel:	Sand –	$6.15 per Ton, Delivered; $3.08 per Ton Picked Up

I also reviewed the cost of RH Brown / Hissong Development stone dust based on using a stone dust density of 1.5 Tons / CY. The Volume cost of Stone Dust is:

RH Brown / Hissong Development	Stone Dust –	$11.25 per CY, Delivered; $5.25 per CY Picked Up

All bidders appear to meet our winter sand specifications. Both pick up locations have approximately the same round trip delivery time. I recommend that the Winter Sand Bid be awarded to Dayton Sand and Gravel at $8.00 per CY Delivered and $4.00 per CY Picked Up.

BY:

Michael Claus
Director, Public Works Dept.

Beachwood Avenue, P.O. Box 566, Kennebunkport, Maine 04046 • Tel: (207) 967-5728 Fax: (207) 967-5372

TOWN OF KENNEBUNKPORT

Winter Sand Bid – 2016

BID SCHEDULE

(Type all information, please)

Price per cubic yard loaded on Town truck at supplier's stockpile

$ 4.00 /c.y.

Stockpile Location: Dayton Sand & Gravel Co. Inc 928 Goodwins Mills Rd Dayton, Me 04005

Price per cubic yard delivered, F.O.B. Town Garage, Beachwood Avenue, Kennebunkport

$ 8.00 /c.y.

Bidder: Dayton Sand & Gravel Co. Inc

Address: 928 Goodwins Mills

Dayton, Me 04005-7352

Telephone Number: 207-499-2306

By: Dayton Sand & Gravel Co. Inc.

Name: Russell E Keene, President

Signature: Russell E Keene

Date: 9/15/2016

TOWN OF KENNEBUNKPORT

Winter Sand Bid – 2016

BID SCHEDULE

(Type all information, please)

Price per cubic yard loaded on Town truck at supplier's stockpile

$ 3.50 ~~l.c.y.~~ ton

Stockpile Location: Stonefield Lyman

Price per cubic yard delivered, F.O.B. Town Garage, Beachwood Avenue, Kennebunkport

$ 7.50 ~~l.c.y.~~ ton

Bidder: RH Brown / Hissong

Address: 48 York St.
Kennebunk ME 04043

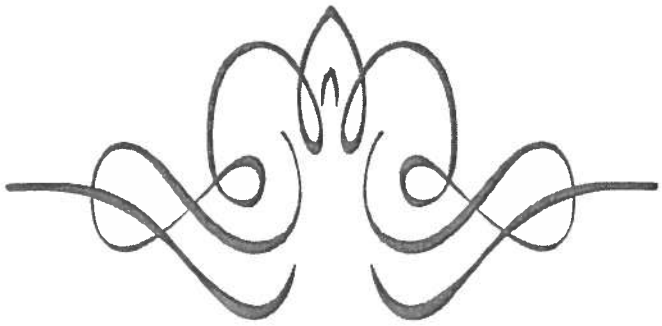
Telephone Number: 207 423 2006

By: [signature]

Name: Jon Fixey

Signature: _____

Date _____



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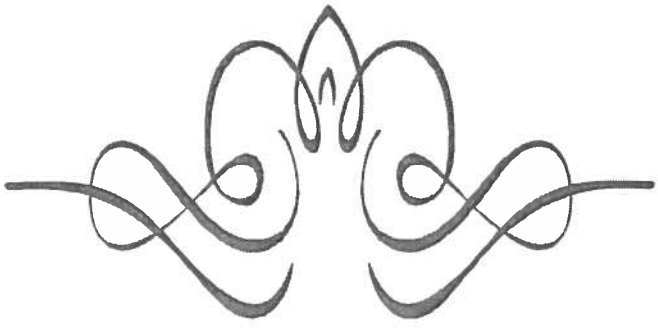

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AGREEMENT

I. PARTIES

This contract (hereinafter referred to as "Agreement") is made and entered into on this_____day of September, 2016, by and between the Inhabitants of the Town of Kennebunkport Maine with a mailing address of 6 Elm Street PO Box 566, Kennebunkport, Maine 04046 (hereinafter referred to as "Town"); and Wright-Pierce, with a mailing address of 75 Washington Avenue, Portland, Maine 04101 (hereinafter referred to as "Contractor"). In consideration of the mutual promises contained herein, Contractor agrees to perform the following services for the Town.

II. SCOPE OF WORK

In consideration of the compensation set forth herein, the Contractor shall perform the design, bidding and construction phase services as outlined in Exhibit A, attached hereto.

III. COMMENCEMENT AND COMPLETION

The Contractor will commence work on or before September , 2016 and will complete work on or before January, 2018. For breakdown of the proposed schedule see Exhibit A.

IV. PAYMENT TERMS

The Contractor shall submit an invoice on or about the first of each month reflecting services performed at the Contractor's normal professional billing rates, attached hereto as Exhibit B. The Contractor understands that the payment for completion of the services outlined in Section II, including non-labor billing items, shall not exceed One Hundred Eighteen Thousand, Seven Hundred Dollars ($118,700.00), and the Contractor agrees to perform the services on that basis. Invoices shall list separately all out of pocket expenses being billed at rates shown on Exhibit C, attached hereto. For breakdown of the proposed fee see Exhibit A.

V. TERMINATION

Either party may terminate this Agreement for cause after giving the other party written notice and a reasonable opportunity to cure. The Town may terminate without cause by giving the Contractor fourteen (14) days notice, and compensating the Contractor equitably to the termination date.

VI. DISPUTE RESOLUTION

Any controversy or claim arising out of or related to this Agreement, which cannot be resolved between the parties shall be submitted to the Maine Superior Court (York County). This agreement shall be governed by Maine law.

VII. QUALIFICATIONS

The Contractor represents it holds, and will continue to hold during the term hereof any and all qualifications, licenses and certifications required to perform its services in Maine. The contractor shall perform all services in accordance with professional standards.

VIII. SUBCONTRACTORS

The Contractor shall be fully responsible to the Town for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by it, and shall hold subcontractors to the same terms and conditions as Contractor is held under this Agreement. No subcontractors shall be retained on this Agreement without the specific prior written approval of the Town.

IX. INSURANCE

The Contractor shall purchase and maintain Workers' Compensation Insurance, General Public Liability and Property Damage Insurance including vehicle coverage and professional liability insurance, all with limits and terms adequate to protect Contractor for risks associated with its performance under this Agreement and satisfactory to the Town. The Town shall be named as an additional insured on the liability policy.

X. INDEMNIFICATION

The Contractor will indemnify and hold harmless the Town, its officers, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the negligent performance of the Agreement by the Contractor, its officials, employees, agents and subcontractors.

XI. ENTIRE AGREEMENT

This Agreement and its attachments represent and contain the entire agreement between the parties. Prior discussions or verbal representations by the parties that are not contained in this Agreement and its attachments are not a part of this Agreement.

Date: _____ WRIGHT-PIERCE

By:_____

Paul F. Birkel, Vice President

Date: _____ TOWN OF KENNEBUNKPORT
WASTEWATER DEPARTMENT

By:_____

Laurie Smith Town Manager
Duly Authorized

EXHIBIT A
PROJECT SCOPE OF SERVICES AND SCHEDULE

PROJECT UNDERSTANDING

The Town of Kennebunkport Wastewater Department retained Wright-Pierce in November 2014 to evaluate the Green Street and Chicks Creek wastewater pump stations. The evaluation concluded that both pump stations are in need of upgrade and the Town has requested a proposal for design, bidding and construction phase services. The scope of services has been developed based on the recommendations from the Evaluation of Green Street and Chicks Creek Pump Stations dated April 2015. The scope of services assumes the project will consist of the two pump station upgrades and Green Street Pump Station force main replacement with one set of bidding documents.

We have developed a preliminary scope of services for your consideration based on our understanding of the Town's needs. We are, of course, willing to adjust this scope of services to best meet the Town's needs.

SCOPE OF SERVICES

Preliminary Design

1. Conduct an initial Kickoff Meeting/Design Workshop with the Town's project team to review the 2015 Evaluation of Green Street and Chicks Creek Pump Stations to clarify and confirm project goals, objectives and scope and coordinate necessary information gathering.

2. Site visit to both pump stations by lead project engineer following client kickoff meeting.

3. Conduct survey of existing conditions (utilities, ground surface features, structures, existing property monuments) as necessary for development of construction documents for the following areas:
    a. Chicks Creek Pump Station and force main route to the vented air break at the bridge
    b. Green Street Pump Station to supplement the Dow & Coulombe survey of Ocean Avenue dated January 19, 2016
    c. Green Street force main to the terminus manhole

4. Prepare and submit a draft preliminary design memorandum (30% design), which summarizes all alternatives considered for all aspects of the upgrade. The memorandum will include final recommendations as well as a preliminary design level cost estimate. The memorandum will include pump selection information, preliminary site plan, plan layouts of pumps and piping, force main routing, critical electrical and instrumentation considerations, landscape plan for Green Street Pump Station, as well as one renderings of each pump station to ensure the pump stations aesthetics will meet the Town's needs.

5. Attend a meeting to present the findings of the preliminary design memorandum and gather final comments from the Town.

6. Finalize and stamp preliminary design memorandum and distribute copies to the Town and Maine DEP in the format desired.

EXHIBIT A
PROJECT SCOPE OF SERVICES AND SCHEDULE

Final Design

1. Prepare 90% complete construction documents including required plans, technical specifications and Division 0 specifications. Submit 90% design package (plans, specifications, and 90% cost estimate) at least 1 week prior to 90% review workshop.

2. Prepare for and conduct 90% design review workshop. Prepare minutes of the meeting to highlight discussions and identify any remaining action items.

3. Submit 95% plans to Maine DEP for final review and approval prior to bidding.

4. Incorporate any final comments from the Town and Maine DEP and prepare 5 copies of final stamped plans and specifications, suitable for bidding, along with final construction cost estimate, to the Town.

5. Provide necessary environmental information to Maine DEP to allow environmental review required for Clean Water SRF loan.

6. The Town will complete all work associated with planning board approval or any other local approvals required.

Bidding Services

1. Prepare advertisement for bid and coordinate the posting of the advertisement in paper chosen by the Town. The cost for the advertisement will be paid directly by the Town.

2. Prepare electronic copy of the plans and specifications for distribution to prospective bidders and construction contract listing services.

3. Post digital images of plans and specifications on Wright-Pierce plan room for viewing by interested parties. Provide digital copy of plans and specifications to bidders. Maintain the plan holders list and post to the Wright-Pierce plan room for viewing by interested parties.

4. Be the primary point of contact, and answer questions related to the bid documents and prepare addenda as necessary to clarify bid documents.

5. Conduct a pre-bid conference in conjunction with Town staff to provide information on the project and answer bidder's questions. Prepare meeting minutes.

6. Attend bid opening, prepare bid tabulations and evaluate bids received.

7. Prepare a summary of the bid evaluation to the Town for consideration and provide results in a bid evaluation letter for the Town's use in Selectmen workshop and regular meetings.

8. Prepare 3 paper copies and a digital copy of the executed documents for the Town, Maine DEP and selected Contractor.

Construction Phase Services

1. Prepare for and attend pre-construction conference with Town and Contractor. Issue an agenda and minutes of the meeting.
2. Prepare for and attend monthly construction meetings for a construction period of 5 months (3 months active construction). Prepare and distribute agendas and minutes.
3. Review monthly construction schedule updates from the general contractor and track process month to month.
4. Provide part-time resident project representation (RPR) to oversee contractors work to confirm compliance with contract documents. RPR to provide daily reports of progress. RPR services will be provided on a part-time basis and generally will include visits during critical work phases (pump equipment installation, startup, force main installation, pipe pressure testing, performance testing, and any work that will not be visible upon completion). Based on past pump station projects and input from the Town, we propose RPR coverage for an average of 16 hours per week (two trips per week) for a period of 3 months.
5. Review shop drawing, O&M manuals, warranties and other contractor submittals for compliance with contract documents and American Iron and Steel Act. Issue a digital copy to the contractor, Town, and other designated parties. Prepare and maintain an updated submittal log for document management during construction.
6. Review contractor's payment requisitions and confirm amounts requisitioned are consistent with work completed.
7. Conduct periodic inspections by W-P office staff, as necessary, for observations, startups, etc. (assumed two days per pump station for startup). Coordinate all manufacturer's representative training and demonstration testing of equipment furnished under the general contract. Observe training and provide documentation.
8. Issue clarifications, RFIs, work change directives, deficiency notices, etc. as required.
9. Negotiate changes in scope, price and schedule as may be required and prepare necessary change order documentation.
10. Review certified payroll and provide Davis-Bacon Compliance Report to Town.
11. Conduct substantial completion inspection, and prepare substantial completion certificate and punch list.
12. Based upon information supplied by contractor and resident project representative, prepare record drawings of installed facilities for review by Town. Provide final drawings in PDF and CAD formats.
13. Prepare draft O&M manual consisting of manufacturer's O&M information, as well as customized and integrated operations information for the pump station.

14. Incorporate Town's comments and finalize the O&M Manual. Provide paper as well as electronic copies in PDF format.

PROJECT SCHEDULE

We have prepared a project schedule to depict the anticipated sequence and duration of the tasks comprising the project. We will work closely with the Town to adjust and refine this schedule to best meet the Town's needs.

TASKS	MILESTONE
Execute Agreement/Notice to Proceed	*September 23, 2016*
Project Kick-Off Meeting	*September 30, 2016*
Conduct Site Visit (All Staff)	*September 30, 2016*
Design Basis	
Submit Design Basis Report to Town	*October 28, 2016*
Design Basis Review by Town/Review Workshop	*November 9, 2016*
Finalize Design Basis Report	*November 16, 2016*
Final Design	
Submit 90% Design to Town for Review	*January 13, 2016*
90% Design Review by Town/Review Workshop	*January 24, 2017*
DEP Review of Design	*February 10, 2017*
100% Design	*March 3, 2017*
Bidding Phase	
Advertise for Bids	*March 8, 2017*
Pre-Bid Meeting	*March 14, 2017*
Bid Opening	*April 6, 2017*
Bid Evaluation and Recommendation	*April 13, 2017*
Selectmen Approval to Award	*April 27, 2017*
Issue Notice of Award	*May 4, 2017*
Construction	*3rd Quarter 2017 – 1st Quarter 2018*
1-Year Warranty	*1st Quarter 2018 – 1st Quarter 2019*

PROJECT FEE

We have developed a fee based on the proposed scope of services outlined above. The table below summarizes the proposed fee for each task.

TASKS	Task Fee
Design	*$68,800*
Bidding	*$5,200*
Construction Phase Services	*$44,700*
Total Fee	***$118,700***

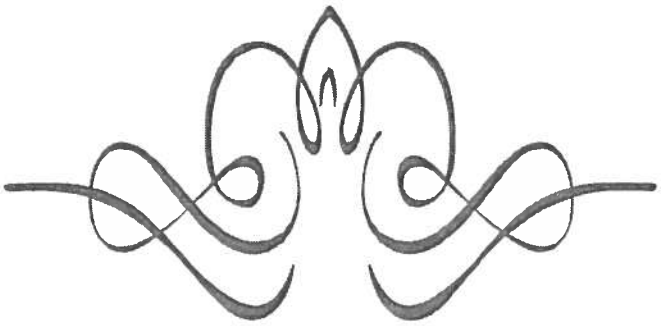
EXHIBIT B
BILLING RATES

ACCOUNTING / BILLING CLASSIFICATION	AVERAGE HOURLY BILLING RATES
Principal / Engineering Manager	$ 184.00 - $212.54
Project Manager and Senior Project Engineer	$ 105.49 - $178.64
Project Engineer	$ 72.38 - $131.21
Project Architect	$ 86.55 - $122.42
Landscape Architect	$ 98.56 - $120.12
Resident Project Representative	$ 64.68 - $178.64
Senior Engineering Technician	$ 81.16 - $123.20
Engineering Technician	$ 60.21 - $81.00
GIS Technician	$ 66.22 - $86.42
Architectural Technician	$ 70.07 -$ 70.07
Word Processor	$ 52.36 - $67.76
Office Assistant	$ 49.00 - $87.78

The listed rates are current as of August 2016. They are based on salary costs for Wright-Pierce employees within each classification, multiplied by our salary multipliers. Actual billing rates are based on the actual salary costs of individuals assigned to the project.

EXHIBIT B
BILLING RATES

NON-LABOR BILLING RATES	
Description	Job Cost Rate Per Unit
Mileage	IRS Rate
Vehicle Rentals	At Cost
Meals and Tips	At Cost
Room	At Cost
Field Phone	At Cost
Misc. Fees	At Cost
Cadd Bond	$.15/sq. ft.
Mylar	$1.00 sq. ft.
Photocopies	$.10/copy
Printing/Reproduction Cost	At Cost
Total Station Equipment	$10.00/hour
Survey Auto Level	$5.00/day
Other Survey Equipment	$15.00/day
Grade Stakes	$.45/each
Monuments	At Cost
Field Notebooks	$10.00/each
Other Field Supplies	At Cost
Other Office Supplies	At Cost
Postage	At Cost
Subcontracts	1.1 x Cost



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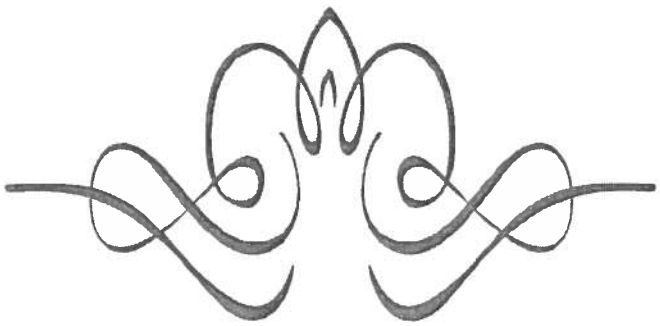


(10)

KENNEBUNKPORT
Fire Department

Date: August 29, 2016

To: Board of Selectman

From: Allan Moir

Re: Purchase of the hydraulic rescue equipment.

In last year's budget we had started to upgrade our hydraulic rescue equipment ("Jaws of Life") I plan on doing this over a three-year period. We purchased a new hydraulic spreader last year; and this year we will purchase a larger cutting tool and next year we will purchase a new hydraulic power supply.

The new cutters have become necessary to enable cutting of the materials used in the newer vehicles.

Our current equipment (Amkus) is interchangeable with only one other tool company Genesis. If we were to purchase tools from any other company, we would need to purchase a new power supply then replace all of the tools that we currently have with the new company's tools.

I had the two local distributors demonstrate their tools. There were about 20 firefighters at the demonstration where they were able to try the tools and ask questions about them.

After the demonstrations, the pros and cons of each brand were discussed, and the consensus was that they liked the Genesis cutter the best. They liked the Genesis cutter because it was better ergonomic design, the balance was better, the handles were more comfortable, and the controls were easier to use.

The Genesis tool is also the only one that is fully NFPA compliant. The NFPA had developed a test for cutters that has them cut fire different steel shapes, round, flat, pipe, square tubing, and right angle. Then then rate how well the cutter cut each shape from one to nine (nine being the highest), the cutter had to cut nine different thickness, diameters, and configurations. The Genesis tool was the only tool tested that would cut all of the different shapes, diameters, and thicknesses.

There is only one dealer in northern New England for each of the two brands: Fire Tech & Safety for Amkus Rescue Systems; and HSE Fire Safety for Genesis Rescue Systems.

Genesis tools from HSE Fire & Safety of Auburn, Maine:

1- All nine cutter	$7,995.00

Amkus tools from Fire Tech & Safety:

1- AMK-22 Cutter $6,175.00

I recommend that we purchase the Genesis tools from HSE Fire & Safety of Auburn, Maine for $7,995.00.

We have budgeted $11,000 to purchase this equipment for this fiscal year.

Material Category	A Round Bar	B Flat Bar	C Round Pipe		D Square Tube	E Angle Iron
						
Material	A-36 Hot-Rolled	A-36	Schedule 40 A-53 Grade B		A-500 Grade	A-36
Performance Level	Diameter (in.)	Thickness × Width (in. × in.)	Nominal size (in.)	OD × Wall Thickness (in. × in.)	Dimension × Wall Thickness (in. × in.)	Square Dimension × Thickness (in. × in.)
1	3/8	1/4 × 1/2	3/8	0.68 × 0.09	1/2 × 0.06	1/2 × 1/8
2	1/2	1/4 × 1	3/4	1.05 × 0.11	1 3/4 × 0.06	1 × 1/8
3	5/8	1/4 × 2	1	1.32 × 0.13	1 × 0.08	1 1/4 × 3/16
4	3/4	1/4 × 3	1 1/4	1.66 × 0.14	1 1/4 × 0.12	1 1/2 × 3/16
5	7/8	1/4 × 4	1 1/2	1.90 × 0.15	1 1/2 × 0.12	1 1/2 × 1/4
6	1	3/8 × 3	2	2.38 × 0.15	1 3/4 × 0.12	1 3/4 × 1/4
7	1 1/4	3/8 × 4	2 1/2	2.88 × 0.20	2 × 0.15	1 1/2 × 3/8
8	1 1/2	3/8 × 5	3	3.50 × 0.22	2 1/2 × 0.19	2 × 3/8
9	1 3/4	3/8 × 6	3 1/2	4.00 × 0.23	3 × 0.19	2 1/2 × 3/8

For SI units 1 in. = 25.4 mm.

FIGURE 8.13.3 Cut Testing and Level Performance Rating.

8.14.4 The rescue tool cutter shall be operated at rated system input to cut into steel that is beyond the cutting capacity of the cutter and is connected to a force-measuring device.

8.14.4.1 The force achieved by the cutter shall be recorded.

8.14.4.2 With the cutter blades still engaged into the steel, an opposing external force equal to 1.5 times the achieved force shall be applied for 1 minute.

8.14.5 Following the overload condition, the cutters shall be operated for a single cut of each material Category at the performance Level for which the cutter is rated.

8.14.5.1 For each cut, the cutter shall completely sever the material in a single continuous motion.

8.14.5.2 Cutting shall be permitted to be performed at any area of the blades.

8.14.5.3 The power unit shall be returned to the normal operating pressure so that it will not exceed the rated system input pressure needed to perform the following test cuts.

8.14.6 The cutting process shall be evaluated to determine pass/fail.

8.15 Impact Resistance Test.

8.15.1 The power unit test specimen shall be suspended in an upright orientation over a solid steel plate that is at least 25 mm (1 in.) thick.

8.15.2 The power unit test specimen shall be dropped a distance of 620 mm (2 ft) onto the steel plate.

8.15.3 The power unit test specimen shall then be connected to a tool that is designated for use with the power unit and shall power the tool through five complete operational cycles of the tool.

8.15.4 The rated system input of the tool that is achieved while being powered by the power unit test specimen during each of the five cycles shall be recorded to determine pass/fail.

8.16 Noise Test.

8.16.1 The test procedure shall be conducted in accordance with ANSI S12.36, *Standard Survey Methods for the Determination of Sound Pressure Levels of Noise Sources.*

8.16.2 The noise produced by the power unit test specimens shall be measured at a distance of 4 m (13 ft) from the power unit.

8.16.3 The noise production shall be recorded and evaluated to determine pass/fail.

8.17 Incline Operational Test.

8.17.1 The power unit test specimen shall be tested while powering a rescue tool with the largest differential oil volume that is capable of being used with the system. The rescue tool used in this test shall be designated for use with the power unit test specimen.

8.17.2 The power unit test specimen shall be inclined to a 15-degree angle in one of the four horizontal axial directions ±1 percent.

8.17.3 The power unit test specimen shall then power the tool through a single operational cycle to the tool's rated system input.

8.17.4 The rated system input that is achieved shall be recorded and evaluated to determine pass/fail.

8.17.5 The power unit test specimen shall then be inclined to a 15-degree angle in the second, third, and fourth horizontal axial directions.

VERSION ACT.2.2016

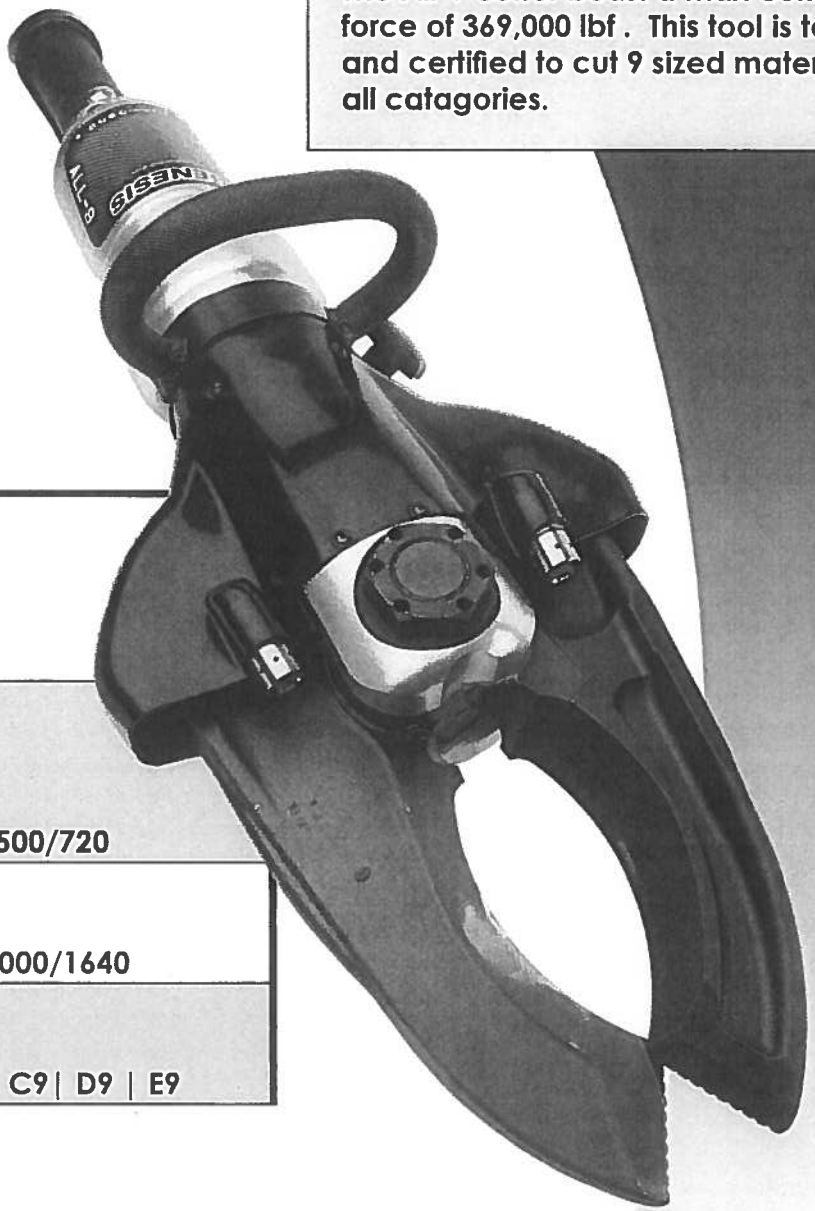
ART.593.535.0

CERTIFICATIONS
- NFPA 1936:2015 COMPLIANT
- ISO 9001:2008

GENESIS
RESCUE SYSTEMS
WWW.GENESISRESCUE.COM

ALL - 9 CUTTER

The All-9 cutter boast a max cutting force of 369,000 lbf . This tool is tested and certified to cut 9 sized materials in all catagories.



SPECIFICATIONS

LENGTH(IN/MM) - 33.7/855
WIDTH(IN/MM) - 10.8/273
DEPTH(IN/MM) - 9.2/234
WEIGHT(LBS/KGS) - 48.3/21.9
POWER SOURCE - POWER UNIT
OPERATING PRESSURE(PSI/BAR) - 10,500/720
OPENING(IN/MM) - 7.1/180
MAX CUTTING FORCE(LBF/KN) - 369,000/1640
NFPA 1936 COMPLIANT - YES
NFPA 1936 LEVEL RATING - A9 | B9 | C9| D9 | E9

SPECIFICATIONS

AMK-22 Cutter

Part Number 220200001000

SPECIFICATIONS

Length:	24.7 in.	(627.4 mm)
Width:	7.5 in.	(190.5 mm)
Depth:	8.9 in.	(226.1 mm)
Weight (Ready-to-use):	46.0 lbs.	(20.9 kg)
Cutter Opening Distance:	5.0 in.	(127.0 mm)
Cutter Opening Time:	5 seconds	
Cutter Closing Time:	6 seconds	
Maximum Cutting Force (at top of body):	200,807 lbs.	(893.2 kN)
Rated Input Pressure:	10,500 psi	(724) bar

Performance Level Rating

A7
B6
C7
D7
E8

DESIGN & OPERATIONAL FEATURES

Certified Model NFPA 1936, 2015 edition

CE *EN13204 Designation: AC127F-20.9*

- *Unique 360 degree rotating handle with eight positions allows rescuer to place the handle in the best position for the desired cutting action*
- *Control valve placement provides compact design allowing greater access for the user*
- *Tool design provides excellent balance and natural hand placement*
- *Capable of automotive cutting requirements*
- *Anodized for corrosion protection*

AMKUS RESCUE SYSTEMS
2700 Wisconsin Avenue, Downers Grove, IL 60515-4226
Tel. (630) 515-1800 Fax (630) 515-8866
Website http://www.amkus.com E-mail experts@amkus.com

07/2015
Rev. 3

From: Willie Burk <willie@hsefiresafety.com> Tue, Aug 23, 2016 3:42:15 PM

Subject: Re: Genesis Price

To: **Dick Stedman**

Attachments: Attach0.html / Uploaded File 5K

Dick,

Thank you for the time yesterday. Always good to catch up.

Find below the updated pricing you requested:

1- Genesis All Nine Cutter p/n ART.593.535.0 w/OSC Couplers p/n ART-OSC-_ Price: $7955.00 plus $40.00 shipping

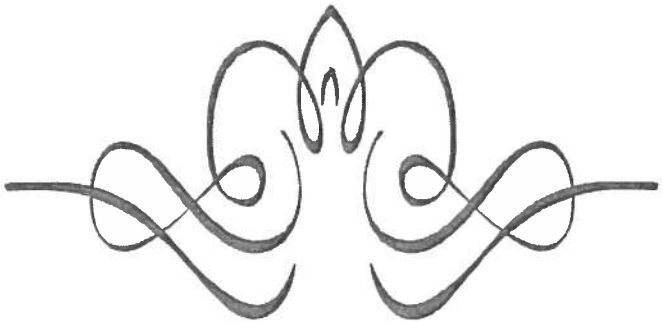
If you have any questions, please let me know. Have a safe week!

Willie

Willie Burk
Harrison Shrader Enterprises
13 Westminster Street
Lewiston, Me. 04240
Cell:207-317-6968
Office:207-272-9914
***NEW EMAIL ADDRESS **willie@hsefiresafety.com**
***NEW WEBSITE. **www.hsefiresafety.com**

On Aug 23, 2016, at 8:57 AM, Dick Stedman <**rstedman@kennebunkportme.gov**> wrote:

> Hi Wiilie,
>
> We need an updated price on the Genesis "All-9" Cutter. Allan is looking to purchase that soon.



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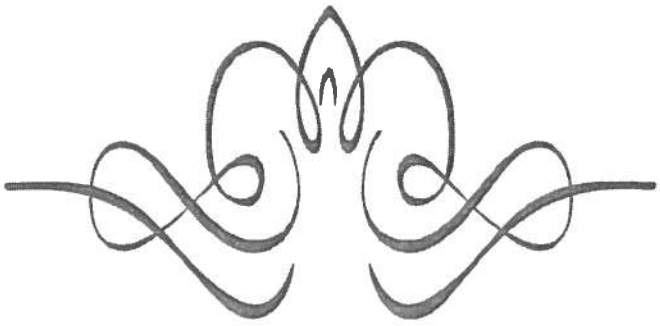


11

TOWN OF KENNEBUNKPORT

Street Opening Permit

Name of Owner: Josephine T Heth Date of Application: 9/15/16
(First, Middle Initial, Last)

Address: 64 Turbats Creek Road, Kennebunkport

Telephone: 967-3216 Tax Map 21, Block 3, Lot 7

Name of street to be excavated: Turbats Creek Road

Approximate size of excavation: Length 10', Width 10'

Reason for Permit: installation of new water lines -

Permit Conditions: If there is any intrusion into the black top, road should be paved from curb to curb.

Date excavation is to take place: ASAP

Contractor: Richard Lovejoy - Lovejoy Builders

Address: PO Box 1021, Kennebunkport ME

Telephone: 207-967-3433 Fax: 207-676-9654

Bond Amount: $

Company:
(To be certified and given to Town Clerk to record)

Insurance Company & Certificates:

APPROVED: Mark W Clause Date: 9-19-16
Highway Superintendent

Selectmen Selectmen

Selectmen Selectmen

PAID
$25.00

FEE: $25.00 Selectmen (Town paid stamp here)

Please attach plan.

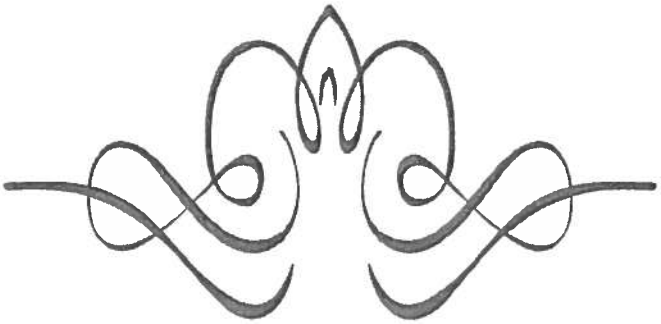
Town of KENNEBUNKPORT
----- R e c e i p t -----

Thank You for Your Payment

09/19/16 10:47 AM ID:JLL #5559-1
TYPE------ REF--- AMOUNT
Administration

Miscellaneous 25.00

Total: 25.00*
Paid By: Richard Lovejoy - street openin
Remaining Balance: 0.00
Balance reflects all related accounts
Cash : 25.00



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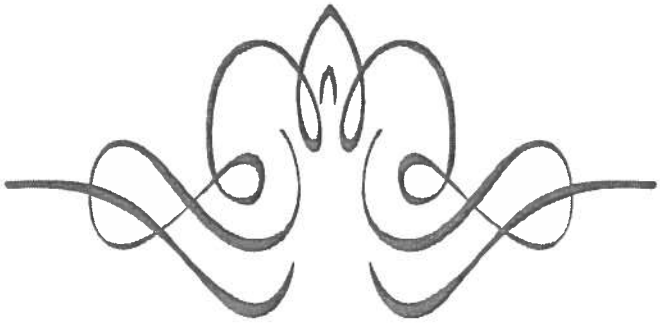

Maine Municipal Association
60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

MEMORANDUM

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, Executive Director

DATE: September 1, 2016

SUBJECT: Voting Credentials for MMA Annual Business Meeting

The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 5, 2016, at 1:30 p.m. in Ballroom 5 at the Cross Insurance Center in Bangor, Maine**. The MMA Bylaws entitle each member community to one (1) voting representative.

Enclosed please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate. We have also attached the Proposed Agenda for the MMA Annual Business Meeting for your reference. The current MMA Bylaws as adopted in 2013 will be available at the MMA Annual Business Meeting or may be viewed on the MMA website at

http://www.memun.org/public/MMA/Gov/bylaws.pdf.

Please note that the MMA Executive Committee is not putting forth any proposed amendments to the MMA bylaws for this year. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the MMA Voting Delegate Credential Form and return to our office by **Tuesday, October 4, 2016** or bring it with you to the MMA Annual Business Meeting. We have provided a self-addressed, self-stamped envelope for your convenience.

We look forward to seeing you at this year's MMA Annual Convention in the City of Bangor. If you have any questions on this information, please contact Theresa Chavarie at 1-800-452-8786 ext. 2211 or in the Augusta area at 623-8428.

Maine Municipal Association
Annual Business Meeting
Wednesday, October 5, 2016
1:30 – 2:15 p.m.
Cross Insurance Center, Bangor, Maine
Ballroom 5

PROPOSED AGENDA

1. **Introductions and Welcoming Remarks – MMA President Stephan Bunker (Selectperson, Town of Farmington)**

2. **Approval of 2015 MMA Annual Business Meeting Minutes – Stephan Bunker**

3. **MMA President's Report – Stephan Bunker**

4. **Update on Development of MMA's Legislative Agenda – Laurie Smith, MMA Vice President and Chair of Legislative Policy Committee**

5. **Announcement of Election Results for MMA Executive Committee and Introduction of New Executive Committee Members – Stephan Bunker**

6. **Executive Director's Report - Stephen Gove, MMA Executive Director**

7. **Other Business** ***(comments from the floor)***

8. **Adjournment**

MAINE MUNICIPAL ASSOCIATION

VOTING DELEGATE CREDENTIALS

_____ is hereby designated as the official Voting Delegate and
(name)
_____ as the alternate voting delegate for _____
(name) *(municipality)*
to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,

Wednesday, October 5, 2016, 1:30 p.m., at the Cross Insurance Center, Bangor Maine.

The Voting Delegate Credentials may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Name: _____ **Position:** _____

Or Signed by a Majority of Municipal Officers:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Please return this form no later than **Tuesday, October 4, 2016** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

MMA Annual Business Meeting
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: 207-626-3358