

TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

MAINE'S FINEST RESORT

**Board of Selectmen Agenda
Village Fire Station – 32 North Street
May 14, 2015 – 6:30 PM**

1. Call to Order.
2. Executive session per MRSA 1, §405-6D to discuss labor negotiations.
3. Approve the April 23, 2015, selectmen meeting minutes.
4. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.).
5. Consider a renewal liquor license application submitted by MacDonald Management, Inc., DBA Hurricane Restaurant, 29 Dock Square.
6. Consider a renewal special amusement permit submitted by Brooks F. MacDonald, DBA Hurricane Restaurant, 29 Dock Square.
7. Presentation by Superintendent of Schools Kevin Crowley regarding RSU #21 building construction project.
8. Consider Arbor Day Proclamation.
9. Goose Rocks Beach Advisory Committee recommendations
 - a. Expend \$5,000 for invasive species project.
 - b. Expend \$300 on beach signs to reflect new Dog Ordinance.
 - c. Place doggie bag dispensers at all public right-of-ways.
10. Consider application for limited purpose aquaculture license for Erin Gott.
11. Consideration of Pier budget.
12. Consideration of Wastewater Department budget.
13. Consideration of Dock Square Parking Lot budget

14. Presentation by Carol Cook regarding a proposed trail at Beachwood.
15. Consideration of letters to voters regarding RSU #21 withdrawal and school bond project.
16. Reporting of payments for Local Circuit Breaker Program.
17. Other business.
18. Approve the May 14, 2015, Treasurer's Warrant.
19. Adjournment

**Town of Kennebunkport
Selectmen/Budget Board Meeting
April 23, 2015
6:30 p.m. – Village Fire Station – 32 North Street**

Minutes of the Selectmen's Meeting of April 23, 2015

Selectmen attending: Stuart E. Barwise, Patrick A. Briggs, Allen A. Daggett, Ed Hutchins, and Sheila Mathews-Bull

Others: Carol Cook, Michael Davis, April Dufoe, Amy Johnson, Ed Karytko, Susan Karytko, Dan Lay, Nathan Lynz, Arlene McMurray, Molly Reinfried, Roger Seavey, Laurie Smith, and others

Budget Board: Barbara Barwise, Dan Beard, David Betses, Dawn Morse, David James, Leo Martin, and Michelle Powell

1. Call to Order.

Chair Daggett called the meeting to order at 6:30 PM.

2. Consider citizen's petition to initiate the process of withdrawal from RSU #21.

a. Consider expenditure amount for withdrawal question.

Chair Leo Martin called the Budget Board Meeting to order at 6:30 PM.

Town Manager Laurie Smith explained the process of withdrawal from the school district. She said the citizen petition to withdraw has to go on the ballot, so the Board is required to come up with a monetary amount in case this ballot passes. The funds will be used for legal assistance in negotiating the withdrawal, developing the agreement, and for consultants. She recommended between \$40,000 and \$50,000. She said this has nothing to do with whether the Board supports the withdrawal, but more to be prepared in case it passes. She said the Budget Board also needs to give its recommendation for a dollar amount.

Discussion followed. David James, Ed Karytko, and Amy Johnson either asked questions or commented on what withdrawal from the school district would mean to Kennebunkport.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to place the Question on the ballot "Do you favor filing a petition for withdrawal with the board of directors of regional school unit 21 and with the Commissioner of Education? **Vote:** 5-0.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to place the Question on the ballot to raise and appropriate \$40,000, for the withdrawal committee to expend for the withdrawal process from RSU #21. **Vote:** 5-0.

Chair Martin commented that both towns have tried withdrawal as far back as the 1960s and it never got the 2/3's vote to pass. He wants what is in the best interest of the children and does not support withdrawal from the school district.

The Budget Board voted 4-3 to recommend expending \$40,000 for the withdrawal process from RSU #21.

Chair Martin adjourned the Budget Board Meeting at 7:10 PM.

3. Approve the April 9, 2015, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the April 9, 2015, selectmen meeting minutes. **Vote:** 5-0.

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

Amy Johnson did not support withdrawing from the school district. She stated voters did not support this in a previous election. She said leaving the RSU would mean that grades 6 to 12 would no longer have a say on curriculum choices, and a child may not be able to go to the school that they desire. She reiterated what Mr. Martin said that this has been going on since 1967, and it is disheartening that they are still discussing this.

Dan Beard added that this meeting is not for discussing the pros and cons of withdrawal from the school district. It is just to decide on a monetary amount in case the withdrawal gets passed by the voters.

David James commented that the withdrawal from the school district question will be voted on by secret ballot and was concerned that the Budget Board's recommendations would not be on the secret ballot. He said that people do consider the Budget Board's recommendations. Also that the subcommittee already looked at the school withdrawal issue and concluded that it could cost 10% more, and there were a lot of unintended consequences. He does not support withdrawal.

Amy Johnson mentioned that she is on the School Board and would like to come and talk to the Board at a future meeting.

Town Clerk April Dufoe addressed David James concerns saying the Budget Board's recommendations would be on the secret ballot.

Director of Parks and Recreation Carol Cook said she developed a flyer regarding plants that are going in Silas Perkins Park. People can select plants at a reduced price. Orders with full payment must be in by May 6, and available for pick up at the Parks and Recreation Department on Saturday, May 9. She can be reached at 967-4304.

5. Consider a renewal liquor license application submitted by Richard and Keith Nunan, DBA Nunan's Lobster Hut, Inc., 9 Mills Road.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the renewal liquor license application submitted by Richard and Keith Nunan, DBA Nunan's Lobster Hut, Inc., 9 Mills Road. **Vote:** 5-0.

6. Consider a renewal liquor license application submitted by OWR, LLC, Kathleen M. Spang, DBA Ocean Woods Resort/PJ's Pub & Dining, 71 Dyke Road.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the renewal liquor license application submitted by OWR, LLC, Kathleen M. Spang, DBA Ocean Woods Resort/PJ's Pub & Dining, 71 Dyke Road. **Vote:** 5-0.

7. Consider a renewal special amusement permit application submitted by Kathleen M. Spang, DBA Ocean Woods Resort/PJ's Pub & Dining, 71 Dyke Road.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the renewal special amusement permit application submitted by Kathleen M. Spang, DBA Ocean Woods Resort/PJ's Pub & Dining, 71 Dyke Road. **Vote:** 5-0.

8. Consider a renewal liquor license application submitted by Debra Lennon and Timothy Harrington, DBA The Old Fort Inn, 8 Old Fort Avenue.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal liquor license application submitted by Debra Lennon and Timothy Harrington, DBA The Old Fort Inn, 8 Old Fort Avenue. **Vote:** 5-0.

9. Consider a renewal application for a liquor license submitted by CAI Properties, LLC., DBA Cape Arundel Inn, 208 Ocean Avenue.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal application for a liquor license submitted by CAI Properties, LLC., DBA Cape Arundel Inn, 208 Ocean Avenue. **Vote:** 5-0.

10. Consider a renewal special amusement permit submitted by Debra Lennon, DBA Cape Arundel Inn and Resort, 208 Ocean Avenue.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal special amusement permit submitted by Debra Lennon, DBA Cape Arundel Inn and Resort, 208 Ocean Avenue. **Vote:** 5-0.

11. Consider a renewal application for a liquor license submitted by The Boathouse at Kennebunkport, LLC, DBA The Boathouse Hotel, 21 Ocean Avenue.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal application for a liquor license submitted by The Boathouse at Kennebunkport, LLC, DBA The Boathouse Hotel, 21 Ocean Avenue. **Vote:** 5-0.

12. Consider a renewal application for a special amusement permit submitted by Debra Lennon, DBA The Boathouse Waterfront Hotel, 21 Ocean Avenue.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal application for a special amusement permit submitted by Debra Lennon, DBA The Boathouse Waterfront Hotel, 21 Ocean Avenue. **Vote:** 5-0

13. Consider a renewal application for a liquor license submitted by Coveside Resort, LLC., Inc., DBA The Lodge at the Cove, 29 South Main Street.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal application for a liquor license submitted by Coveside Resort, LLC., Inc., DBA The Lodge at the Cove, 29 South Main Street. **Vote:** 5-0.

14. Consider a renewal special amusement permit application submitted by Debra Lennon, DBA The Lodge on the Cove, 29 South Main Street.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal special amusement permit application submitted by Debra Lennon, DBA The Lodge on the Cove, 29 South Main Street. **Vote:** 5-0.

15. Consider a renewal liquor license application submitted by Fishing Pole Lane, DBA Hidden Pond, 354 Goose Rocks Road.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal liquor license application submitted by Fishing Pole Lane, DBA Hidden Pond, 354 Goose Rocks Road. **Vote:** 5-0.

16. Consider a renewal special amusement permit application submitted by Debra Lennon, DBA Hidden Pond, 354 Goose Rocks Road.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal special amusement permit application submitted by Debra Lennon, DBA Hidden Pond, 354 Goose Rocks Road. **Vote:** 5-0.

17. Consider a renewal liquor license application submitted by Tides Beach Club, LLC, DBA Tides Beach Club, 254 Kings Highway.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal liquor license application submitted by Tides Beach Club, LLC, DBA Tides Beach Club, 254 Kings Highway. **Vote:** 5-0.

18. Consider a renewal special amusement permit application submitted by Debra Lennon, DBA Tides Beach Club, 254 Kings Highway.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal special amusement permit application submitted by Debra Lennon, DBA Tides Beach Club, 254 Kings Highway. **Vote:** 5-0.

19. Consider a renewal application for a liquor license submitted by the Boughton Hotel Corp., DBA The Colony Hotel, 140 Ocean Avenue.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal application for a liquor license submitted by the Boughton Hotel Corp., DBA The Colony Hotel, 140 Ocean Avenue. **Vote:** 5-0.

20. Consider a renewal application for a special amusement permit submitted by John E. Martin, DBA The Colony Hotel, 140 Ocean Avenue.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal application for a special amusement permit submitted by John E. Martin, DBA The Colony Hotel, 140 Ocean Avenue. **Vote:** 5-0.

21. Consider a renewal application for a liquor license submitted by Jackson Yordon, DBA Salt and Honey, 24 Ocean Avenue.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the renewal application for a liquor license submitted by Jackson Yordon, DBA Salt and Honey, 24 Ocean Avenue. **Vote:** 5-0.

Chair Daggett announced that all of the applications were inspected and approved by police, fire and, code enforcement.

22. Presentation of Investment Policy by Daniel Lay and Molly Reinfried of H.M. Payson.

Ms. Smith explained that earlier this year, the Board awarded a contract to H.M. Payson to handle investments. She said the Investment Subcommittee met to review the Investment Policy, and Daniel Lay and Molly Reinfried were present to discuss this policy.

Mr. Lay said they are currently managing three trust funds, and hope to generate more money to these funds. The proposed Investment Policy allows them to do so. He went over the investment portfolio. Ms. Reinfried added that they will meet with the Investment Committee quarterly.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to adopt the Investment Policy. **Vote:** 5-0.

23. Finalize and sign the June 2015 Town Meeting Warrant.

Town Clerk April Dufoe read the Questions and the Board voted.

Question 1: amendment to the Land Use Ordinance concerning residential mixed use structures

Shall an ordinance entitled "June, 2015 Amendment to the Kennebunkport Land Use Ordinance Concerning Residential Mixed Use Structures" be enacted? (A true copy of which is on file in the Town Clerk's Office and is incorporated by reference.)

[**Note of Explanation:** This amendment will allow, within certain designated zones and with certain limitations, two principal uses – a residential use combined with a commercial use to be blended and located within a single principal building on a lot without requiring a doubling of the minimum lot size.]

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve Question 1 to be placed on the June 2015 Annual Town Meeting Warrant.
Vote: 5-0.

Question 2: amendment to the Land Use Ordinance concerning the definition of lot area

Shall an ordinance entitled "June, 2015 Amendment to the Kennebunkport Land Use Ordinance Concerning the Definition of Lot Area" be enacted? (A true copy of which is on file in the Town Clerk's Office and is incorporated by reference.)

[**Note of Explanation:** This amendment will revise the definition of lot area

used when calculating allowable lot coverage by excluding beach areas in that calculation.]

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve Question 2 to be placed on the June 2015 Annual Town Meeting Warrant.

Vote: 5-0.

Question 3: amendment to the Land Use Ordinance concerning performance standards of hotels, motels, bed & breakfasts and inns

Shall an ordinance entitled "June, 2015 Amendment to the Kennebunkport Land Use Ordinance Concerning Performance Standards of Hotels, Motels, Bed & Breakfasts and Inns" be enacted? (A true copy of which is on file in the Town Clerk's Office and is incorporated by reference.)

[Note of Explanation: This amendment will allow existing non-conforming Hotels, Motels, Bed & Breakfasts and Inns to construct ADA and Life Safety compliant stairwells and elevator shafts without the need for a variance.]

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve Question 3 to be placed on the June 2015 Annual Town Meeting Warrant.

Vote: 5-0.

Question 4: amendment to the Land Use Ordinance concerning the official shoreland zoning map

Shall an ordinance entitled "June, 2015 Amendment to the Kennebunkport Land Use Ordinance Concerning the Official Shoreland Zoning Map" be enacted? (A true copy of which is on file in the Town Clerk's Office and is incorporated by reference.)

[Note of Explanation: This amendment will revise an existing stream buffer in Cape Porpoise Square to reflect the actual stream boundaries.]

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve Question 4 to be placed on the June 2015 Annual Town Meeting Warrant.

Vote: 5-0.

Question 5: amendment to the Land Use Ordinance concerning certain permitted use structures

Shall an ordinance entitled "June, 2015 Amendment to the Kennebunkport Land Use Ordinance Concerning Certain Permitted Use Structures" be enacted? (A true copy of which is on file in the Town Clerk's Office and is incorporated by reference.)

[Note of Explanation: This amendment will remove Planning Board Site Plan

review requirements for permitted structures associated with agriculture, farm stands or storage and repair of fishing equipment.]

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve Question 5 to be placed on the June 2015 Annual Town Meeting Warrant.

Vote: 5-0.

Question 6: amendment to the land use ordinance concerning errors and omissions

Shall an ordinance entitled "June, 2015 Amendment to the Kennebunkport Land Use Ordinance Concerning Certain Typographical Errors and Omissions" be enacted? (A true copy of which is on file in the Town Clerk's Office and is incorporated by reference.)

[Note of Explanation: This amendment will correct certain typographical errors and omissions from past warrant articles.]

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve Question 6 to be placed on the June 2015 Annual Town Meeting Warrant.

Vote: 5-0.

Question 7: amendment to the Dog Ordinance

Shall an ordinance entitled "June, 2015 Amendment to the Dog Ordinance" be enacted? (A true copy of which is on file in the Town Clerk's Office and is incorporated by reference.)

[Note of Explanation: This amendment will repeal and replace the Dog Ordinance adopted June 9, 1976.]

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve Question 7 to be placed on the June 2015 Annual Town Meeting Warrant.

Vote: 5-0

24. Approve Certification of Ordinances.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the Certification of Ordinances. **Vote:** 5-0.

25. Set date for a public hearing on May 28, 2015, to consider the warrant articles for the June Town Meeting ballot.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to set date for a public hearing on May 28, 2015, at 6:00 PM, to consider the warrant articles for the June Town Meeting ballot. **Vote:** 5-0.

26. Order to countersign the RSU #21 Budget Validation and Bond Referendum Election Warrant.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve the Order to countersign the RSU #21 Budget Validation and Bond Referendum Election Warrant. **Vote:** 5-0.

27. Authorize the Town Manager to sign the RSU Maine PERS credit agreement.

Ms. Smith explained that at the last meeting the Board voted to receive the Maine PERS retirement overpayment by check, and to put the funds in a reserve account to offset education costs. Afterwards, she found out that the money cannot be refunded in cash, but that the RSU will use it reduce the fiscal year 2016 education budget.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to authorize the Town Manager to sign the RSU Maine PERS credit agreement. **Vote:** 5-0.

28. Discussion of Dock Square Parking Lot operations for the summer of 2015.

Ms. Smith said she and Police Chief Sanford met business owners and discussed the Dock Square Parking Lot operations. Businesses had concerns that the character of the small town environment would be lost with automated parking lot machines. Also, that there would be tie ups at the gate, problems with larger vehicles, etc. She proposed that the Town hire two attendants to work during the busiest hours, to patrol the lot, answer questions, give out directions and maps, etc. for 10-12 weeks over the summer to help with the transition from having parking lot attendants to automated machines. At \$12 an hour, wages would cost approximately \$5,000.

Discussion followed. Amy Johnson had questions. David James supports this.

Motion by Selectman Briggs, seconded by Selectman Matthews-Bull, to hire two people to work at the Dock Square Parking Lot for 12 weeks of this year, not to exceed \$5,000 in wages. **Vote:** 4-1/Selectman Hutchins opposed.

Motion by Selectman Hutchins to amend the motion to include extending the parking lot hours to 1AM. Motion failed.

29. Other business.

Ms. Smith announced that April 25 is National Take Back the Drugs Day. People can drop off their unused drugs at the Police Department from 10:00 AM to 2:00 PM.

30. Approve the April 23, 2015, Treasurer's Warrant.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the April 23, 2015, Treasurer's Warrant. **Vote:** 5-0.

31. Adjournment.

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

The meeting adjourned at 8:24 PM.

Submitted by Arlene McMurray
Administrative Assistant

Hurricane Restaurant

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

✓

Police Chief

✓

Fire Inspector

✓

Code Enforcement Officer

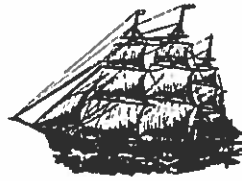
Lapierre Dugoe, Town Clerk

Get The Facts - School Referendum

VOTE June 9th -RSU21 Building Renovations- VOTE June 9th

Visit www.rsu21.net for more information

- FACT The total cost to taxpayers of repairs, renovations and interest is **\$40 Million LESS** now than it would have been had the previous plans passed in January 14'.
- FACT There are **NO** Turf Fields, **NO** Visual Performing Arts Center, and **NO** Community Meeting Rooms in the current plan. Non-essential components (WANTS) have been removed from the plan. We are building schools-that is all. We heard you.
- FACT This new building plans address the significant **safety issues as well as A.D.A. requirements** and reduces the projected utility cost by \$4.8 m over 25 years.
- FACT If the School Referendum passes, the average monthly tax impact (per \$100,000 valuation) will be \$5.81 in Kennebunkport, \$6.10 in Arundel and \$6.38 in Kennebunk. The yearly tax impact on a \$200K home in Arundel is \$146.46; Kennebunk \$153.12, and Kennebunkport \$139.52.
- FACT Placing all three building projects on one ballot is simply more cost-effective and ultimately **less costly** for the taxpayer. We are capturing financing at **2.5% for the first bond issued \$40m** and 3.5% for the second bond issue of \$16.5, these terms are likely to increase with delays and the problems are not going away. We may never get the work done for less if we miss this opportunity.
- FACT PC Construction, the Construction Manager for the projects, has a track record of engaging local firms in the construction process. At the recently completed South Portland High School, southern Maine contractors accounted for roughly 70% of the work. Local area jobs will be created and the local economy enhanced.
- FACT The building renovations are the final step to keeping an elementary school **open in all three towns** while paving the way to address the issue of excess capacity when the enrollments dictate it.
- FACT Kennebunk High School needs to be renovated or risk losing NEASC Accreditation. KHS has been warned twice (95' and 06') to deal with facilities issues or face accreditation loss. If we are not underway when NEASC visits KHS in the fall of 2017, the school will likely be placed on probation.
- FACT Over the past 5 years the District has revamped its approach to facility management and has demonstrated its capacity to maintain the facilities at a high level. Sea Road is 25 years old, KES is 11 years old, and MSK is 15 years old and all in excellent condition. The facilities budget has been increased by 25% over the past 5 years to insure our commitment to maintaining them at these high levels.



TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

MAINE'S FINEST RESORT

ARBOR DAY PROCLAMATION 143rd Anniversary-1872-2015

- Whereas,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,** 2015 is the 143rd Anniversary of the holiday and Arbor Day is now observed throughout the nation and the world, and
- Whereas,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and
- Whereas,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and
- Whereas,** trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,** trees, wherever they are planted, are a source of joy and spiritual renewal.
- Whereas,** Kennebunkport has been recognized as a Tree City USA by The National Arbor Day Foundation for the past 38 years, and desires to continue its tree-planting ways,

NOW, THEREFORE, WE, the Selectmen of the Town of Kennebunkport,
do hereby proclaim May 22, 2015, as the 143rd Anniversary
Celebration of ARBOR DAY.

Further, we urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

Dated this 14th day of May, 2015

Allen A. Daggett

Patrick A. Briggs

Stuart E. Barwise

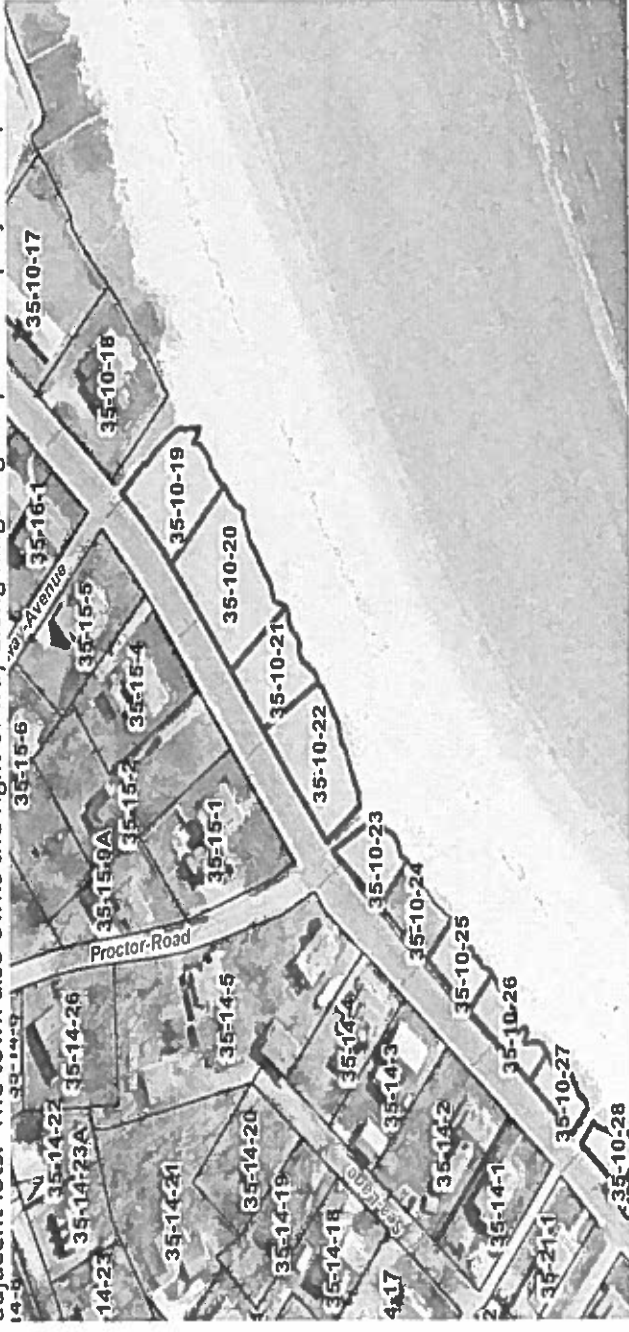
Edward W. Hutchins

Sheila Mathews-Bull

Invasive Species Removal Project at Goose Rocks Beach
Proposal dated May 6, 2015

The Beach Advisory Committee voted unanimously at it's April 28th meeting to recommend that the Board of Selectmen approve an expenditure of up to \$5000 from the Goose Rocks Beach Fund to match funding from the Kennebunk Conservation Trust for a pilot project to remove invasive plant species at Goose Rocks Beach. The proposal grew out of collaboration last fall between the Committee's Natural Resource Sub-committee and the Kennebunkport Conservation Trust.

This phase of the project is limited to 10 beach lots at the end of Proctor Avenue (four lots to the east and six lots to the west). Eight of the lots are owned by the Trust, one by the town and one by a private owner (this lot is included in the scope of this project because it (lot 24) is bordered by the lots owned or held in trust for public use and should ideally be managed in a way that is consistent with the adjacent lots. The town also owns the right of way along Kings Highway and the project scope includes this area.



The problem of invasive species at the beach is not limited to these lots. But a particularly bad section extends from Dinghy Point eastward to the intersection of Broadway, where the homes on the beach begin again – just to the east of the project site. The area of invasive growth is primarily in the first 30 feet from and including the seawall, beyond that in this area is sea grass and then sand as shown in the picture above. The area that will be worked on in this phase is approximately 10,000 square feet.

Why is this project being undertaken? Invasive non-native plants threaten wildlife habitats and displace native plants that are important to Maine's ecology. Invasives can out compete most native plants because they grow quickly and are not easily affected by native pests and diseases. As they spread they become more and more difficult and expensive to remove, and diminish the diversity of wildlife. While the nature of the beach changes each year due to storms and currents, this area has become increasingly and more permanently covered with invasives. Some say the problem began when the seawall was installed along with fill that probably contained seeds, etc. from invasive species.

The goal is to start with this area, monitor it's condition and then attempt to work with other property owners to bring their properties under control. This is a multi-year effort. The project will also have an educational component to educate other property owners and visitors (including non-beachfront owners) about invasives and the plants they can include on their own properties that better support wildlife (monarch butterflies, migrating birds as well as pollinators).

The public also intensively uses the area chosen for this pilot during the summer months and the dune and grass areas are highly vulnerable due to foot traffic, and the storage of watercraft and other equipment. In addition to the invasives project being undertaken, the KCT will also construct kayak storage racks at this location. This is an effort to better protect the natural resource while allowing continued public access and use.

How will the work be completed?

With the guidance of Jake Pierson (Pierson Nurseries-Saco/Biddeford) and Mary Ellen Lemay (Goose Rocks Beach, member of the Beach Advisory Committee's Natural Resources Sub-Committee and graduate of Yale School of Forestry and Environmental Studies), volunteers will work on May 16, 2015 to remove the invasives from the beach lots and then replant with appropriate native plants and grasses. The replanting will be done the following weekend. The all-volunteer effort is being supplemented by an excavator hired by the KCT to remove the seawall rocks (temporarily) to expose the invasive roots that are within the rock area (the rocks will be immediately replaced on the same day as the removal).

Depending upon the weather, number of volunteers and difficulty of the work, the project may continue June 14th (the date of the Community Coastal Clean-up effort organized by KCT and the Gulf of Maine Lobster Foundation) or in the late September (as per the applications to regulators)

Permits Obtained and Other Governmental Recommendations:

As required, KCT has applied for and obtained necessary approvals from Inland Fisheries and Wildlife (Essential Habitat Review) and the DEP (Permit by rule). These permits/approvals are necessary for plant removal and replanting in the designated location. The invasive species identification was completed last fall with the assistance of Nancy Olmstead, Invasive Plant Biologist at the Department of Environmental Protection. KCT has consulted with Werner Gilliam in connection with the regulatory approvals and with Werner and Chief Sanford in connection with the logistics of the project. A fire permit will be obtained for the planned burning of plant materials on May 16th.

As required by the IFW approval, the site will be monitored for the presence of plovers and if the cleanup continues beyond May 16th date, notification will be made to IFW as provided in their approval. The project could be affected or delayed if the work would negatively impact the birds.

Costs of Project:

\$800 - \$1000 will be spent for the excavating equipment and regulatory approvals. The balance of the project cost of \$10,000 will be spent on plant materials that have been recommended by the Maine Sea Grant for Coastal Dune Restoration. These will include:

Ammophila Breviligulata Dune Grass
Myrica Pennsylvanica Northern Bayberry
Prunus Maritima Beach Plum
Solidago Sempervirens Seaside Goldenrod
Lathyrus Japonicus Beach Pea

The plants will be purchased from Pierson Nurseries, Biddeford; Dale and Jake Pierson are the plant consultants who will have visited the site prior to purchase decisions. Mary Ellen Lemay and a landscape architect who works with her firm will do actual the restoration design (pro bono).

The planting scheme will feature grasses being planted on the ocean side of the area, with the other native plants placed closer to the seawall. The owner of the private lot is supportive of the project and also expected to contribute financially to this replanting effort.

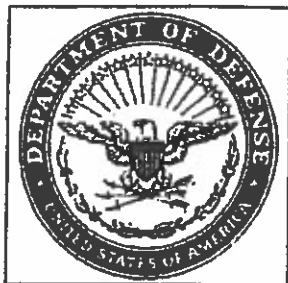
A Price sheet from Pierson (listing possible varieties) is below; final purchase decisions for this phase including the number of plants to be purchased will be made when the removal is complete and the actual site needs are apparent. In the event that fewer plants are necessary than previously estimated, the expenditure would be reduced accordingly.

PIERSON NURSERIES INC.		QUOTE		ORDER		PO #	PK DA	
24 BUZZELL ROAD		#		#				
BIDDEFORD, ME 04005		DATE		DATE		TERMS	DE DA	
PH (207)4992994 FX(207)499-2912		5/7/15					SI	
sales@piersonnurseries.com		INT		INT			20	
CUSTOMER		JOB NAME		GOOSE ROCKS BEACH DUNE RESTORATION				
KENNBUNKPORT CONSERVATION TRUST		LOC						
PH		FAX		CONTACT		Mary Ellen/Paul		
CELL		EMAIL		melemay@earthlink.net				
ADD	paulhogannq@gmail.com							FOB BIDD M

A= HERE B=WILL BE HERE SOON C=CAN GET WITH NOTICE D= GUESSING OR UNLIKELY									
COM	LATIN NAME		QTY	SIZE	TRT	STAT	NOTES	PRICE	EXT PR
	1	AMMOPHILIA BREVILGULATA			2 CULM BR			0.30	
	SUB	AMMOPHILIA BREVILGULATA			PLUG			1.00	
	2	MYRICA PENNSYLVANICA		12-18"	#1B			9.00	
	SUB	MYRICA PENNSYLVANICA		18-24"	#2B			18.00	
	SUB	MYRICA PENNSYLVANICA		2-2.5'	#3			25.00	
	SUB	MYRICA PENNSYLVANICA		2-2.5'	#7			50.00	
	3	PRUNUS MARITIMA		15-18"	#1B			9.00	
	SUB	PRUNUS MARITIMA		18-24"	#1B			11.00	
	SUB	PRUNUS MARITIMA		2-2.5'	#2			14.00	
	4	SOLIDAGO SEMPERVIRENS			SP5	1/2 GAL		5.25	
	6	SOLIDAGO SEMPERVIRENS			#1			7.00	
	SUB								
	7	LIMONIUM CAROLINIANUM			#1			7.50	
	SUB	LIMONIUM CAROLINIANUM							
	8	LATHYRUS JAPONICUS			PLUG			1.50	
	SUB	LATHYRUS JAPONICUS			SP5	1/2 GAL	WILL BE READY	6.00	

9									MID SUMMER	
	BELOW ARE SOME OTHER OPTIONS OF PLANTS									
	ROSA VIRGINIANA	12- 24"	#1B						9.00	
	COMPTONIA PEREGRINA		SP5						6.50	
	ARONIA ARBUTIFOLIA		#1B						7.00	
	ARCSTAPHYLOS UVA-URSI		#1					in mass no compition	7.00	
	PICEA GLAUCA		#1B						8.00	
	PINUS RIGIDA		#1B						9.00	
	VACCINIUM CORYBOSUM		#1						8.00	
			QUOTE TOTAL					PAGE TOTAL		

10



APPLICATION FOR A LIMITED PURPOSE AQUACULTURE LICENSE

LPA Application form: This is a combined application form for (1) a limited purpose aquaculture ("LPA") license from the Maine Department of Marine Resources (DMR) and (2) a permit for aquaculture gear from the U.S. Army Corps of Engineers. DMR issues LPA licenses for the culture of authorized species using approved gear that does not occupy more than 400 square feet of area. You must have both an LPA license and Army Corps permit before you can place aquaculture gear in Maine coastal waters.

Information on DMR web site: See Chapter 2.90 of the DMR aquaculture rules for more details about the license process. Application and license forms, DMR rules, statutes, and other information about aquaculture are available at the DMR website – www.maine.gov/dmr/aquaculture

Fee: The Maine Department of Marine Resources requires a **non-refundable** fee of \$50 for each LPA license application from Maine residents and \$300 from non-residents of Maine. There is no charge for the Army Corps permit.

To apply for an LPA license: Complete this application form, including the required attachments, AND the one-page LPA license form (available on DMR web site). Send **one copy** of the application with attachments, LPA license form, and the license fee to:

DEPARTMENT OF MARINE RESOURCES
ATTN: Aquaculture Administrator
21 State House Station
Augusta, Maine 04333-0021

For more information about the LPA license application process, call DMR at:

(207) 624-6567; 624-6577

The Department will provide a copy of your application to the U.S. Army Corps of Engineers (USACOE).

No structures may be installed until you have obtained a permit from the Army Corps.

APPLICATION COVER SHEET FOR LPA LICENSE

Name: Elin Gott

Address: 7 Parsons St

City: Kennebunk

County: York

State, zip: ME 04043

Telephone: Business _____ Home _____ Cell 207-590-6635

Email address: info@PopesCreekOysters.com

Town	County	Water body	LPA Health Area #
Kennebunkport	York	Atlantic	#3

Additional description :
(e.g. south of B Island): The Cove between Vaughan Island & Bass Island

SPECIES: Check names of species to be cultivated:

- | | |
|---|--|
| <input type="checkbox"/> Blue mussel (<i>Mytilus edulis</i>) | <input checked="" type="checkbox"/> European oyster (<i>Ostrea edulis</i>) |
| <input type="checkbox"/> Hard clam/quahog (<i>Mercenaria mercenaria</i>) | <input type="checkbox"/> Sea scallop (<i>Placopecten magellanicus</i>) |
| <input type="checkbox"/> Hen clam (<i>Spisula solidissima</i>) | <input type="checkbox"/> Green sea urchin (<i>Strongylocentrotus droebachiensis</i>) |
| <input type="checkbox"/> Soft-shelled clam (<i>Mya arenaria</i>) | <input type="checkbox"/> Bay scallop (<i>Aequipecten irradians</i>) |
| <input type="checkbox"/> Razor clam (<i>Ensis directus</i>) | <input type="checkbox"/> Marine algae (all seaweeds, including kelp) |
| <input checked="" type="checkbox"/> American or eastern oyster (<i>Crassostrea virginica</i>) | |

GEAR: List type of gear to be used (upweller, shellfish raft, spat collector, tray racks, overwintering cages, soft bags, floating trays, lantern/pearl nets, marine algae gear, bottom anti-predator netting): Oystergro style Floating Trays

SOURCE OF STOCK: List name, address, and phone number of each source of seed stock to be cultivated. Any seed not obtained directly from a hatchery is considered "wild" seed and must come from within the LPA License Health Area in which your license is located, OR you will need a permit from the DMR Bureau of Public Health. Clams, other than razor clams, may only be obtained from a hatchery unless a town has issued a permit to collect wild stock. Moak Sea Farm, 321 State Rt 129

Waldale, ME 207-563-1456 or Adam Campbell (North Haven Oyster) 207-867-4453

ENCLOSE: \$50 (Maine resident) or \$300 (non-resident) license fee. Make check payable to "Treasurer, State of Maine."

1. SITE LOCATION

A. Coordinates

Give one set of geodetic coordinates (latitude and longitude) for the center of the license site in **degrees/minutes/seconds to the hundredths place**. Give the coordinate source (nautical chart number, the edition and its date or software name) and the datum of the coordinate source i.e., NAD 1983/WGS 1984): N 43 21.583' W 070 26.114'

Garmin GPS & Google Maps / Google Earth

B. Vicinity Map

****ATTACH** a vicinity map showing the LPA site and surrounding area. An enlargement of a NOAA chart or USGS Topographic map is suggested to provide this information. On the map, show the following:

- 1) Mark license location. Draw 2 circles around the site with a radius of 300 ft. and 1,000 ft., respectively.
- 2) Show depth contours and indicate mean low water (MLW) and mean high water (MHW) on all land adjacent or nearest the site.
- 3) Show primary ebb and flood directions.
- 4) Mark true north with arrow.
- 5) Include scale used.
- 6) Show the distance to DMR water quality closure lines.
- 7) Within a radius of 1,000 feet of the site, label the location of all Federal projects, navigational channels, structures, existing aquaculture leases, LPA licenses, anchorages and moorings, state or federal beaches, parks, conserved lands, or docking facilities. If none of these exists, write "None" here: _____

2. **GEAR** ****ATTACH** two drawings on 8 ½" x 11" paper, drawn clearly and dark enough to photocopy. Do not use color shading; it will not show on copies. Sample drawings are posted on the DMR web site.

A. **Plan View**: From an overhead view, show the maximum layout of gear to be deployed on the site. Label gear to show number of units, dimensions, and materials. Include drawings of individual types of gear. Show on the plan that the area occupied by the gear, excluding mooring equipment but including space between items of gear, will not exceed 400 square feet.

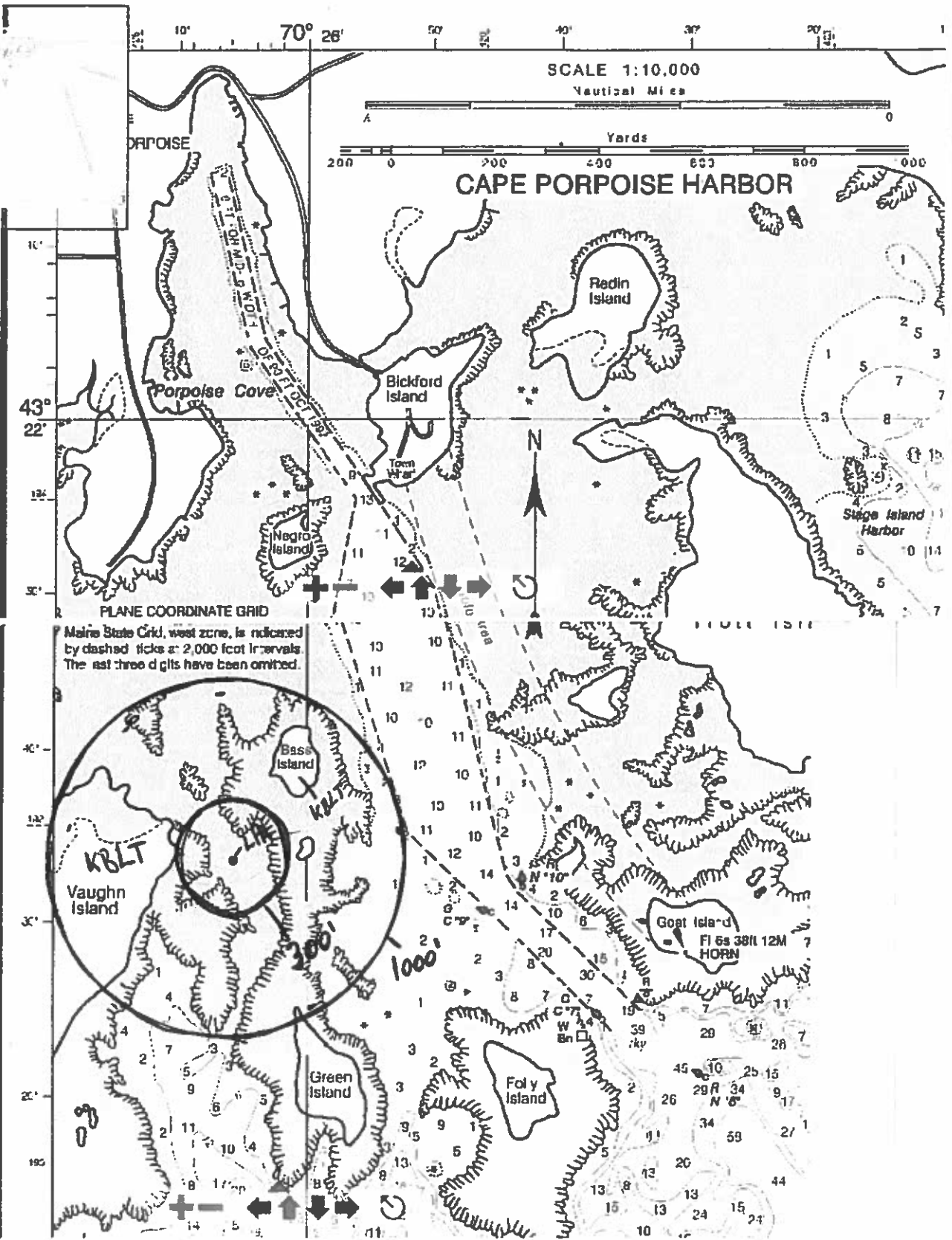
B. **Cross-Section View**: Show the sea bottom, mean high and low water marks, and profiles of gear in cross-section as it will be deployed. Label all gear with dimensions and materials. Show mooring gear with mooring type, scope, hardware, and line type and size.

Vicinity Map

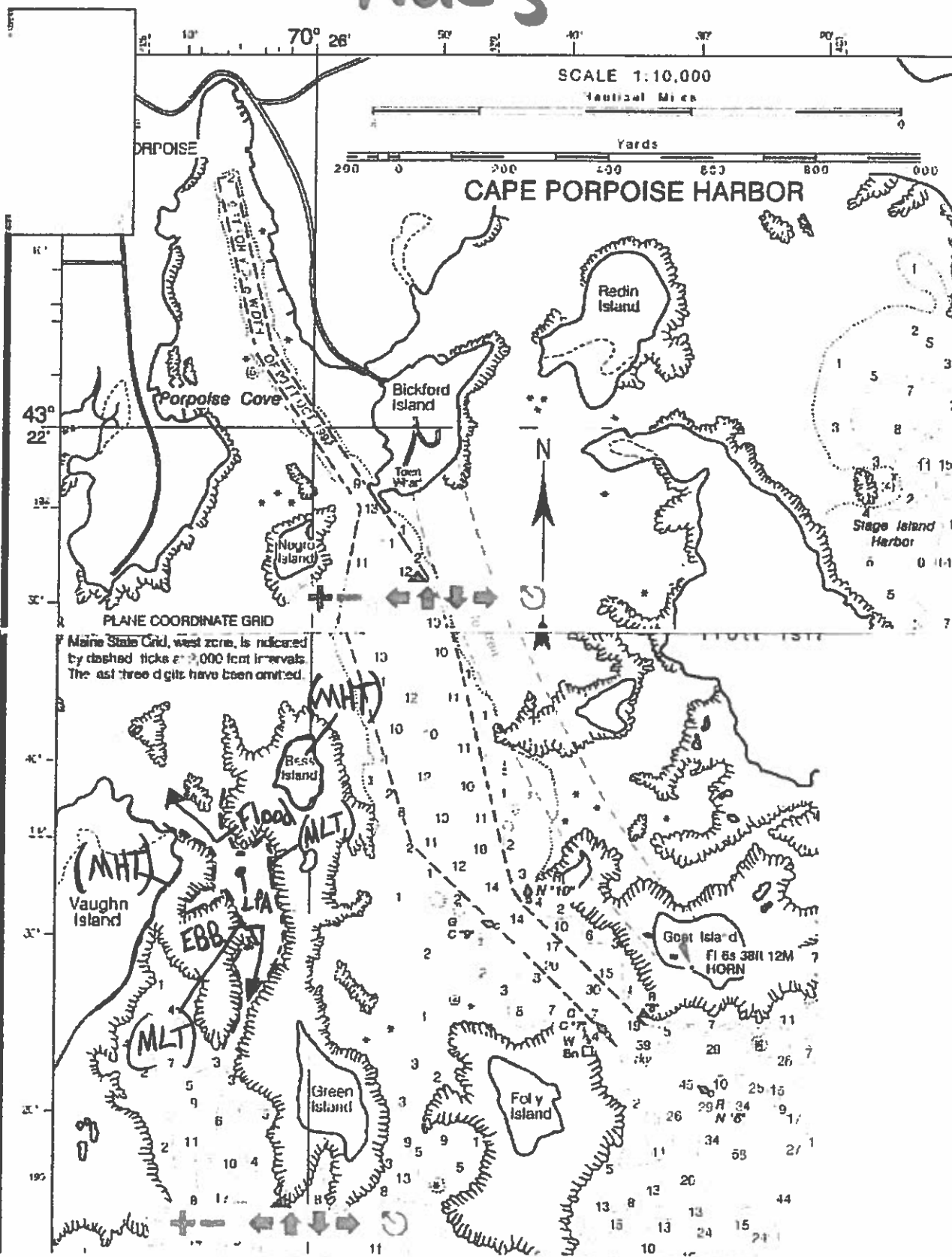
Approximately 1000 feet to DMR's closure line.

The Kennebunk Land Trust land is within 1000' radius.





Tides





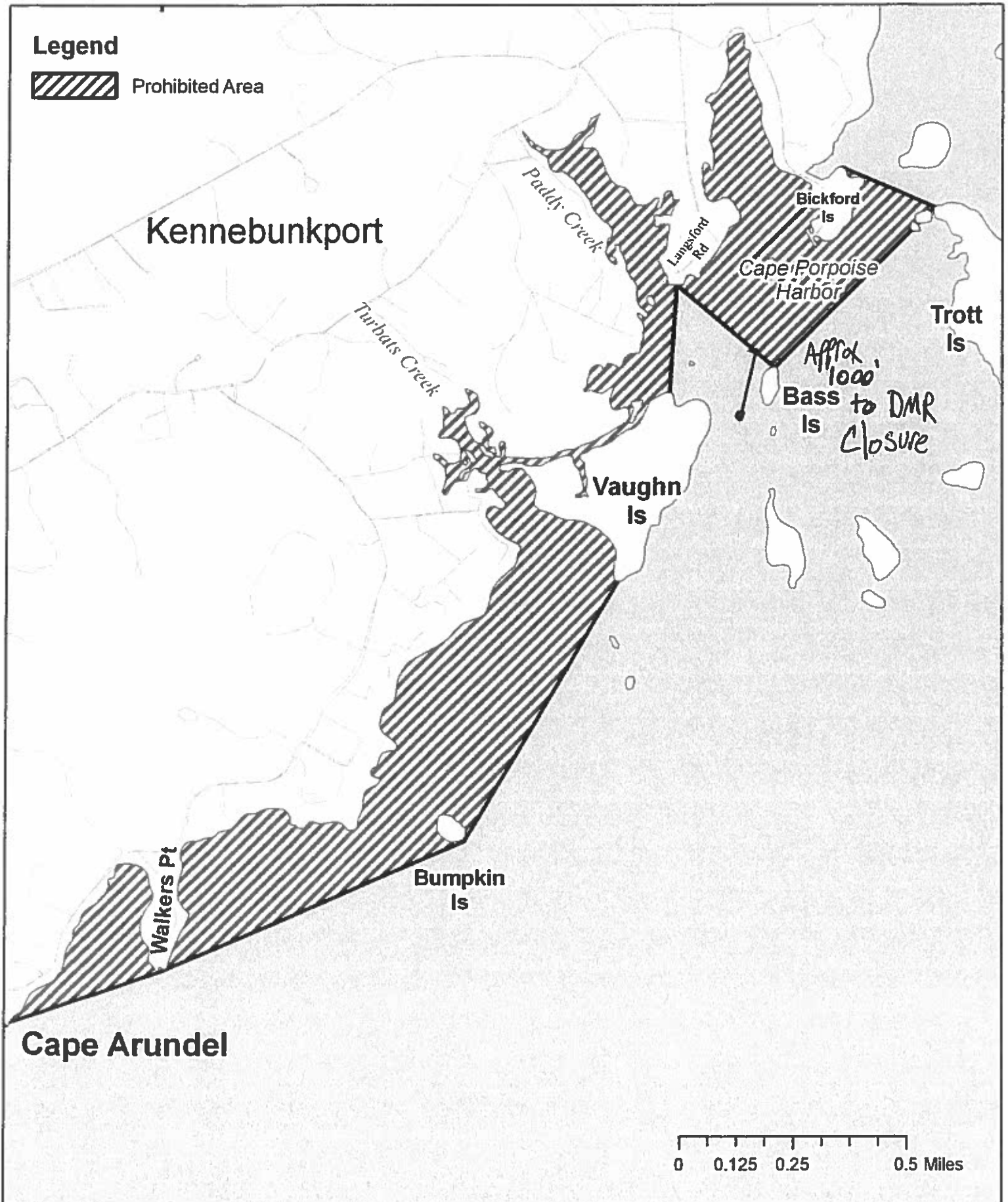
Maine Department of Marine Resources

Pollution Area No. 8



Cape Arundel to Cape Porpoise (Kennebunkport)

05.27.09



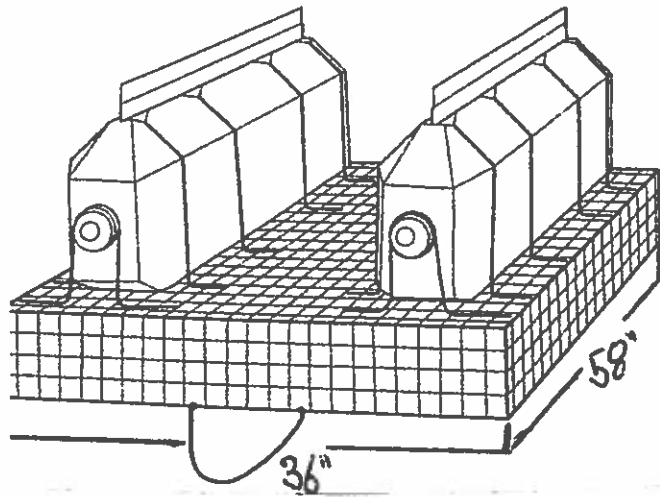
Gear material

Anchors - Two (one on each end) Screw (Helix) type. (4' tall 3/4" thick, with a 4" plate and 3" eye.)

Mooring Lines - From each anchor is a 60' 7/8" Lobster sink rope. This ties to the 1/2" lobster sink rope main line. Each OysterGro cage is tethered by two 1/2" lobster sink ropes to the main line (see diagram). The strings can be adjusted by tightening or loosening the mooring line to the main line.

Scope - Is difficult to figure scope based on the indirect relationship between the mooring and the actual OysterGro cages. There is approximately 77' of mooring line to approximately 7' of height (the main line should average around 7' off the seabed during mean high tide - based off 15' of total water height.) From there you have the cages two vertical 8' lines.

- Plan View -



OysterGro

Gear Layout Dimensions

- Length

$58'' = 4.8'$ (one oysterGro)

$4.8' \times 10$ (Total oysterGro)
 $= 48'$

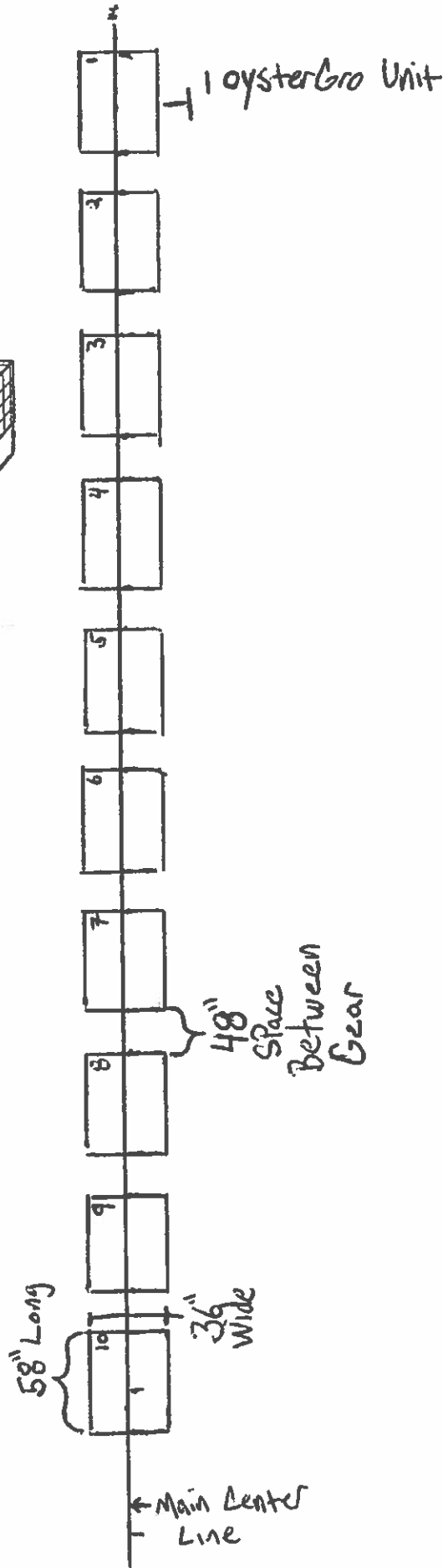
$4'$ (space between cages)

$4' \times 9$ (Total # of Spaces)
 $= 36'$

$48' + 36' = 84'$ (Total Length)

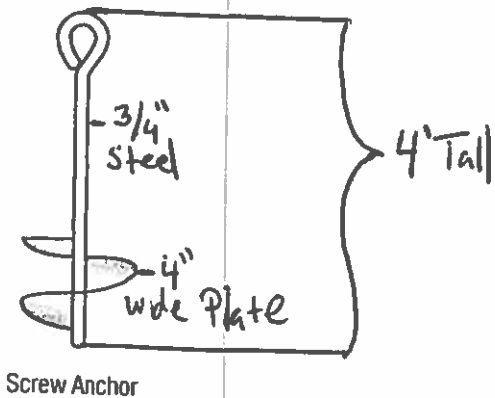
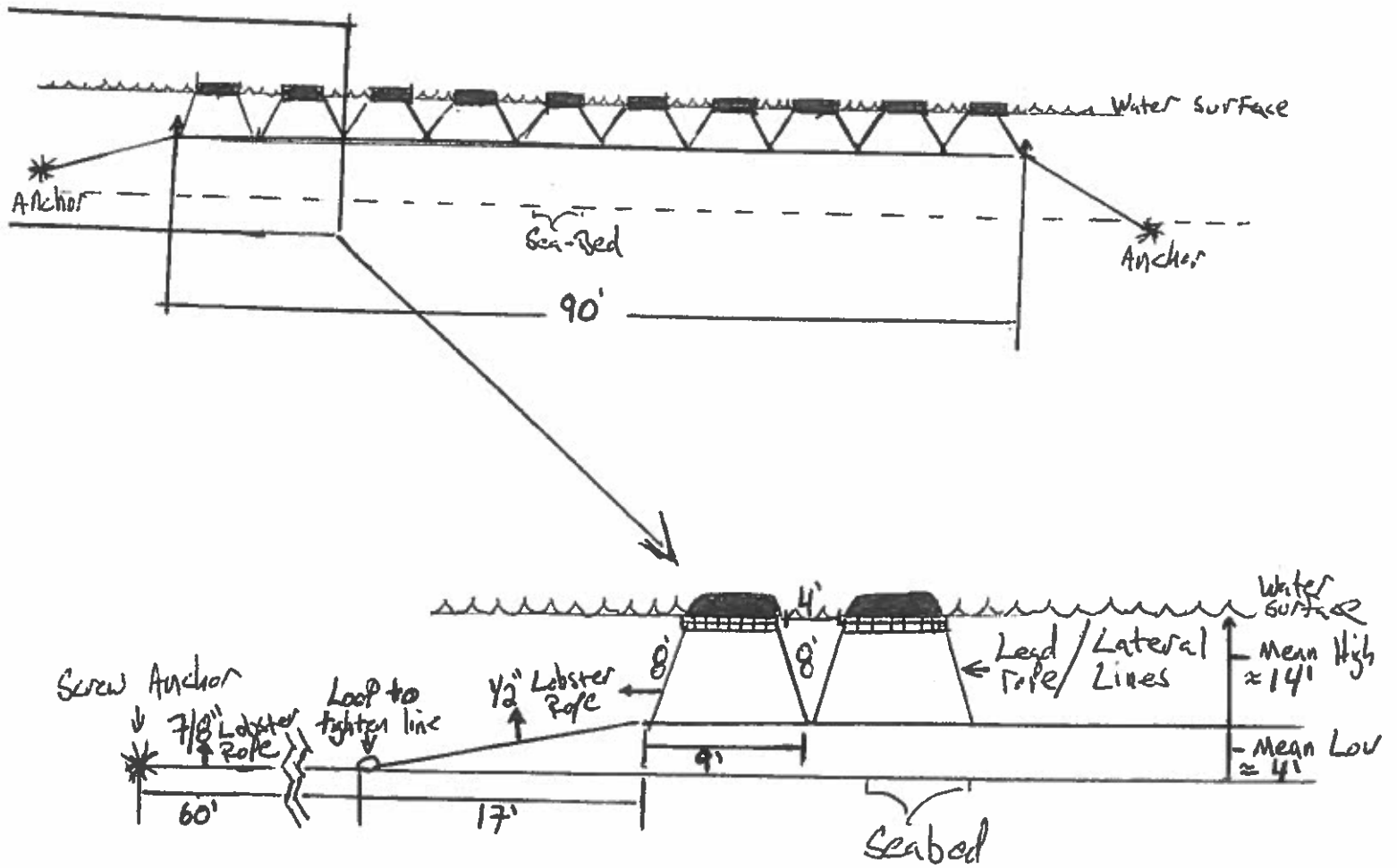
$84' \text{ (Length)} \times 3' \text{ (width)}$

$= 252 \text{ Square Feet}$



SEE Back For Materials"

- Cross-Section -



3. LICENSE SITE DESCRIPTION

A. DESCRIBE THE LICENSE SITE:

General location: Kennebunkport
Surrounding uplands: Vaughan Island & Biss Island
Bottom characteristics: Sand

(Attach an additional page if necessary)

B. EELGRASS: Are there eelgrass beds on or near the site? If so, where? How far are they from the site? If none, write "None."

Yes. Eelgrass beds in Cape Porpoise Harbor
~ 1,400 Feet (East) on East side of Biss Island

C. WATER QUALITY: Growing Area: WE Pollution Area # 8

Water Quality Classification: Approved
(See p. 3, Item 5 above, for information on checking the water quality classification)

D. ESSENTIAL HABITATS AND EAGLES' NESTS: Is there an eagle's nest within 660 feet (200 m) of the LPA? None

If so, what restrictions does MDIF&W tell you will apply to your use of this site:

E. OVERWINTERING: How many structures or items of aquaculture and/or mooring gear will remain on the site over the winter or in the non-growing season? 12

What type of structures are these? 10 oyster bro cages & 2 screw (helical) moorings

How will they be moored or secured to the site? 2 screw (helical)

How long will they be kept on the site in this manner? year round

F. ACCESS: How will you gain access to the site? Boat or Walk at low

Tide

If you will cross private land, **ATTACH a copy of written permission from the landowner to use private land for access to the LPA site. Permission form is available on DMR web site.

4. SURROUNDING AREA USE

A. Identify Riparian Property. (Applications for LPA sites in marina slips, lobster pounds, and similar sites are exempt from this requirement under DMR Rule Chapter 2.90 (2)(C)(4)).

If the vicinity map shows no shoreland or intertidal land within 300 ft. of the LPA site, **check here and go on to item 4 C.** _____ There are no riparian landowners within 300 ft. of the site.

- 1) **Tax Map:** Obtain a certified copy of the municipal tax map showing the land in the vicinity of the lease site. On the map, mark the location of the LPA site. If there is an accurate scale on the map, draw a 300-foot radius around the site. ****ATTACH the map to your application.**

If the tax map shows no shoreland or intertidal land within 300 ft. of the LPA site, **check here and go on to item 4 C.** _____ There are no riparian landowners within 300 ft. of the site.

- 2) **Riparian Owners List:** On the "Certified Riparian List" form included in this application, list the names and current mailing addresses of all riparian landowners of shorefront land within 300 feet of the lease site as shown in the municipal tax records. **Have the list certified by the municipal clerk or tax collector. **ATTACH the list to your application.**

B. Notify Riparians: Send a copy of the completed application, including the page of this application titled "Notice to Riparian Landowners", by certified mail to all the riparian landowners on the list. ****ATTACH** a photocopy of the certified mail receipts to your application when you submit it to DMR. (Applications for sites in marina slips, lobster pounds, and similar sites are exempt from this requirement under DMR Rule Chapter 2.90 (2)(C)(4).)

C. List Existing Uses: Describe the current uses of the waters on and around the proposed license site, including commercial and recreational fishing, navigation, and other activities. Include the type frequency, season, duration, and amount of activity. (Attach an additional page if necessary.)

Commercial Fishing: None

Recreational Fishing: limited if any


Boating: Some small boats & kayak

Other Uses: _____

5. REQUIRED SIGNATURES

A. Applicant's Signature

I hereby state that this application does not contain false information and that I will comply with all applicable laws and regulations, including the biotoxin monitoring requirements of DMR Rule Chapter 2.90 (5) (C).


Signature of Applicant

6-15-2013
Date

Note: When the applicant is a municipal shellfish management committee, the committee chair shall sign the application (C.2.90 (2) (D) (1)).

— RIPARIAN OWNERS LIST —
For Maine Dept. of Marine Resources LPA license applications

THIS LIST MUST BE
*****CERTIFIED*****

On this list, please show the current owners' names and mailing addresses for all shorefront parcels within 300 ft. of the proposed lease site. Ask the Town Clerk to complete the certification form below. If the parcels are within more than one municipality, provide a separate, certified, riparian list for each municipality.

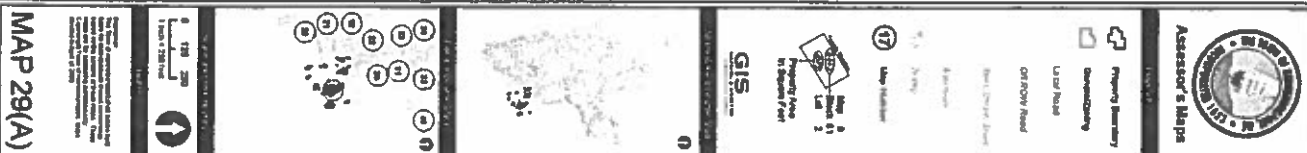
TOWN OF:

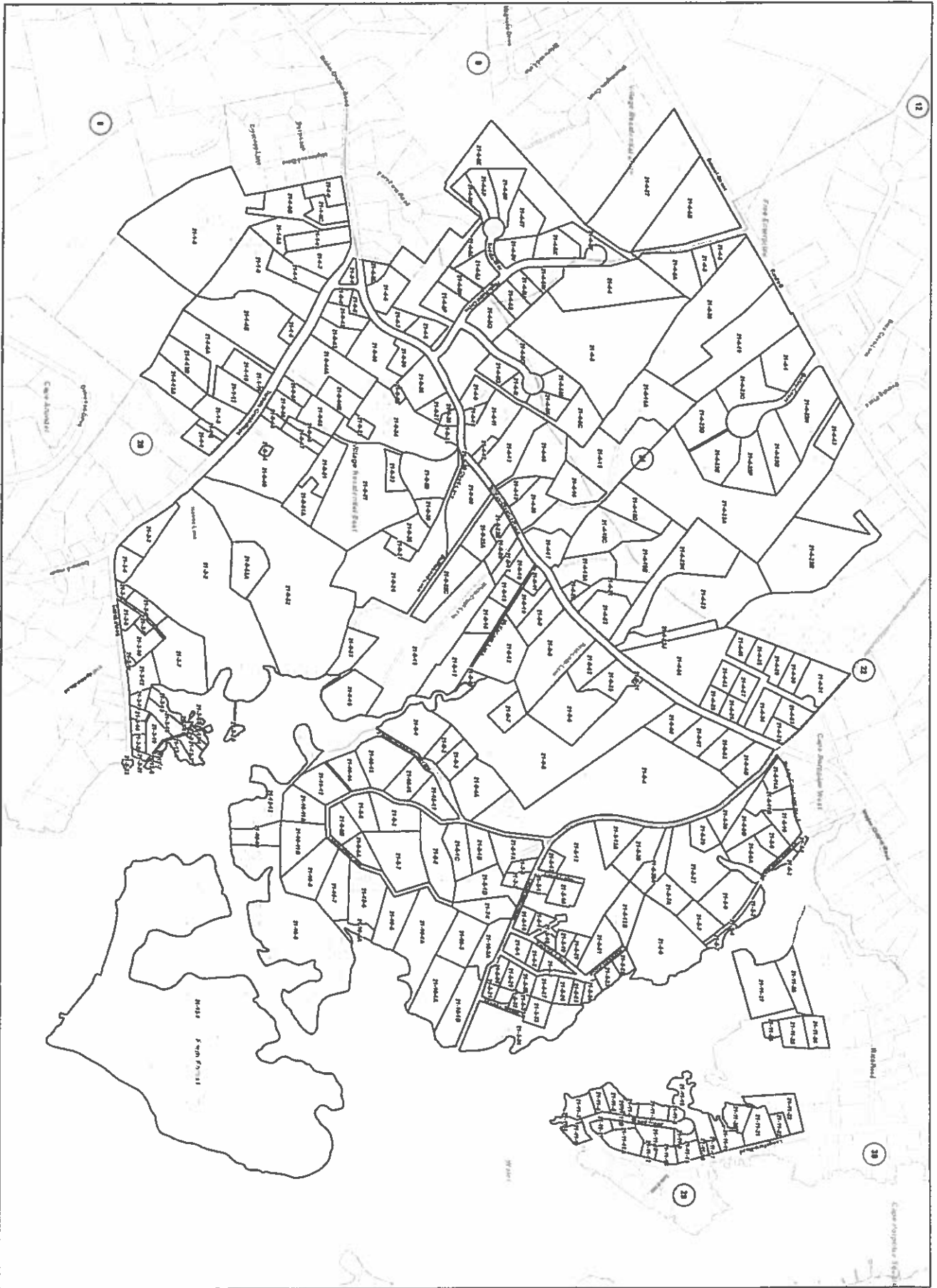
<u>MAP #</u>	<u>LOT #</u>	<u>Landowner name(s) and address(es)</u>
21	12-1	Kennebunkport Conservation Trust PO Box 7004
29	4	Cape Porpoise, ME 04014-07004
		(Same as Above)

CERTIFICATION

I, _____, Town Clerk of _____,
certify that the names and address of the property owners listed above are those listed by this municipality and are current as of this date.

SIGNED: _____ DATE: _____





Assessor's Maps

1:25,000

Property Boundary

Owner/Owner

Lot and Block

City/County Road

Other Street Name

Map Number

Map 1

Lot 1

Property Area

100' x 100' Feet

GIS

1:25,000

Map 1

Lot 1

Property Area

100' x 100' Feet

Scale and Unit

1:25,000

100' x 100' Feet

1:25,000

MAP 21

Legend

1:25,000

100' x 100' Feet

1:25,000

B. Harbormaster or Town Official Signature*

I have reviewed this license application and find that this activity, as proposed, will not unreasonably interfere with navigation, the ingress and egress of riparians within 300' of the license site, or fishing or other uses of the area.

Print Name, Town, Title:

Date

Signature of Harbormaster or Town Official

**DMR Rule Chapter 2.90 (2) (D) – In municipalities not served by a harbormaster, a municipal officer (selectman, councilor, alderman, or mayor, see 30-A MRS §2001 (10)) or other elected municipal official may sign the application. For the unorganized territory where a harbormaster does not have jurisdiction, a marine patrol officer may sign*

OTHER SIGNATURES MAY BE REQUIRED AS NOTED BELOW

C. Marina or Pound Owner

(For sites in marina slips, lobster pounds, and similar areas - see DMR Rule Chapter 2.90 (1) (B))

I, _____ (print name), am the owner or the authorized representative of the owner or entity that has the legal authority to restrict access to or use of the marina slip, lobster pound, or similar area where this LPA license site is located, as described in DMR Rule Chapter 2.90 (1) (B). I consent to the placement of aquaculture gear on this site as proposed in this application.

Signed: _____ Date: _____

D. Riparian Landowner of Intertidal Zone:

(For sites above mean low water, MLW – see DMR Rule Chapter 2.90 (1) (B))

I, _____ (print name), am the riparian owner of the upland and adjacent intertidal land where this LPA license site is located. I consent to the placement of aquaculture gear on this site as proposed in this application.

Signed: _____ Date: _____

E. Shellfish Committee Chair

(For sites above extreme low water, XLW see DMR Rule chapter 2.90(3)(a))

I, _____ (print name), am the chairperson of the Municipal Shellfish Management Committee for the Town of _____. This LPA license site is located above the extreme low water mark. My signature below verifies that this LPA will not unreasonably interfere with the activities of the municipal shellfish management program, according to DMR Rule Chapter 2.90 (3) (a).

Signed: _____ Date: _____

(11)

TOWN OF KENNEBUNKPORT, MAINE
Statement of Net Position
Proprietary Funds
June 30, 2014

Business-type Activities - Enterprise Funds				
	Sewer Department	Cape Porpoise Pier	Dock Square Parking Lot	Total
ASSETS				
Current assets:				
Cash	\$ 100	100	1,800	2,000
Investments	1,313,187	-	-	1,313,187
Receivable (net allowance for uncollectibles)	145,275	38,011	2,547	185,833
Sewer liens	11,484	-	-	11,484
Inventory	-	10,178	-	10,178
Interfund loans receivable	222,271	35,951	204,534	462,756
Total current assets	1,692,317	84,240	208,881	1,985,438
Noncurrent assets:				
Property, plant, and equipment	18,556,146	1,432,493	165,750	20,154,389
Less accumulated depreciation	(9,917,168)	(557,584)	(57,230)	(10,531,982)
Total noncurrent assets	8,638,978	874,909	108,520	9,622,407
Total assets	10,331,295	959,149	317,401	11,607,845
LIABILITIES				
Current liabilities:				
Accounts payable and payroll withholdings	27,555	11,069	306	38,930
Accrued wages	12,672	3,077	2,145	17,894
Other liabilities	-	2,500	-	2,500
Accrued interest	2,521	-	-	2,521
Noncurrent liabilities, current portion	52,793	571	-	53,364
Total current liabilities	95,541	17,217	2,451	115,209
Noncurrent liabilities, long-term portion	512,713	-	-	512,713
Total liabilities	608,254	17,217	2,451	627,922
NET POSITION				
Net investment in capital assets	8,102,786	874,909	108,520	9,086,215
Unrestricted	1,620,255	67,023	206,430	1,893,708
Total net position	\$ 9,723,041	941,932	314,950	10,979,923

See accompanying notes to basic financial statements.

From:  **Jennifer Lord**
"Cormier, Ryan" <rcormier@rk o-cpas.com>

Fri, May 08, 2015 9:25:58 AM 

Subject: Fwd: RE: sewer

To:  **Laurie Smith**

Attachments:  Working Capital Policy for Enterprise Funds.pdf / Uploaded File (1.1M)

FYI

----- Original Message -----

Hi Jen,

I asked around the municipal department, and we currently do not have any clients which have this type of policy. I did do some research and found the attached as a best practice on the GFOA website related to the working capital in enterprise funds. This again is not something we generally see, but that would not preclude you from creating an internal policy.

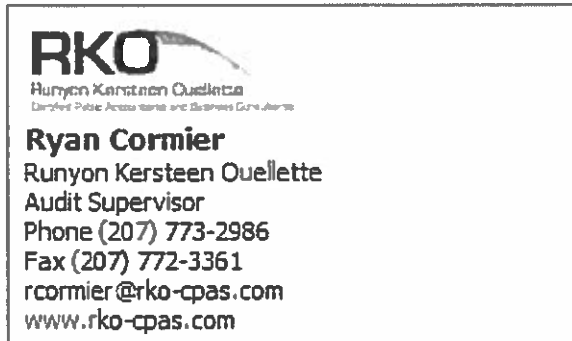
The basic recommendation, if you don't want to read it, would be to have between 90 and 45 (no less than 45) days worth of the annual operating expenses in working capital (current assets – current liabilities).

This works out to the following as of June 30, 2014:

Fund	Working Capital	Total Operating Expenses	90 Days of Operating Expenses	45 Days of Operating Expenses
Sewer Department	\$1,596,776	\$1,339,371	\$330,256	\$165,128
Cape Porpoise Pier	\$67,023	\$336,978	\$83,090	\$41,545
Dock Square Parking Lot	\$206,430	\$77,341	\$19,070	\$9,535

As you can see you are well within the range of recommended balances. Hope your spring is going well, and I am looking forward to seeing you next week!

Ryan



From: Jennifer Lord [<mailto:jlord@kennebunkportme.gov>]
Sent: Wednesday, May 06, 2015 1:45 PM
To: Cormier, Ryan
Subject: sewer

Hi Ryan,

We are looking for some information and we feel that you are the guy!
Do you know of any fund balance policies for sewer departments? If so, they would be greatly appreciated. We are working on the sewer budget and since we now have a gen fund balance policy we may as well look at all of them. Pier and Parking Lot also - unless there is a blanket formula for enterprise funds.

Any assistance would be great!
Thanks!

TM Budget Requests

Revenue

Dept/Div:	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
02 Mooring fees	0.00	10,000.00	3,390.00	6,630.00	6,630.00	-3,370.00	-33.70%
Mooring fees							
04 Pier miscellaneous	0.00	0.00	690.45	0.00	0.00	0.00	.00%
05 Pier diesel	184,905.87	236,688.00	128,091.65	236,688.00	236,688.00	0.00	.00%
Diesel fuel sold							
06 Pier gas	46,238.87	42,750.00	24,965.65	42,750.00	42,750.00	0.00	.00%
Gas fuel sold							
07 Pier dues	43,090.00	45,360.00	38,645.00	43,416.00	43,416.00	-1,944.00	-4.29%
Actual Pier dues to increase by COLA each year - December 2014 1.7%							
09 Pier lease	40,000.00	40,000.00	30,000.00	40,000.00	40,000.00	0.00	.00%
Restaurant lease.							
11 Capital reserve	0.00	0.00	0.00	15,000.00	15,000.00	15,000.00	100.00%
22 Use of Fund balance	0.00	0.00	0.00	3,529.00	3,529.00	3,529.00	100.00%
Pier	314,234.74	374,798.00	225,782.75	388,013.00	388,013.00	13,215.00	3.53%

11



TM Budget Requests

Expense

Dept/Div:	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Enterprise funds / Cape Porpoise Pier							
Personnel							
10-01 Salaries & wages	54,792.23	59,108.00	46,113.22	59,087.00	59,087.00	-21.00	-.04%
Salaries and wages for the Pier Manager and Parking attendants.							
10-10 Overtime	0.00	0.00	36.00	0.00	0.00	0.00	.00%
Staff							
12-01 FICA	5,037.47	5,392.00	4,221.75	5,370.00	5,370.00	-22.00	-.41%
Employer's contribution for FICA (7.65%)							
12-03 ICMA	2,747.90	2,667.00	2,391.93	2,666.00	2,666.00	-1.00	-.04%
ICMA 457 deferred compensation plan for all eligible employees.							
12-05 Health	9,711.00	8,920.00	6,997.00	8,670.00	8,670.00	-250.00	-2.80%
Health insurance coverage, premium rates are set for each calendar year. Employee contributions = 10% of the cost.							
12-07 Travel & Meetings	250.00	400.00	417.00	400.00	400.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses including but not limited to meals, lodging and other means of travel.							
Utilities							
15-01 Electricity	6,795.42	6,700.00	5,019.89	6,800.00	6,800.00	100.00	1.49%
Electrical costs.							
15-02 Telephone	1,932.69	2,200.00	1,649.20	670.00	670.00	-1,530.00	-69.55%
Telephone costs.							

TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-02 Enterprise funds / Cape Porpoise Pier CONT'D							
15-03 Heating Fuel	1,145.92	1,900.00	1,030.06	1,200.00	1,200.00	-700.00	-36.84%
750 gals propane @ \$1.599							
15-05 Water	397.11	500.00	438.01	500.00	500.00	0.00	.00%
KKWWD charges for water							
15-06 Internet	0.00	0.00	0.00	1,330.00	1,330.00	1,330.00	100.00%
Fees for internet access.							
Services							
20-04 Advertising	0.00	100.00	0.00	100.00	100.00	0.00	.00%
Advertising.							
20-06 Expert/professional	0.00	500.00	0.00	0.00	0.00	-500.00	-100.00%
20-07 Audit	1,000.00	1,000.00	1,000.00	500.00	500.00	-500.00	-50.00%
To pay for Pier Department's portion of the Town's audit.							
20-26 Licenses	452.00	600.00	552.00	600.00	600.00	0.00	.00%
Pier licenses.							
20-28 Waste Removal	1,690.75	2,500.00	1,087.50	2,000.00	2,000.00	-500.00	-20.00%
Waste removal							
Insurance							
25-09 Other	2,602.00	3,193.00	2,671.00	2,800.00	2,800.00	-393.00	-12.31%
Wharfingers coverage							
Supplies/Equipment							
30-01 Office supplies	390.79	300.00	267.61	300.00	300.00	0.00	.00%
Printer ink, miscellaneous supplies.							
30-02 Operating supplies	258.79	500.00	136.65	500.00	500.00	0.00	.00%
Miscellaneous hardware etc.							
30-24 Gas	31,381.53	40,000.00	24,644.59	40,000.00	40,000.00	0.00	.00%
Gas for the tank.							

TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-02 Enterprise funds / Cape Porpoise Pier CONT'D							
30-25 Diesel	174,087.78	219,000.00	123,274.15	219,000.00	219,000.00	0.00	.00%
Diesel for the tank.							
Repairs & Maintenance							
35-01 Buildings	1,848.73	1,500.00	253.31	1,000.00	1,000.00	-500.00	-33.33%
Minor repairs and maintenance.							
35-03 Vehicles & Equipment	4,690.52	3,000.00	1,235.78	4,000.00	4,000.00	1,000.00	33.33%
Repairs and maintenance on the boat.							
35-08 Float Maintenance	1,691.94	500.00	633.04	1,000.00	1,000.00	500.00	100.00%
Repairs and maintenance on floats.							
35-09 Pier Maintenance	289.05	1,000.00	158.00	1,000.00	1,000.00	0.00	.00%
Repairs and maintenance on the pier.							
Miscellaneous							
50-01 Miscellaneous	0.00	0.00	0.00	1,020.00	1,020.00	1,020.00	100.00%
Payroll contingency.							
50-26 Bad Debt Expense	49.47	0.00	0.00	0.00	0.00	0.00	.00%
50-33 Diesel Tax	1,742.92	2,500.00	2,073.44	2,500.00	2,500.00	0.00	.00%
State sales tax on taxable diesel sales.							
Purchases							
60-04 Capital Equipment	3,007.74	10,818.00	9,187.97	25,000.00	25,000.00	14,182.00	131.10%
Interior of bait shed \$15,000; Ramp \$5,000 and 3 floats \$5,000.							
Depreciation							
65-01 Depreciation	19,327.28	0.00	0.00	0.00	0.00	0.00	.00%
Cape Porpoise Pier	327,321.03	374,798.00	235,489.10	388,013.00	388,013.00	13,215.00	3.53%



CAPE PORPOISE PIER ENTERPRISE FUND BUDGET

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
						Budget	Budget
Salaries/Wages/benefits	61,939	62,670	64,973	68,149	72,539	76,487	76,193
Operating Expenses	9,151	6,446	14,689	6,821	8,752	5,500	6,800
Fuel Expense/Supplies	162,058	197,218	259,805	242,280	215,666	259,000	259,000
Maintenance	5,088	3,004	5,840	4,304	8,520	6,000	7,000
Other Operating Expenses	7,200	8,939	9,761	2,584	1,792	5,693	3,520
Utilities	8,361	8,981	10,266	9,614	10,382	11,300	10,500
Depreciation	29,795	30,045	29,802	30,032	19,327		
Other	(6,373)	7,662	-	-		10,818	25,000
Fund Transfer In	-	-	-	-	0	0	0
Fund Transfer (Out)							
Total	\$ 277,219	\$ 324,965	\$ 395,136	\$ 363,784	\$ 336,978	\$ 374,798	\$ 388,013
Revenue	\$ 260,028	\$ 306,390	\$ 364,661	\$ 329,944	314,235	374,798	388,013
Use of Fund Balance						(15,000)	(3,529)
FY End Balance	\$ 1,047,985	\$ 1,029,411	\$ 998,515	\$ 964,675	\$ 941,932	\$ 926,932	\$ 923,403

Investment in capital assets

974,537

944,491

914,270

894,238

874,909

874,909

874,909

Unrestricted Fund Balance

73,448

84,920

84,245

70,437

67,023

52,023

48,494

TM Budget Requests

Revenue

Dept/Div:	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
01 Sewer investment income	2,777.83	0.00	0.00	0.00	0.00	0.00	.00%
04 Sewer miscellaneous	5,282.68	4,000.00	14,369.49	4,000.00	4,000.00	0.00	.00%
05 current sewer fees	1,004,069.50	1,020,109.00	205.00	1,036,745.00	1,036,745.00	16,636.00	1.63%
06 delinquent sewer fees	3,515.39	0.00	1,951.43	0.00	0.00	0.00	.00%
07 sewer abatements	-8,083.00	0.00	0.00	0.00	0.00	0.00	.00%
09 sewer interest	1,555.03	0.00	7,222.00	0.00	0.00	0.00	.00%
11 septic fees	26,205.00	0.00	1,630.00	0.00	0.00	0.00	.00%
12 sewer fund balance	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	100.00%
13 capital reserve	0.00	43,500.00	0.00	83,000.00	83,000.00	39,500.00	90.80%
14 Water Pollution Reserve	8,000.00	0.00	13,240.00	0.00	0.00	0.00	.00%
34 Sale of assets	2,651.00	0.00	500.00	0.00	0.00	0.00	.00%
Sewer	1,045,973.43	1,067,609.00	39,117.92	1,148,745.00	1,148,745.00	81,136.00	7.60%

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TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
Dept/Div: 47-01 Enterprise funds / Sewer								
Personnel								
10-01 Salaries & wages	412,481.73	421,520.00	360,841.92	422,444.00	422,444.00		924.00	.22%
Salaries and wages for the Superintendent, Chief Plant Operator, Wastewater Maintenance Mechanic, Wastewater Lead Operator, Wastewater Plant Operators (2), Laborer and one half of the Secretary's salary.								
10-10 Overtime	8,165.04	10,000.00	4,954.24	10,000.00	10,000.00		0.00	.00%
Overtime wages for the Sewer Equipment Operators estimated at 400 hours for the year. This includes on call pay, callbacks and the coverage for weekends and holidays.								
Staff								
12-01 FICA	32,870.00	34,481.00	28,938.85	34,554.00	34,554.00		73.00	.21%
FICA - Employer's contribution for Social Security (6.20%). Medicare - Self-explanatory (1.45%) of all the salaries & wages.								
12-02 MSRS	16,372.17	19,790.00	18,325.81	22,649.00	22,649.00		2,859.00	14.45%
Employer's contribution for Maine State Retirement.								
12-03 ICMA	17,045.94	19,216.00	16,261.58	19,240.00	19,240.00		24.00	.12%
ICMA 457 deferred compensation plan for all eligible employees.								
12-04 RHSP	2,798.73	2,150.00	2,727.72	3,782.00	3,782.00		1,632.00	75.91%
Retirement Health Savings Plan (RHSP) for all eligible employees.								

TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
12-05 Health Health insurance coverage, premium rates are set for each calendar year. Employee contributions = 10% of the cost.	97,928.94	105,685.00	85,446.53	112,821.00	112,821.00	7,136.00	6.75%
12-06 Dues & Fees Dues for the Maine Wastewater Control Association, the Water Environment Federation and any subscriptions to professional and trade journals are paid from this account.	290.00	500.00	477.50	500.00	500.00	0.00	.00%
12-07 Travel & Meetings To reimburse an employee's use of his/her personal vehicle on department business at \$0.50/mile.	100.50	300.00	251.00	300.00	300.00	0.00	.00%
12-08 Training & Education To pay for training that is required by the Maine DEP & the U.S. EPA. The Maine Wastewater Control Association, NEWPCA, and JETCC sponsor most of the training.	485.00	3,000.00	1,718.00	3,000.00	3,000.00	0.00	.00%
12-11 Vaccine To pay for vaccinations required for the staff.	214.50	100.00	0.00	100.00	100.00	0.00	.00%
12-12 Uniforms To purchase and replace employee uniforms.	1,958.56	3,000.00	1,625.78	3,500.00	3,500.00	500.00	16.67%
Utilities							

TM Budget Requests

		Expense					Man Req vs"		Man Req vs	
		2014	2015	2015	2016	2016	Man Req vs"	Man Req vs	Man Req vs	Man Req vs
		Actual	Budget	YTD	Initial	Manager	Change \$	Change %	Change \$	Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D										
15-01 Electricity	The estimated costs for electricity to operate the treatment plant, pump stations, and the old Highway Garage on Beachwood Avenue.	82,218.64	85,000.00	67,719.34	87,000.00	87,000.00	2,000.00	2.35%		
15-02 Telephone	Treatment plant phones, toll calls (business phone lines, toll calls, pagers, cell phones).	2,542.94	3,500.00	3,082.68	3,500.00	3,500.00	0.00	.00%		
15-03 Heating Fuel	Heating oil for the treatment plant, we budget for 3,500 gallons of oil at \$2.58/gallon.	10,329.06	9,450.00	10,108.58	9,027.00	9,027.00	-423.00	-4.48%		
15-05 Water	KK&WWD for drinking water used at the treatment plant and at Kings Highway pump station at Goose Rocks Beach.	1,070.20	1,000.00	867.00	1,100.00	1,100.00	100.00	10.00%		
Services										
20-01 Printing	To purchase paper and printing supplies and to print any ordinance amendments, public notices, public informational materials.	725.49	800.00	725.00	800.00	800.00	0.00	.00%		
20-04 Advertising	Publication costs for recruiting and bid advertisements, and any public notices.	130.41	500.00	156.87	500.00	500.00	0.00	.00%		

TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
20-06 Expert/professional Legal and other professional services needed to assist the staff and Dig Safe membership. Increase due to Sewer rate study \$16,000.	0.00	3,500.00	416.00	19,500.00	19,500.00	16,000.00	457.14%
20-07 Audit To pay for Sewer Department's portion of the Town's audit.	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	.00%
20-08 Data processing Computer equipment, programs, professional support services and internet access (Bigfoot, GPS Pathfinder, Terra Sync, Norton, ESRI, Auto Cad DLT, Internet access).	3,705.11	3,770.00	3,613.72	4,250.00	4,250.00	480.00	12.73%
20-20 Maintenance Septic Tanks To hire a contractor with a vacuum truck to help clean the pump station wet wells.	2,712.50	4,000.00	2,590.00	4,000.00	4,000.00	0.00	.00%
20-21 Maintenance Contracts To hire manufacturer's service representatives to work on equipment and to pay for any service contracts. New SCADA maintenance contract lower.	6,080.64	8,150.00	4,465.21	7,150.00	7,150.00	-1,000.00	-12.27%
20-25 Alarms Alarm system & radio repairs. Specter (WTN-911) alarm system support.	3,004.55	2,950.00	932.54	2,950.00	2,950.00	0.00	.00%

TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
30-04 Postage Postage cost for billing, correspondence, and shipping. The cost for postage for the sewer bills is now part of the printing costs.	1,595.21	1,500.00	1,784.92	1,500.00	1,500.00	0.00	.00%
30-05 Photocopier Lease on the department's photocopier and printer. This account also pays for the paper and the maintenance of the copier.	1,084.69	1,200.00	1,287.00	1,400.00	1,400.00	200.00	16.67%
30-18 Hand tools To purchase the hand tools need for the repair and operation of the treatment plant and collection system.	1,375.73	1,500.00	1,350.23	1,500.00	1,500.00	0.00	.00%
30-24 Gas Used to purchase gasoline for the department vehicles and equipment at \$3.50/gallon.	4,157.48	5,250.00	2,492.57	5,250.00	5,250.00	0.00	.00%

Expense						
	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$ Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D						
30-25 Diesel	4,785.74	10,268.00	3,833.54	7,500.00	7,500.00	-2,768.00 -26.96%
To purchase fuel for the loader and the emergency generator at the treatment plant and the pump stations: Plant (1): 500 gallon tank, Pump Stations (2): 300 gallon tanks. It is difficult to estimate how much fuel we will need. It will depend on how many power outages there are. We estimate the price of fuel at \$4.10/gallon. We will also purchase propane for the generators at the pump stations. We now have six propane fueled generators. We are budgeting \$3.35/gallon.						
30-27 Composting	79.29	3,750.00	1,913.69	3,750.00	3,750.00	0.00 .00%
To purchase the supplies and equipment need to operate the compost operation.						
30-28 Collection System	13,468.67	18,000.00	12,756.30	18,000.00	18,000.00	0.00 .00%
This account is used for the operation and maintenance of the collection system. This includes repairs and parts for the pump station and the grinder pumps.						

TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
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Dept/Div: 47-01 Enterprise funds / Sewer CONT'D

30-29 Chemicals Process
To purchase the chemicals used for the operation of the treatment plant: Sodium Hypochlorite, Sodium Bisulfite, Polymer, Potassium Iodide. Polymer is used on the belt filter press in the production of bio solids. Sodium Hypochlorite is used to disinfect the effluent from the treatment plant. Sodium Bisulfate is used to remove the chlorine from the effluent before it is discharged into the river. Potassium Iodide is used in the chlorine meters.

30-30 Lab Supplies
Laboratory equipment and supplies required to do testing required by the Maine D.E.P. and the U.S. EPA. We also use this account to pay for any testing that has to be done by outside laboratories. Testing Costs: Metal's, PCB'S Sludge, Metal's, PCB'S Compost, Salmonella, Priority Pollutants, Effluent Toxicity Testing. The rest of the budget (\$5,700) is used for miscellaneous equipment and supplies. Every five years we have to do four effluent toxicity tests. This is the fifth year so we needed to increase the budget to cover the extra testing requirements.

12,335.16	14,600.00	11,463.06	14,600.00	14,600.00	0.00	.00%
9,796.13	12,000.00	20,226.61	12,000.00	12,000.00	0.00	.00%

TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise funds / Sewer CONT'D							
30-39 Billings & liens	1,744.60	2,000.00	1,026.00	2,600.00	2,600.00	600.00	30.00%
Used to cover all costs for printing/mailling of sewer bills, the costs associated with filing of any sewer liens, and the Utility Billing module in Trio.							
Repairs & Maintenance							
35-01 Buildings	18,793.48	22,000.00	14,453.51	22,000.00	22,000.00	0.00	.00%
Parts and supplies for buildings and equipment at the treatment plant (nuts & bolts belts, pipes, and bearing's and lubrication supplies).							
35-03 Vehicles & Equipment	356.79	2,500.00	2,505.73	2,500.00	2,500.00	0.00	.00%
To pay for the maintenance on the Department's vehicles, four trucks, portable generator sets and the portable pumps.							
Debt Service							
45-03 Sewer Bond 2003	19,614.46	19,921.00	19,920.85	20,242.00	20,242.00	321.00	1.61%
Maine Municipal Bond Bank: \$1,000,000/20 years at 2.25%. This budget reflects 60% of the debt service expense born by property tax, with the remaining 40% balance to be paid by sewer users (Maturity in FY 2024).							

Expense

Dept/Div: 47-01 Enterprise funds / Sewer CONT'D	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
45-07 Interest Sewer Bond 2003	4,414.39	3,970.00	3,969.49	3,642.00	3,642.00		-328.00	-8.26%
Maine Municipal Bond Bank: \$1,000,000/20 years at 2.25%. This budget reflects 60% of the debt service expense born by property tax, with the remaining 40% balance to be paid by sewer users (Maturity in FY 2024).								
Miscellaneous								
50-01 Miscellaneous	0.00	0.00	0.00	11,829.00	11,829.00		11,829.00	100.00%
50-34 Use of fund balance	12,000.00	20,000.00	0.00	25,000.00	25,000.00		5,000.00	25.00%
Transfer to the general fund to offset the costs of doing bookkeeping and payroll at the town office.								
Purchases								
60-04 Capital Equipment	88,429.00	47,000.00	52,419.40	83,000.00	83,000.00		36,000.00	76.60%
60-05 Capital Res.	0.00	75,000.00	0.00	75,000.00	75,000.00		0.00	.00%
Funds to plan for depreciation of capital equipment.								
Sewer upgrade								
Sewer	951,156.97	1,063,773.00	814,070.84	1,148,745.00	1,148,745.00		84,972.00	7.99%

PROPOSED SEWER DEPARTMENT BUDGET 2015-2016

Account Number	Account	2014-15 Expenditures	2014-15 Budget	2015-16 Budget	Inc/Dec	Percent Change
10-01	Salaries & Wages	\$311,218.67	\$421,520	\$422,444	\$924	0.2%
10-10	Overtime	\$4,235.85	\$10,000	\$10,000	\$0	0.0%
12-01	FICA & Medicare	\$24,964.33	\$34,481	\$34,554	\$73	0.2%
12-02	MSRS	\$15,804.83	\$19,790	\$22,649	\$2,859	12.6%
12-03	ICMA	\$14,031.52	\$19,216	\$19,240	\$24	0.1%
12-04	RIISP	\$2,727.72	\$2,150	\$3,782	\$1,632	43.2%
12-05	Health Plan BC-ME	\$74,813.49	\$105,685	\$112,821	\$7,136	6.3%
12-06	Dues & Fees	\$455.00	\$500	\$500	\$0	0.0%
12-07	Travel (Mileage)	\$80.00	\$300	\$300	\$0	0.0%
12-08	Training & Education	\$1,238.00	\$3,000	\$3,000	\$0	0.0%
12-11	Vaccine	\$0.00	\$100	\$100	\$0	0.0%
12-12	Uniforms	\$1,435.89	\$3,000	\$3,500	\$500	14.3%
15-01	Electricity	\$64,951.99	\$85,000	\$87,000	\$2,000	2.3%
15-02	Telephone	\$2,648.41	\$3,500	\$3,500	\$0	0.0%
15-03	Heating oil	\$9,329.51	\$9,450	\$9,027	-\$424	-4.7%
15-05	Water	\$855.00	\$1,000	\$1,100	\$100	9.1%
20-01	Printing	\$0.00	\$800	\$800	\$0	0.0%
20-04	Advertising	\$0.00	\$500	\$500	\$0	0.0%
20-06	Expert / Professional Services	\$416.00	\$3,500	\$19,500	\$16,000	82.1%
20-07	Audit	\$1,500.00	\$1,500	\$1,500	\$0	0.0%
20-08	Data Processing	\$3,490.73	\$3,770	\$4,250	\$480	11.3%
20-20	Maintenance - Wet Wells	\$2,590.00	\$4,000	\$4,000	\$0	0.0%
20-21	Maintenance-Contracts	\$4,465.21	\$8,150	\$7,150	-\$1,000	-14.0%
20-25	Alarms & Radio	\$932.54	\$2,950	\$2,950	\$0	0.0%
20-26	Licenses	\$2,053.32	\$3,950	\$3,950	\$0	0.0%
25-02	Workmen's Compensation	\$8,657.74	\$12,521	\$13,500	\$979	7.3%
25-03	Unemployment Insurance	\$1,086.69	\$1,532	\$1,597	\$65	4.1%
25-05	General Liability Insurance	\$6,243.75	\$3,145	\$6,529	\$3,384	51.8%
25-07	Fleet Insurance	\$3,604.05	\$3,565	\$3,706	\$141	3.8%
25-10	Public Officials	\$0.00	\$1,639	\$883	-\$756	-85.6%
30-01	Office Supplies	\$539.76	\$1,800	\$1,800	\$0	0.0%
30-03	Vehicle Supplies	\$2,084.91	\$2,000	\$2,000	\$0	0.0%
30-04	Postage	\$1,784.92	\$1,500	\$1,500	\$0	0.0%
30-05	Photocopier	\$1,287.00	\$1,200	\$1,400	\$200	14.3%
30-18	Hand Tools	\$1,320.78	\$1,500	\$1,500	\$0	0.0%
30-24	Gasoline	\$2,492.57	\$5,250	\$5,250	\$0	0.0%
30-25	Diesel	\$3,833.54	\$10,268	\$7,500	-\$2,768	-36.9%
30-27	Composting	\$477.15	\$3,750	\$3,750	\$0	0.0%
30-28	Collection System	\$12,399.30	\$18,000	\$18,000	\$0	0.0%
30-29	Chemicals Process	\$10,507.91	\$14,600	\$14,600	\$0	0.0%
30-30	Lab Supplies	\$18,605.79	\$12,000	\$12,000	\$0	0.0%
30-31	Safety Equipment	\$1,675.80	\$3,500	\$3,500	\$0	0.0%
30-32	Maint. Supplies	\$1,142.26	\$1,800	\$1,800	\$0	0.0%
30-33	Bio-Ash	\$6,069.00	\$12,000	\$12,000	\$0	0.0%
30-34	Odor Control	\$7,729.92	\$12,000	\$12,000	\$0	0.0%
30-39	Billing & Liens	\$969.00	\$2,000	\$2,600	\$600	23.1%
35-01	Building Maintenance	\$12,786.41	\$22,000	\$22,000	\$0	0.0%
35-03	Vehicle Maintenance	\$2,355.83	\$2,500	\$2,500	\$0	0.0%
45-03	Sewer Bond 2003 Principal	\$19,920.85	\$19,921	\$20,242	\$321	1.6%
45-07	Sewer Bond 2003 Interest	\$3,969.49	\$3,970	\$3,642	-\$328	-9.0%
50-34	Use Fund Balance	\$0.00	\$20,000	\$25,000	\$5,000	20.0%
60-04	Capital Equipment	\$52,419.40	\$47,000	\$83,000	\$36,000	43.4%
60-05	Capital Reserve	\$0.00	\$75,000	\$75,000	\$0	0.0%
	Contingency			\$11,829		
Total		\$728,202	\$1,063,773	\$1,148,745	\$84,972	7.4%

Total

\$1,148,745

Miscellaneous Revenue	\$4,000
Septic Fees	\$0
Sewer Fund Balance	\$25,000
Capital Replacement	\$83,000
Sewer Res. Accounts	\$0
Sewer Extensions	\$0
Sewer Users Fees	\$1,036,745
Total	\$1,148,745

User Fee 2014-15	\$415
User fee 2013-14	\$410
% Change	1.2%

**PROPOSED SEWER DEPARTMENT BUDGET
2015-2016**

Revenues	2014-15	2015-16
Sewer Fees	\$1,020,109	\$1,037,745
Miscellaneous Revenue	\$4,000	\$4,000
Septic fees	\$0	
Sewer Fund Balance	\$0	\$32,000
Capital Reserve	\$43,500	\$83,000
Water Pollution Control Account	\$0	
Sewer Extensions	\$0	
Total Revenues	\$1,067,609	\$1,156,745

Expenditures	2014-15	2015-16
Personnel- 10	\$408,736	\$432,444
Staff - 12	\$181,102	\$200,446
Utilities - 15	\$98,950	\$108,627
Services - 20	\$27,280	\$44,600
Insurance - 25	\$27,122	\$26,215
Supplies - 30	\$98,368	\$101,200
Repairs - 35	\$20,500	\$24,500
Debt Service - 45	\$76,263	\$23,884
Purchases - 60	\$25,000	\$25,000
Capital Reserve	\$125,200	\$158,000
Contingency		\$11,829
Water Pollution Control Account		\$0
Administration	\$0	\$0
Total Expenditures	\$1,088,521	\$1,156,745

Sewer Services Charges

2015-16 \$1,038,745 / 2498 = \$415.00 / unit (1.3% increase)
2014-15 \$1,020,109 / 2491 = \$410.00 / unit (2.3% Increase)
2013-14 \$996,838 / 2494 = \$400.00 / Unit (0.0% Increase)
2012-13 \$ 997,521 / 2493 = \$400.00 / Unit (1.1%Increase)
2011-12 \$985,571 / 2492 = \$395.00 / Unit (1.9% Increase)
2010-11 \$966,649 / 2492 = \$388 / Unit (0.0% Increase)
2009-10 \$965,613 / 2486 = \$388.00 / unit (0.0% Increase)
2008-09 \$963,747 / 2486 = \$388.00 / Unit (4.0% Increase)
2007-08 \$933,509 / 2,486 = \$376.00 / Unit (4.3% Increase)
2006-07 \$ 927,470 / 2,486= \$365.00 / Unit (5.1% increase)
2005-06 \$862,481 / 2488= \$347.00 / Unit (3.2% Increase)
2004-05 \$838,254 / 2497 = \$336.00 / unit
2003-04 \$835,647 / 2497 = \$ 336 / unit (1.1% increase)

**PROPOSED CAPITAL EQUIPMENT BUDGET
2015-2016**

Equipment/Projects	2015-16	2016-17
Total	\$0	\$0

Capital Replacement Fund	2015-16	2016-17
Grinder Pumps Replacement	\$20,000	
Chemical Pumps	\$7,000	
Hypo & Bisulfate storage tanks replacement	\$5,000	
Air release valves for force mains (14)	\$25,000	
Valves for Smith & Loveless pump stations	\$14,000	
Laboratory equipment replacement	\$12,000	
Design & Engineering for pump stations 3&4		\$60,000
Total	\$83,000	\$60,000

Equipment/Projects Total	\$0	
Capital Replacement Fund	\$83,000	\$60,000
Total	\$83,000	

Proposed Bond Project:

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Project	Bond	Budget	Social Projects
Generator & transfer switch at the treatment plant:	\$113,000		
Green Street Pump Station:	\$516,000		
Dock Square sewer lines:	\$250,000		
Clarifier roofs:	\$220,000		
Chick's Creek Pump Station:	\$319,000		
Side panels on compost building (\$93,485 when new)	\$30,000		
Ocean Ave. sewer line between Chicks Creek Bridge and Fairfield Creek Bridge:			\$650,000
Replace Hypo & Bisulfite storage tanks		\$5,000	
Aeration Blowers (4)		\$80,000	
Influent pumps:		\$69,000	
Effluent Pumps (3)		\$69,000	
Replace laboratory equipment		\$12,000	
Pickup truck 4X4 with a plow:		\$40,000	
Pickup truck 2X4:		\$27,000	
Chemical pumps (Hypo & Bisulfite)		\$7,000	
Valves at some of the Smith & Loveless pump stations.		\$13,100	
Kohler portable generator		\$38,000	
Grinder pumps:		\$20,000	
Air release valves for PS 7,8 & 12 @\$3,000 each		\$42,000	
Rebuild valves at S&L pump stations		\$2,500	
	\$1,448,000	\$424,600	\$650,000

. Joseph Jacob - Jackson

Capital Improvement Program

Department/Project	Type	FY 16	FY 17	FY 18	FY 19	FY 20	Future
<u>Wastewater</u>							
Grinder Pump Replacement	Equipment	\$ 20,000					
Chemical Pumps (Hypo & Bisulfite)	Equipment	\$ 7,000					
Hypo & Bisulfite storage tanks replacement	Equipment	\$ 5,000					
Laboratory equipment replacement	Equipment	\$ 12,000					
Air release valves for force mains (14)	Equipment	\$ 42,000					
Valves for Smith and Lovelass PS	Equipment	\$ 14,000					
Design & Engineering for Pump Stations 3 & 4	Admin	\$ 60,000					
Replace 1985 WWTP Generator	Equipment		\$ 113,000				
Dock Square Sewer Line Replacement / Repair	Infrastructure		\$ 250,000				
Replace Clairifer Roofs	Bldg/Facilities		\$ 220,000				
Replace 2006 3/4 ton 4x4 with plow	Equipment		\$ 32,000				
Green Street Pump Station Replacement #3	Infrastructure		\$ 516,000				
Chicks Creek Pump Station Replacement #4	Infrastructure		\$ 319,000				
Grinder Pump Replacement	Equipment		\$ 20,000				
Replace 2003 2x4 Pick Up Truck	Equipment			\$ 27,000			
Replace 1985 Aeration System Blowers (4)	Equipment			\$ 80,000			
Replace 1985 Influent Pumps (3)	Equipment			\$ 69,000			
Replace 1985 Effluent Pumps (3)	Equipment			\$ 69,000			
Replace Generator Pump Station #4	Equipment			\$ 20,000			
Grinder Pump Replacement	Equipment			\$ 20,000			
Side panels for compost building	Bldg/Facilities			\$ 30,000			
Grinder Pump Replacement	Equipment				\$ 20,000		
Replace Kohler Portable Generator	Equipment				\$ 38,000		
Replace 2004 JD Loader	Equipment				\$ 120,000		
Grinder Pump Replacement	Equipment					\$ 20,000	
Replace Generator @ Green St. Pump Station #3	Equipment						\$ 20,000
Replace Generator @ Chicks Cr. Pump Station #4	Equipment						\$ 38,000
Replace Magnum Portable Generator	Equipment						\$ 20,000
Replace Generator Pump Station #12	Equipment						\$ 100,000
Grinder Pump Replacement	Equipment						\$ 35,000
Replace 2013 Ser. Truck	Equipment						\$ 60,000
Replace 2006 Jetter	Equipment						

Capital Improvement Program

Department/Project	Type	FY 16	FY 17	FY 18	FY 19	FY 20	Future
Replace 2008 Crane	Equipment						\$ 10,000
Replace Filter Press (2)	Equipment						\$ 250,000
Replace Mills Lane Pump Station #2	Infrastructure						\$ 250,000
Replace South Main St. Pump Station #5	Infrastructure						\$ 25,000
Replace Ocean Ave. Pump Station #6	Infrastructure						\$ 250,000
Replace Turbats Creek Pump Station #7	Infrastructure						\$ 250,000
Replace Wildes Rd. Pump Station #8	Infrastructure						\$ 250,000
Replace Paddy Creek Pump Station #9	Infrastructure						\$ 250,000
Replace Cape Porpoise Pump Station #10	Infrastructure						\$ 250,000
Replace Mills Rd. Pump Station #11	Infrastructure						\$ 250,000
Replace Kings Highway Pump Station #12	Equipment						\$ 50,000
Replace Kings Lane Pump Station #13	Equipment						\$ 40,000
Replace Kings Highway (West) Pump Station #14	Equipment						\$ 25,000
Replace Prescott Drive Pump Station #15	Infrastructure						\$ 15,000
Replace Washington Court Pump Station #16	Infrastructure						\$ 20,000
Replace Wakefield Pasture Pump Station	Infrastructure						\$ 20,000
Replace 4.3 miles 1972 Sewer Lines	Infrastructure						\$ 6,000,000
subtotal - Wastewater		\$ 160,000	\$ 1,470,000	\$ 315,000	\$ 178,000	\$ 20,000	\$ 8,498,000

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Total Summary:

\$ 2,618,750 \$ 3,409,921 \$ 2,754,921 \$ 5,354,623 \$ 1,341,627 \$ 17,949,802

TM Budget Requests

Expense

Dept/Div:	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
47-03 Enterprise funds / Dock Square Parking Lot							
Personnel							
10-01 Salaries & wages	43,690.00	40,861.00	23,090.22	5,000.00	5,000.00	-35,861.00	-87.76%
Salary and wages							
10-10 Overtime	390.00	0.00	1,012.23	0.00	0.00	0.00	.00%
Staff							
12-01 FICA	3,372.03	3,126.00	1,871.62	383.00	383.00	-2,743.00	-87.75%
Employer's contribution for FICA (7.65%)							
12-02 MSRS	0.00	1,175.00	0.00	0.00	0.00	-1,175.00	-100.00%
Utilities							
15-01 Electricity	2,119.02	3,000.00	1,371.96	2,660.00	2,660.00	-340.00	-11.33%
Electrical costs.							
15-02 Telephone	878.07	0.00	781.50	900.00	900.00	900.00	100.00%
Telephone							
15-06 Internet	0.00	0.00	0.00	440.00	440.00	440.00	100.00%
Internet for credit cards processing.							
Services							
Insurance							
25-03 Unemployment	10,234.52	10,212.00	7,244.73	10,645.00	10,645.00	433.00	4.24%
DSPL share for unemployment							
Supplies/Equipment							
30-01 Office supplies	10,085.86	0.00	7,077.72	22,500.00	22,500.00	22,500.00	100.00%
Credit card fees \$22,000; maintenance \$1,000							
30-02 Operating supplies	1,874.91	10,000.00	595.00	10,000.00	10,000.00	0.00	.00%
Tickets \$8,000; ticket machine repairs \$2,000							
Repairs & Maintenance							

TM Budget Requests

Expense

	2014 Actual	2015 Budget	2015 YTD	2016 Initial	2016 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-03 Enterprise funds / Dock Square Parking Lot CONT'D							
35-01 Buildings	0.00	0.00	45.00	1,000.00	1,000.00	1,000.00	100.00%
Minor repairs \$1,000							
Miscellaneous							
50-23 transfer out	282,000.00	236,000.00	0.00	230,000.00	230,000.00	-6,000.00	-2.54%
Transfer to general fund							
Purchases							
60-04 Capital Equipment	-16,650.00	0.00	0.00	0.00	0.00	0.00	.00%
Depreciation							
65-01 Depreciation	4,264.83	4,265.00	0.00	4,265.00	4,265.00	0.00	.00%
Estimated FY 16 depreciation							
Dock Square	342,259.24	308,639.00	43,089.98	287,793.00	287,793.00	-20,846.00	-6.75%
Parking Lot							

TM Budget Requests

Revenue

Dept/Div: 14-72 Enterprise / P Lot	2014	2015	2015	2016	2016	Man Req vs"	Man Req vs
	Actual	Budget	YTD	Initial	Manager	Curr Bud	Change %
05 P Lot fees	347,887.75	308,639.00	281,528.90	287,793.00	287,793.00	-20,846.00	-6.75%
20 P Lot miscellaneous	500.00	0.00	750.00	0.00	0.00	0.00	.00%
P Lot	348,387.75	308,639.00	282,278.90	287,793.00	287,793.00	-20,846.00	-6.75%



Dock Square Parking Lot Budget - Proposed FY 2011 Budget

DOCK SQUARE ENTERPRISE FUND BUDGET

	FY 2011	FY 2012	FY 2013	FY 2014	Actual to date	FY 2015	FY 2016
			Budget	Budget		Budget	Budget
Salaries & Wages	38,679	38,609	39,601	39,991	29,949	40,861	5,000
FICA	2,959	2,954	3,029	3,059	2,291	3,126	383
MEPers	-	-	-	-	-	1,175	-
Operating Expenses	8,855	17,642	7,500	12,500	5,075	10,000	10,000
Utilities	2,060	2,779	2,500	2,800	1,827	3,000	4,000
Insurance -Unemployment	-	-	-	-	7,803	10,212	10,645
Depreciation	5,435	5,583	5,435	5,583	5,583	4,265	4,265
Other	3,360	6,688	-	-	-	-	23,500
Capital Expense/Fund Transfer	224,000	254,000	232,000	282,000	282,000	236,000	230,000
Total	\$ 285,348	\$ 328,255	\$ 290,065	\$ 345,933	\$ 334,528	\$ 308,639	\$ 287,793
Revenue	\$ 320,297	\$ 326,100	\$ 310,000	310,000	269,538	308,639	287,793
FY End Balance	\$ 278,610	\$ 276,455	\$ 296,390	\$ 260,457	\$ 260,912	\$ 260,457	\$ 260,457

Investment in capital assets
Unrestricted Fund Balance

115,663
162,947

113,136
183,254

112,785
213,118

Transfers to General Fund FY15

Reduce property tax rate 200,000
Restroom expense 30,000
Highway loader expense 0
TOTAL 230,000

tickets \$8,000 chasers /reg / ticker machine repairs
432 internet/additional electric cameras

22,500 cc fees/1,000 maint

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May 12, 2015

Laurie Smith, Town Manager and the Kennebunkport Board of Selectmen

It was just one year ago that I first presented the idea for a trail from Rotary Park at Beachwood to Tyler Brook. It was discussed and dropped due to concerns expressed by an abutter. We have a new option for your consideration, still joining the two areas but without impacting the abutter. Please note the map with the new section of trail going around the tennis courts and behind the salt shed.

There are many positive aspects to this proposal. We have the support/manpower of the Portside Rotary and the Kennebunkport Conservation Trust, as well as the possible funding for necessary materials through the Peter Sargent Memorial Fund. The United Way Day of Caring is set for June 3, and I have a committed workforce from Hussey Seating, in addition to the Portside Rotary.

This is an opportunity to support an initiative of the local Rotary club, while enhancing the recreational opportunities available to our community. The impact is minimal; the benefit is tremendous.

CAIM

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To: Kennebunkport Registered Voters
From: Board of Selectmen

RE: RSU #21 Bond
Date: May 14, 2015

The Board of Selectmen would like to take this opportunity to provide you with some additional information regarding the RSU #21 Referendum Election scheduled for June 9, 2015. Please consider being involved in the decision-making process by voting on this referendum.

Absentee Ballots

Voters can request absentee ballots and vote prior to election day. This procedure will ensure that you have the opportunity to vote while not having to worry about getting to the polls on election day.

You can fill out an Absentee Ballot Application and return it to the Town Clerk, or you can call the Town Clerk at (207) 967-1610 to request a ballot and it will be mailed to you. You can then complete your ballot and mail it, or bring it back to the Town Clerk before 8:00 PM on election day. **The last day to request an Absentee Ballot for this election will be Thursday, June 4, 2015.**

Available Information from the RSU #21 website

RSU #21 has provided documentation on their website (www.rsu21.net) on the Renovation/Construction Projects:

Kennebunk High School	\$42.80 million
Mildred L. Day School	\$ 8.56 million
Consolidated School	\$ 5.14 million
 Total Cost of Projects	 \$56.50 million

Based upon current valuation information, Arundel will be paying 9.44% (\$5.3 million). Kennebunk will be paying 49.15% (\$27.8 million) and **Kennebunkport will be paying 41.41% (\$23.4 million) of the total cost of the bond.** Although the bond costs are apportioned by valuation, student population percentages vary greatly from the above numbers. In 2015, Arundel had 22.3% of students, Kennebunk had 62.3% of students, and Kennebunkport had 15.4% of the students.

Please take the time to review the information available before voting on the referendum.

(OVER)

Financial Impact

We want to help you understand the financial impact of a \$56.5 million project on your property taxes (the total bond cost, principal plus interest, is estimated to be \$73.1 million with a 20 year repayment plan). The following estimates are just for the school bond project and do not include any increases that may occur in the total mil rate which also includes the County, Town and School operational expenses and any changes in state funding levels.

So how will this impact your tax bill? First you need to know the assessment of your property. You can find that by looking at your most recent tax bill or by going to the town's website (www.kennebunkportme.gov) and click on Assessor's Database, then click on Enter Online Database. Then enter your street address or last name and click on view this property. You will then see your Total Current Assessed Value. Based upon your assessed value you can calculate the tax impact from the bond payments below. If your assessed value is \$500,000 the impacts will range from \$55 in FY 16 to a high of \$470 in FY 19.

YEAR	Cost/\$100k	Cost/\$500k	YEAR	Cost/\$100K	Cost/\$500K
FY 16	\$ 11	\$ 55	FY 27	\$ 80	\$400
FY 17	\$ 65	\$325	FY 28	\$ 78	\$390
FY 18	\$ 72	\$360	FY 29	\$ 76	\$380
FY19	\$ 94	\$470	FY 30	\$ 75	\$375
FY 20	\$ 92	\$ 460	FY 31	\$ 73	\$365
FY 21	\$ 90	\$450	FY 32	\$ 71	\$355
FY 22	\$ 88	\$355	FY 33	\$ 69	\$345
FY 23	\$ 87	\$435	FY 34	\$ 68	\$340
FY 24	\$ 85	\$425	FY 35	\$ 66	\$330
FY 25	\$ 83	\$415	FY 36	\$ 64	\$320
FY 26	\$ 81	\$405	FY 37	\$ 19	\$ 95
			FY 38	\$ 18	\$ 90

This added amount (which will be reduced by approximately 2% per year, after FY 19 until the bond is repaid in 20 years) does not include any additional potential increases that may occur in the County, Town or RSU #21 operating budgets.

Once again, the Board of Selectmen is asking every registered voter to either vote in advance by Absentee Ballot or on election day, June 9, 2015. **The last day to request an Absentee Ballot is Thursday, June 4, 2015.**

Thank you in advance for taking the time to participate in this important vote. These projects have far-reaching consequences, positive for some and negative for others. We are asking you to review the available information and make sure your vote counts.

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To: Kennebunkport Registered Voters
From: Board of Selectmen

RE: **RSU Withdrawal – ballot question #8**
Date: May 14, 2015

Question #8 on your ballot asks voters if they are in favor of beginning the RSU withdrawal process. **Step 1**, of the RSU withdrawal process began when a petition signed by at least 10 percent of the number of voters in the municipality who voted for Governor in the last gubernatorial election was presented to the municipal officers. In Kennebunkport that number equaled 208 signatures.

Many people have questions about the RSU Withdrawal process. What does a yes vote mean? When would we get out? How will the education system change? Where will my children attend school? These are all valid questions that deserves answers. Our plan is to provide some information about the RSU Withdrawal process so that voters can make an informed decision on election day.

If the RSU withdrawal petition is step 1, then the election is **Step 2**. The municipal officers *shall* call and hold a special election (article) to vote on whether or not to officially start the withdrawal process.

- The article *must* specify a dollar amount to be raised to support legal and other withdrawal process costs.
- The article to be voted upon must be as follows:

“Do you favor filing a petition for withdrawal with the board of directors of regional school unit 21 and with the Commissioner of Education, authorizing the withdrawal committee to expend \$40,000 and authorizing the Kennebunkport Board of Selectmen to issue notes in the name of the Town of Kennebunkport or otherwise pledge the credit of the (name of municipality) in an amount not to exceed \$40,000 for this purpose?”

The question is decided through a secret ballot process. If a majority of the voters say yes, the Town Clerk gives notice to the RSU and the Commissioner of Education.

Once the Commissioner determines that there was a valid petition and vote then he/she will direct the Selectmen to establish a Withdrawal Committee to develop a withdrawal agreement as part of **Step 3**.

The Four Member Withdrawal Committee shall include members appointed as follows:

- A. One member from the municipal officers.
- B. One member from the general public.

- C. One member from the group filing the petition.
- D. One member of the regional school unit board who represents that municipality.

The Withdrawal Committee is responsible for **Step 4**, the negotiation of a withdrawal agreement with the regional school unit board. The agreement must include eleven (11) different items as dictated by State law. These items include: the transition of educational services for students currently enrolled in the RSU, a date when the agreement will take effect, an acknowledgement that school construction projects will not be eligible for state funds for 5 years, the implementation of transportation services, the establishment of administration of the new school unit, the distribution of financial commitments arising from outstanding bonds, the distribution of financial commitments for the Superintendent, the continuation and assignment of labor contracts as well as financial obligations, and the transition of administration and governance of schools.

The proposed agreement is sent to the Commissioner of Education who then must give it conditional approval or recommend changes. Once conditional approval is finally given, the Commissioner will call for **Step 5**, the public hearing and vote on the agreement.

The question brought before the Town will be:

“Do you favor the withdrawal of the Town of Kennebunkport from regional school unit 21 subject to the terms and conditions of the withdrawal agreement dated (insert date)?

The withdrawal agreement will be not be printed on the ballot, but available for voters in advance of the election.

According to 20-A M.R.S.A. Section 1466, if a majority of the voters voting on the article have voted “yes”, and the total number of votes cast for and against the article is equal to or exceeds 50% of the total number of votes cast in the municipality for Governor at the last gubernatorial election, the Commissioner shall notify the municipal officers and the regional school unit board to take steps for the withdrawal in accordance with the terms of the agreement for withdrawal.

If the election meets the requirements set above, then the Commissioner shall immediately issue a Certificate of Withdrawal and the Town of Kennebunkport will be a separate school unit.

The above process could range, from beginning to end, anywhere between six months and two years.

