

TOWN OF KENNEBUNKPORT, MAINE

—INCORPORATED 1653—

Board of Selectmen Agenda Village Fire Station- 32 North Street May 24, 2018 – 6:00 PM

1. Call to Order.
2. Approve the May 10, 2018, selectmen meeting minutes.
3. Review of School Resource Officer budget proposal with Budget Board.
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. Public Hearing to consider applications for victualer's licenses for the period from June 1, 2018, through May 31, 2019.
6. Public Hearing for new liquor license, victualer's license, and special amusement permit for The Yachtsman Hotel and Marina, 57, Ocean Avenue.
7. Public Hearing for new victualer's license for SCP Corp., 24 Ocean Avenue.
8. Appointment of Election Clerks for 2018 to 2020.
9. Annie Cox, Coordinator of the Coastal Training Program at Wells National Estuarine Research Reserve, to discuss the coastal business resiliency project.
10. Consider application by Dana and Robert Holland to construct a residential pier system at 155 Wildes District Road.
11. Consider recommendations for placement of speed bumps on New Biddeford Road.
12. Revisit sewer budget.
13. Authorize commitment of sewer user rates.
14. Authorize resolution to issue up to \$450,000 in bonds for construction of Parks and Recreation building.

15. Other business.

a. MMA Legislative Policy Committee Nomination

16. Approve the May 24, 2018, Treasurer's Warrant.

17. Executive session pursuant to MRSA 1, §405-6A to discuss personnel.

18. Executive session per MRSA 1, §405-6D to discuss union negotiations.

19. Adjournment.



Agenda Item Divider



**Board of Selectmen Meeting
Village Fire Station – 32 North Street
May 10, 2018 – 6:00 PM**

Minutes of the Selectmen's Meeting of May 10, 2018

Selectmen Attending: Stuart Barwise, Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull

Others: Bob Almeder, Susan Boak, Tom Boak, Michael Claus, David James, Bill Leffler, Crystal McCurdy, Lee McCurdy, Arlene McMurray, Robert Mills, Tracey O'Roak, Nina Pearlmutter, Laurie Smith, and others

1. Call to Order.

Chair Briggs called the meeting to order at 6:05 PM.

2. Approve the April 25, and 26, 2018, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve the April 25, 2018, selectmen meeting minutes. **Vote:** 4-0-1/Selectman Matthews-Bull abstained because she was not at that meeting.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve the April 26, 2018, selectmen meeting minutes. **Vote:** 5-0.

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

Bill Leffler said he wanted to publicly thank all who worked on Route 9 and New Biddeford Road. He also mentioned that he, his wife, and Selectman Barwise attended the KCS Amazing Shake Contest on May 2 which taught students social skills. He stated he was very impressed with the third, fourth, and fifth graders and that the event was inspiring. He wants the public to be aware of how exceptional Consolidated School is. Selectman Barwise agreed.

Town Clerk Tracey O'Roak made the following announcements:

- Secretary of State Mathew Dunlap will discuss rank choice voting on May 14, from 4:00 to 6:00 p.m., at McArthur Public Library, in Biddeford.
- She posted a link on the Town website on the Town Clerk's webpage to the "Secretary of State Resource Page." It has sample ballots and an explanation of the rank-choice voting process.
- The RSU #21 Budget Meeting is on Tuesday, May 15, at 7 PM, at the Kennebunk Elementary School.

- Next week, absentee ballots will be available. People can call and request ballots or come to town hall to pick them up.
- Reminder, the June 12 election is a primary so people have to be enrolled in a political party before they can get a ballot. Friday, May 25, is the deadline to change political parties.
- The phone number for her direct line is 967-1610.

Cape Porpoise Pier Harbormaster Lee McCurdy announced that he would like to use Fogg Oil Equipment Co. for a fuel system upgrade at a total cost of \$11,975. He said this vendor has everything he needs. He budgeted for the equipment, but not the labor for it. In his budget, he had the funds for painting the Chowder House. He would like to use those funds and postpone painting the Chowder House until the next budget. He said the Chowder House is still looking good. The Board agreed with his suggestion.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to authorize the expenditure of \$11,975.00 to purchase the Cape Porpoise Pier Fuel System from a single source vendor Fogg Oil Equipment Co. **Vote:** 5-0.

4. Consider a renewal liquor license application submitted by the Peter Ciriello, DBA Edgewater Hospitality "The Edgewater Inn," 126 Ocean Avenue.

Motion by Selectman Barwise, seconded by Selectman Hutchins to renew the liquor license application submitted by the Peter Ciriello, DBA Edgewater Hospitality "The Edgewater Inn," 126 Ocean Avenue. **Vote:** 5-0.

An inspection was performed by the fire inspector, code enforcement officer, and police chief. All approved this application.

5. Consider appointment of Robert Mills to the Shade Tree Committee.

Robert Mills presented his background in computer science, and said he was urged to join the committee by Patrick Briggs.

Motion by Selectman Barwise, seconded by Selectman Hutchins to appoint Robert Mills to the Shade Tree Committee for a one-year term, ending in July 2019. **Vote:** 5-0.

6. Joint Public Hearing with Planning Board to take public comment on the items to be voted on by Referendum Ballot at the June 12, 2018, Annual Town Meeting.

Chair Briggs opened the public hearing for the Board of Selectman at 6:17 PM, and Tom Boak opened the public hearing for the Planning Board.

- a. **Amendment to the Administrative Code regarding restructuring of the organizational chart of the Town.**
- b. **Amendment to the Cape Porpoise Pier Ordinance regarding supervision of the Pier Manager.**
- c. **Amendment to the Land Use Ordinance regarding Growth Area Map.**
- d. **Amendment to the Land Use Ordinance to clarify setbacks related to lot lines and rights of way.**
- e. **Amendment to the Land Use Ordinance regarding removal of reduction of lot coverage credit for semipervious materials.**
- f. **Amendment to the Kennebunkport Floodplain Management Ordinance removing the floodplain permit fee and placing it in a fee schedule set annually by the Board of Selectmen.**
- g. **Amendment to the Street Ordinance adding a Naming System section, Street Numbering section, and a Compliance section.**

There were no comments. A member from the audience asked for more information and Town Manager Laurie Smith provided a summary of what was already discussed at previous meetings.

Barbara Barwise added that the Growth Planning Committee voted unanimously on all the Land Use Ordinance revisions, and Mr. Boak said the Planning Board also concurred.

Chair Briggs closed the public hearing at 6:28 PM along with Mr. Boak for the Planning Board.

7. Annie Cox, Coordinator of the Coastal Training Program at Wells National Estuarine Research Reserve, to discuss the coastal business resiliency project.

Ms. Cox was not present, so this item was not addressed.

8. Consider authorization of two beach use agreements.

Selectman Barwise explained that the Town Manager was asked to give the Board of Selectmen the Beach Use Agreements as they came forward. The Board received two Agreements: Aaron Cooper and Emily Cooper, Trustees, and Sher-

Motion by Selectman Hutchins, seconded by Selectman Daggett, to authorize the Beach Use Agreements for Aaron Cooper and Emily Cooper, Trustees, and Sherman/Kinney Properties, LLC. **Vote:** 5-0.

9. Award bid for Parks and Recreation building bond.

Ms. Smith said the construction for the parks and recreation building should be completed in early November. She received four bids for the bond request of \$450,000:

Bank	Interest	1 st pmt	Interest	Total
Biddeford Savings Bank	3.36%	2018	\$72,362.03	\$522,362.03
Biddeford Savings Bank		2019	\$88,613.17	\$538,613.17
Camden National Bank	3.27%	2018	\$69,242.14	\$519,242.14
Camden National Bank		2019	\$84,831.92	\$534,831.92
Century Bank	3.51%	2019	\$93,426.75	\$543,426.75
Norway Savings Bank	3.70%	2019	\$98,041.23	\$548,041.23

All of the banks agreed there would be no penalty for pre-payment.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to award the bond request bid for \$450,000 to Camden National Bank at an interest rate of 3.27% and to make the first payment in July 2018. **Vote:** 5-0.

10. Approve street opening permit submitted by Colony Hotel, 140 Ocean Avenue, to connect the pool drain to the catch basin.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve the street opening permit submitted by Colony Hotel, 140 Ocean Avenue, to connect the pool drain to the catch basin. **Vote:** 5-0.

11. Consider Senior Advisory Committee.

Vice-Chair Susan Boak of the Senior Advisory Committee asked the Board if it would reconsider their two-year term and make it longer. She said AARP provides a process to make the town an age-friendly town, and it takes longer than two years. Chair Bill Leffler concurred with Ms. Boak.

Discussion followed and Ms. Smith explained that right now there is no need for a longer term. This is just the start of the process and it will be an ongoing process.

Selectman Hutchins expressed his concern about the younger population declining in town.

Motion by Selectman Barwise, seconded by Selectman Daggett, to authorize a

new Senior Advisory Committee consisting of the residents who served on the initial committee if they wished to continue and for it to be comprised of five to seven members for a two-year term. **Vote:** 5-0.

12. Other business.**a. Discussion of summer meeting schedule.**

Ms. Smith asked the Board about the summer schedule. The Board agreed to still have meetings for the months of June, July, and August, on the second and fourth Thursdays, and to start the first meeting at 6 PM, and to have it at the Village Fire Station. The second meeting of the month will be a brief meeting to sign the warrants starting at 9 AM, and be held at the Town Hall.

Ms. Smith announced that the RSU #21 Budget Committee agreed to add four School Resource Officers (SRO). She said the school would pick up 75% of the direct cost for the SRO. She added the Town could apply for a Federal COPS Grant if the Board agreed.

The Board would like to move forward with applying for a COPS Grant.

Selectman Matthews-Bull thanked the firemen. She said she went to the firemen recognition night. She also mentioned that the Kennebunkport Business Association (KBA) would like the Town to alert them when the Dock Square Parking Lot opens. She stated it seems to open earlier every year, and the KBA would like the opportunity to provide their input.

Chair Briggs mentioned the letter the Board received from the president of the KBA requesting "the opportunity to provide input to the Town's parking policy decision-making process in the future, and that the Town publish, at least annually, the profit and loss statement for its parking fund, detailing results on a month by month basis." The Board will comment on this request at a later date.

13. Approve the May 24, 2018, Treasurer's Warrant.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the May 24, 2018, Treasurer's Warrant. **Vote:** 5-0.

14. Executive session pursuant to MRSA 1, §405-6A to discuss personnel.

Motion by Selectman Daggett, seconded by Selectman Hutchins, to go into executive session pursuant to MRSA 1, §405-6A to discuss personnel and per MRSA 1, §405-6D to discuss union negotiations. **Vote:** 5-0.

15. Executive session per MRSA 1, §405-6D to discuss union negotiations.

The Board went into executive session at 7:10 PM and came out at 8:05 PM.

16. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Vote:** 5-0.

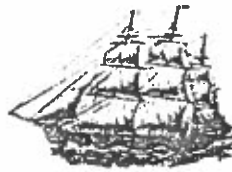
The meeting adjourned at 8:05 PM.

Submitted by Arlene McMurray
Administrative Assistant



Agenda Item Divider





TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

TOWN OF KENNEBUNKPORT

NOTICE OF PUBLIC HEARING

NOTICE is hereby given that the Kennebunkport Board of Selectmen, acting in their capacity as the Victualer's Licensing Board will conduct a public hearing on **Thursday, May 24, 2018 at 6:00 PM** at the Kennebunkport Village Fire Station, 32 North Street, Kennebunkport, Maine to consider applications for Victualer's Licenses for the period June 1, 2018 through May 31, 2019, in accordance with the provisions of the Victualer's Licensing Ordinance adopted by the Town on March 21, 2000.

Tracey O'Roak
Town Clerk



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

VICTUALER'S LICENSING HEARING

MAY 24, 2018

**KENNEBUNKPORT VILLAGE FIRE STATION
32 NORTH STREET**

We, the undersigned officials of the Town of Kennebunkport and Members of the Victualer's Licensing Board, do authorize the Town Clerk to issue a Victualer's License to the business establishments on the attached sheet. The license shall be valid from June 1, 2018 through May 31, 2019 in accordance with the provisions of the Victualer's Licensing Ordinance adopted by the Town on March 21, 2000.

Sheila Matthews-Bull

Edward W. Hutchins, II

Patrick A. Briggs

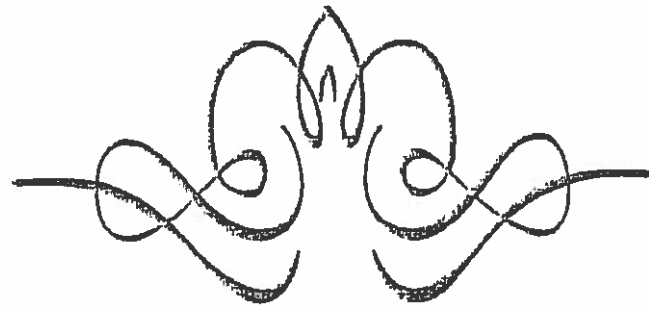
Allen A. Daggett

Stuart E. Barwise

BUSINESS NAME	BUSINESS LOCATION	CONTACT NAME	MAILING ADDRESS	CITY/STATE	ZIP	PHONE #	ALT #	# SEATS	# ROOMS	EMP/SHIFT	LIQ. EXP
1802 House	15 Locke Street	Teri Walker	15 Locke Street	Kennebunkport, ME	04046	967-5632		12	6	2	
A. V. Murray & Company	56 Abenaki Way	Nancy F. Murray	P.O. Box 345	Kennebunkport, ME	04046	710-1213		0	0	1	n/a
Alisson's Restaurant	11 Dock Square	Adam Padgett	P.O. Box 344	Kennebunkport, ME	04046	967-4841	332-1442	130	0	20	April 15
Arundel Wharf Restaurant	43 Ocean Ave.	Robert Williamson	P.O. Box 1950	Kennebunkport, ME	04046	488-7194	967-3444	225	0	25	June 19
Aunt Marie's Ice Cream	10 Ocean Ave.	J. Steven Kingslon	P.O. Box 620C	Kennebunkport, ME	04046	967-3321	229-4114	0	0	3	n/a
Bandaloop	2 Ocean Ave.	W. Scott Lee	5 Oak Grove Lane	Kennebunkport, ME	04046	967-4994	205-4994	78	0	10	March 24
Bradbury Bros. Market	167 Main Street	James Faiella	P.O. Box 7287	Cape Porpoise, ME	04014	967-3939	603-490-6600	6	0	4	
Breakwater Inn	131-133 Ocean Avenue	Naz Jenulevich	P.O. Box M	Kennebunkport, ME	04046	967-5333		125	20	18	July 12
Breakwater Spa	127 Ocean Avenue	Naz Jenulevich	P.O. Box M	Kennebunkport, ME	04046	967-5333		25	15	7	April 24
Cape Arundel Golf Club	19 River Road	Stuart Barwise	P.O. Box 1447	Kennebunkport, ME	04046	967-3494	229-7924	0	0	5	
Cape Arundel Inn	208 Ocean Ave	Jana Bissonnette	2 Livewell Drive, #203	Kennebunk, ME	04043	967-2125	967-1503	75	14	20	May 15
Cape Pier Chowder House	79 Pier Road	Allen & Wanda Daggett	P.O. Box 7217	Cape Porpoise, ME	04014	967-0123	967-0900	14	0	4	March 20
Cape Porpoise Kitchen	1 Mills Road	Peggy Smith Liversidge	P.O. Box 231	Kennebunkport, ME	04046	967-1150	985-9258	12	0	10	
Captain Fairfield Inn	8 Pleasant Street	Leigh Blood	P.O. Box 3089	Kennebunkport, ME	04046	967-4454	781-249-7852	18	9	3	Jan. 26
Captain Jefferts Inn	5 Pearl Street	Sarah M. Lindblom	P.O. Box 691	Kennebunkport, ME	04046	967-2311	205-1296	20	16	8	August 2
Captain Lord Mansion	6 Pleasant Street	Bev Davis & Rick Litchfield	P.O. Box 800	Kennebunkport, ME	04046	967-4533	985-0122	12	4	2	n/a
Captain's Garden House	35 Maine Street	Bev Davis & Rick Litchfield	P.O. Box 800	Kennebunkport, ME	04046	967-2235	468-2359	8	4	1	
Chelwynd House Inn	4 Chesnut Street	Robert Knowles	P.O. Box 130	Kennebunkport, ME	04046	251-0499		8	4	1	n/a
Cove House	11 South Main Street	Barry Jones	11 South Main St.	Kennebunkport, ME	04046	967-4422	284-3957	14	0	3	n/a
Dock Square Coffee House	18 Dock Square	Samantha Asher	P.O. Box 542	Kennebunkport, ME	04046	286-7399		18	6	1	n/a
Dock Square Inn	3 Temple Street	Kymara Loneragan	P.O. Box 1123	Kennebunkport, ME	04046	967-3341	229-8810	22	12	7	Feb. 19
Edgewater Inn	126 Ocean Ave.	Peter Ciriello & Caroline Naish	P.O. Box 2578	Kennebunkport, ME	04046	286-9848	286-4031	0	0	2	n/a
Five Acre Farm	1 Bryant Lane	Melinda Anderson	43 Bryant Lane	Kennebunkport, ME	04046	967-3556	967-3550	0	8	2	n/a
Fontenay Terrace Motel	128 Ocean Ave.	David Reid	128 Ocean Ave.	Kennebunkport, ME	04046	967-3351		0	0	1	n/a
From Anne's Garden	230 Beachwood Ave.	Anne Dolinsky	230 Beachwood Ave.	Kennebunkport, ME	04046	229-9399	967-5991	0	0	5	n/a
Goose Rocks Beach General Store	3 Dyke Road	H. Siedman Seavey	154 Wildes District Rd	Kennebunkport, ME	04046	978-857-0877		16	0	8	n/a
Goose Rocks Dairy	278 Mills Road	Nicholas Costello	P.O. Box 2737	Kennebunkport, ME	04046	978-857-0677		120	0	15	n/a
Goose Rocks Dairy Breakfast	278 Mills Road	Nicholas Costello	P.O. Box 2737	Kennebunkport, ME	04046	502-0139	967-2074	24	6	2	
Harbor Inn	90 Ocean Ave.	William Dries	P.O. Box 707	Kennebunk, ME	04046	967-9050	967-1503	120	36	30	May 25
Hidden Pond	354 Goose Rocks Road	Kristin Caouette	2 Livewell Drive, #203	Kennebunkport, ME	04046	967-8111	967-5772	108	0	14	May 30
Hurricane Restaurant	29 Dock Square	Luanne MacDonald	P.O. Box 1801	Kennebunkport, ME	04046	967-2090	772-766-1206	150	2	6	
Kennebunk River Club	116 Ocean Avenue	Joe Brooke	P.O. Box 994	Kennebunk, ME	04043	967-3993	967-1503	150	33	25	March 15
Kennebunkport Inn	One Dock Square	Morgan Campbell	2 Livewell Drive, #203	Kennebunk, ME	04043	967-2621	967-1503	85	33	12	n/a
Lodge on the Cove	29 South Main Street	Aja Bowley	2 Livewell Drive, #203	Kennebunk, ME	04043	967-2562	646-4691	50	0	8	April 14
Mabels Lobster Claw	124 Ocean Ave.	Robert Fischer	P.O. Box 1856	Kennebunkport, ME	04046	967-2117	208-7220	34	17	8	n/a
Maine Stay Inn & Cottages	34 Maine Street	Judith & Walter Hauer	P.O. Box 1800	Kennebunkport, ME	04046	967-2322	415-0706	0	0	6	n/a
Three M's Treats LLC dba Ben & Jerrys	5 Union Street	Thomas Murphy	PO Box 1252	Kennebunkport, ME	04046	415-0706	204-0259	12	0	5	n/a
Moon Rose Café	8 Spring Street	Tom Murphy	PO Box 1299	Kennebunkport, ME	04046	251-3903		60	0	10	
Musette LLC	2 Pier Road	Jonathan Cartwright	P.O. Box 1254	Kennebunkport, ME	04046						

VICTUALERS LICENSES 2018-2019

BUSINESS NAME	BUSINESS LOCATION	CONTACT NAME	MAILING ADDRESS	CITY/STATE	ZIP	PHONE #	ALT #	# SEATS	# ROOMS	EMP/SHIFT	LIQ.EXP
Ncranium Resort	95 Ocean Ave.	Tina Hewett-Gordon	P.O. Box 2626	Kennebunkport, ME	04046	967-4050	590-0922	200	109	35	April 12
NLunan's Lobster Hut	9 Mills Road	Richard & Keith Numan	11 Mills Road	Kennebunkport, ME	04046	967-4362	967-4206	84	0	14	April 30
Ocean Woods Resort	71 Dyke Road	Kathleen Spang	71 Dyke Road	Kennebunkport, ME	04046	967-1928	468-6667	145	32	12	April 10
Old Fort Inn	8 Old Fort Ave.	Jana Bissonnette	2 Livewell Drive, #203	Kennebunk, ME	04043	967-5353	967-1503	40	17	10	May 18
Old Parsonage Guest House	15 School Street	Christopher Spila	15 School Street	Kennebunkport, ME	04046	967-4352		8	4	1	
Old Salt's Pantry	5 Ocean Ave.	John Belyea	P.O. Box 401	Kennebunkport, ME	04046	967-4966	617-320-3931	Take Out	0	4	n/a
Patten's Berry Farm	76 North Street	Don & Dawn Patten	269 County Road	Gorham, ME	04038	839-4667	400-2223	Take Out	0	5	n/a
Port Lobster Company	122 Ocean Ave.	Allen Daggett	P.O. Box 729	Kennebunkport, ME	04046	967-2081	205-7949	Take Out	0	10	
Rhumb Line Resort	41 Turbals Creek Road	Sheila Matthews-Bull	41 Turbals Creek Road	Kennebunkport, ME	04046	967-5457	967-3622	50	59	10	Feb. 1
Roccoco Ice Cream	6 Spring Street	Lauren Gupilli	538 School Street	Berwick, ME	03901	251-6866	619-4048	0	0	6	n/a
Roma Pizza & Pasta	5 Union Street	Luca Pizzuli	22 Narcissus Drive	Syosset, NY	11791	516-306-1992		35	2	3	
Salt and Honey	24 Ocean Ave. # 516	Alison Riggieri/Jackson Yordon	P.O. Box 1459	Kennebunkport, ME	04046	204-0195	617-755-0226	44	0	5	March 31
Sanborn's Seafood & Vegetables	Westvale Road	Roberia Sanborn	130 Main Street	Kennebunkport, ME	04046	967-2293		Take Out	0	1	
Sandy Pines Campground	277 Mills Road	Debbie Lennon	2 Livewell Drive, #203	Kennebunk, ME	04043	604-5177	251-6098	0	0	4-5	
Satellite Doughnuts	4 Spring Street	J. Steven Kingston	PO Box 620C	Kennebunkport, ME	04046	229-4114	523-9833	0	0	3	n/a
Seashore Trolley Museum	195 Log Cabin Road	Sheri Alcock	P.O. Box A	Kennebunkport, ME	04046	967-2800 x110	415-6801	0-29	1	3	n/a
The Boathouse Waterfront Hotel	21 Ocean Ave.	Holly White	2 Livewell Drive, #203	Kennebunk, ME	04043	967-8223	967-1503	250	25	40	May 14
The Candy Man	20 Dock Square	John Biagioni	P.O. Box 1271	Kennebunkport, ME	04046	967-5893	781-608-5281	0	0	3	
The Colony Hotel	140 Ocean Ave.	John Martin	140 Ocean Ave.	Kennebunkport, ME	04046	967-3331	468-7262	200	124	58	May 15
The Ramp Grill LLC	77 Pier Road	Yalcin Kaya	P.O. Box 487	Kennebunkport, ME	04046	967-8500	603-785-9084	125	0	8	April 30
Tides Beach Club	254 Kings Highway	Emily Nelson	2 Livewell Drive, #203	Kennebunk, ME	04043	967-6550	967-1503	80	21	25	May 25
Wolff Farm & Lobster	376 Mills Road	Bernd Wolff	18 Wolff Farm Lane	Kennebunkport, ME	04046	283-1729	282-1856	0	0	3	n/a
Yachtsman Lodge & Manna	57 Ocean Ave.	Naz Jemilevich	P.O. Box M	Kennebunkport, ME	04046	967-2511	967-5333	30	30	8	



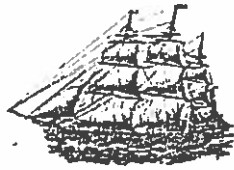
Agenda Item Divider





Agenda Item Divider





TOWN OF KENNEBUNKPORT, MAINE

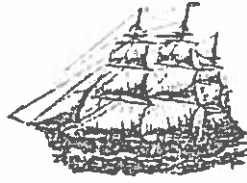
— INCORPORATED 1653 —

NOTICE OF PUBLIC HEARING TOWN OF KENNEBUNKPORT

NOTICE is hereby given that the Municipal Officers of the Town of Kennebunkport will hold a Public Hearing at the Village Fire Station, 32 North Street, on Thursday, May 24, 2018 at 6:00 PM to act on the following application:

Yachtsman Hospitality LLC d/b/a The Yachtsman Hotel & Marina Club, 57 Ocean Avenue, a New Malt, Spirituous and Vinous Liquor License, Special Amusement Permit and Victualer's License Application.

Tracey O'Roak
Town Clerk



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

VICTUALER'S LICENSING HEARING

May 24, 2018

**KENNEBUNKPORT TOWN HALL
6 ELM STREET**

We, the undersigned officials of the Town of Kennebunkport and Members of the Victualer's Licensing Board, do authorize the Town Clerk to issue a Victualer's License to **Yachtsman Hospitality LLC d/b/a The Yachtsman Hotel & Marina Club**. The license shall be valid from June 1, 2018 through May 31, 2019 in accordance with the provisions of the Victualer's Licensing Ordinance adopted by the Town on March 21, 2000.

Sheila Matthews-Bull

Edward W. Hutchins, II

Patrick A. Briggs

Allen A. Daggett

Stuart E. Barwise

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: ☒ Yes ☐ No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input checked="" type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Yachtsman Hospitality LLC		Business Name (D/B/A) The Yachtsman Hotel and Marina	
APPLICANT(S) –(Sole Proprietor) DOB:		Physical Location: 57 Ocean Avenue	
DOB:		City/Town	State Zip Code
		Kennebunkport, ME 04046	
Address 2 Livewell Drive Suite 203		Mailing Address 2 Livewell Drive Suite 203	
City/Town	State Zip Code	City/Town	State Zip Code
Kennebunk, ME 04043		Kennebunk, ME 04043	
Telephone Number	Fax Number	Business Telephone Number	Fax Number
207-967-1503	207-967-1516	207-967-2511	
Federal I.D. # 82-2988557		Seller Certificate #: or Sales Tax #: 1190016	
Email Address: Please Print colleen@krcmaine.com		Website:	

If business is NEW or under new ownership, indicate starting date: New Ownership

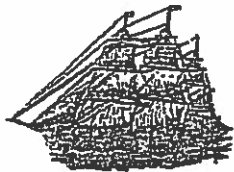
Requested inspection date: ASAP please Business hours: 8:00am-8:00pm

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 30
- State amount of gross income from period of last license: ROOMS \$ n/a FOOD \$ n/a LIQUOR \$ n/a
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐
If Yes, please complete the Corporate Information required for Business Entities who are licensees.

- Do you own or have any interest in any another Maine Liquor License? ☒ Yes ☐ No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

Please See Attached _____ (Use an additional sheet(s) if necessary.)

License #	Name of Business
Physical Location	City / Town



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —
MAINE'S FINEST RESORT

APPLICATION

SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

Name of Applicant Yachtsman Hospitality LLC
Residence Address 2 Linwood Dr #203 Kennebunk, ME 04043
Home Telephone Number 207 967-1503
Name of Business Yachtsman Hotel & Marina Club
Business Address 57 Ocean Ave Kport, ME 04046
Type of Business Hotel
Business Telephone Number 207-967-2571
Nature of Special Amusement _____

Has your liquor and or amusement license ever been denied or revoked?

Yes _____ No X

If yes, describe circumstances specifically. (Attach additional page if necessary)

1. Permit Fee: \$ 50.00 (payable to the Town of Kennebunkport)
2. By making application for this permit and signing this application form, I acknowledge that I am familiar with the rules and regulations governing this permit.

[Signature]
applicant

**Victualer's License Application Form
Town of Kennebunkport**

Applicant Information

Yachtsman Hospitality LLC

Name

57 Ocean Avenue

Home Address

Kennebunk ME 04043

City/Town State Zip

207-967-2511

Telephone Number

Terri Coakley

Managers Name

207-967-2511

Manager's Phone #

Business Information

The Yachtsman Hotel & Marina Club

Business Name, d/b/a, etc.

57 Ocean Avenue

Location (Do not use P.O. Box #)

2 Livewell Dr. Ste 203

Mailing Address (if different)

Kennebunk ME 04043

City/Town State Zip

207-967-1503

Telephone Number

Hotel

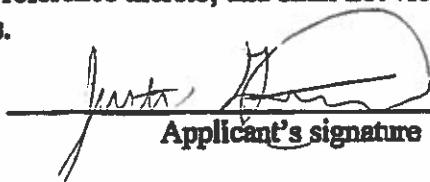
Type of Business

Total number of seats for food service: 75

Total number of rooms for rent: 30

Maximum number of employees per shift: 10

In making this application for a Victualer's License, I agree to conform to the provisions of the law relating to the business for which I am licensed and to all rules and regulations as provided by the Licensing Board in reference thereto; and shall not violate any law of the State relating to intoxicating liquors.



Applicant's signature

The fee must be enclosed with the application. The license will be mailed to you, after the hearing date, if approved.

Date of Application: 5/4/18 **Hearing Date:** May 24, 2018 **

**Feel free to come to the Selectmen's Meeting for the Public Hearing if you choose.

Filing Fee: \$50.00 (Payable to the Town of Kennebunkport)



Agenda Item Divider





TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

TOWN OF KENNEBUNKPORT

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Kennebunkport Board of Selectmen, acting in their capacity as the Victualer's Licensing Board will conduct a public hearing on Thursday, May 24, 2018 at 6:00 PM at the Village Fire Station, 32 North Street, Kennebunkport, Maine to consider an application for a Victualer's License for **SCP Corp.**, 24 Ocean Avenue, for the period June 1, 2018 through May 31, 2019, in accordance with the provisions of the Victualer's Licensing Ordinance adopted by the Town on March 21, 2000.

Dated at Kennebunkport, Maine on May 14, 2018.

Tracey O'Roak
Town Clerk

**Victualer's License Application Form
Town of Kennebunkport**

Applicant Information

Pavlo Casvikes
Name

3 Margaret, Cir
Home Address

Saco ME 04072
City/Town State Zip

207-282-6102
Telephone Number

Pavlo Casvikes
Managers Name

516-395-6757
Manager's Phone #

Business Information

SCP Corp
Business Name, d/b/a, etc.

24 Ocean Ave
Location (Do not use P.O. Box #)

Unit B3-B4
Mailing Address (if different)

Kennebunkport, ME 04046
City/Town State Zip

516-395-6757
Telephone Number

Food Service
Type of Business

Total number of seats for food service: 45

Total number of rooms for rent: _____

Maximum number of employees per shift: 3

In making this application for a Victualer's License, I agree to conform to the provisions of the law relating to the business for which I am licensed and to all rules and regulations as provided by the Licensing Board in reference thereto; and shall not violate any law of the State relating to intoxicating liquors.

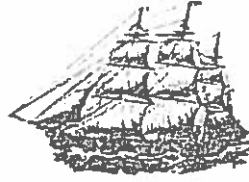

Applicant's signature

The fee must be enclosed with the application. The license will be mailed to you, after the hearing date, if approved.

Date of Application: 5/14/2018 Hearing Date: 5/24/18 **

**Feel free to come to the Selectmen's Meeting for the Public Hearing if you choose.

Filing Fee: \$50.00 (Payable to the Town of Kennebunkport)



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

VICTUALER'S LICENSING HEARING

May 24, 2018

**KENNEBUNKPORT TOWN HALL
6 ELM STREET**

We, the undersigned officials of the Town of Kennebunkport and Members of the Victualer's Licensing Board, do authorize the Town Clerk to issue a Victualer's License to **SCP Corp.** The license shall be valid from June 1, 2018 through May 31, 2019 in accordance with the provisions of the Victualer's Licensing Ordinance adopted by the Town on March 21, 2000.

Sheila Matthews-Bull

Edward W. Hutchins, II

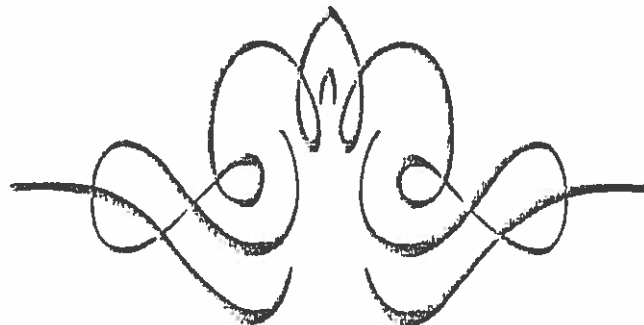
Patrick A. Briggs

Allen A. Daggett

Stuart E. Barwise



Agenda Item Divider





Agenda Item Divider



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KENNEBUNKPORT TOWN CLERK

To: Kennebunkport Board of Selectmen
From: Tracey O'Roak, Town Clerk
Re: Appointment of Election Clerks for 2018-2020

Attached are the names of those people nominated to work as Election Clerks at the polls in the coming 2 years. I ask that you approve the list by signing this memo.

Thank you.

We, the undersigned Municipal Officers of Kennebunkport, Maine
do hereby appoint the above listing of Election Clerks for 2018-2020.

The Municipal Officers of Kennebunkport, Maine.

Dated: _____



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Town of Kennebunkport

PUBLIC NOTICE

In response to an application to construct a residential pier system consisting of an access ramp, a permanent pier, a seasonal ramp, and seasonal float with skids, the Cape Porpoise Harbormaster and the Kennebunkport Board of Selectmen in compliance with 38 M.R.S.A., Section 1022, will conduct a Site Walk at property owned by Dana and Robert Holland, at 155 Wildes District Road, Kennebunkport, Maine on Tuesday, May 22, 2018, at noon. This application is available for review at the Town Office, 6 Elm Street, Kennebunkport.



Agenda Item Divider



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MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Craig Sanford, Chief of Police
Re: Speed Bumps (Goose Rocks Beach)
Dt: May 17, 2018

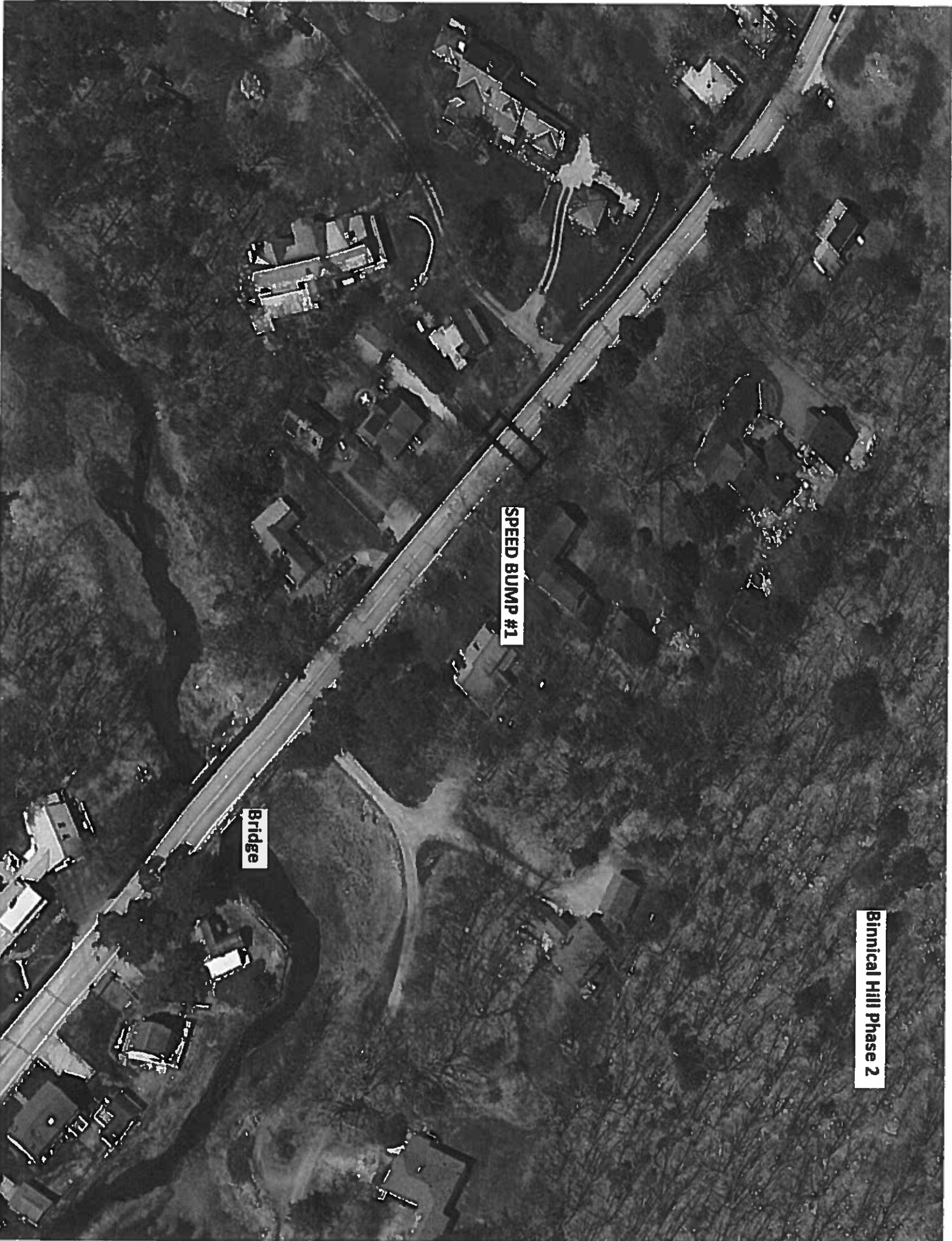
I have been asked to give a recommendation on the topic/location of a speed bump(s) on New Biddeford Road in Kennebunkport. Historically, we have received speeding motor vehicle complaints on New Biddeford Road yearly and have placed resources in the area to try and address citizen concerns.

Our obvious first reaction is to have marked police vehicles in the area to try and catch offending vehicles. As technology has allowed, we placed devices in the area, on numerous occasions, that measure vehicle speed as well as traffic counts to better understand a potential problem allowing us to move resources to take beneficial action. We have also used electronic signs to notify potential violators and unmarked police units to cite offenders. And most recently, at the request of the community, we contacted the Maine Department of Transportation to also look at the local speed zones to see if adjustments would be proper on New Biddeford Road. In my last conversation with a state engineer it was passed on that the speed could be increased in the area. I suggested that is not what the local community desired and asked that the speed not be increased. I have also analyzed vehicle crash data for the last eight years and have not seen any accidents in that area.

If only one speed bump were to be placed on New Biddeford Road, I would recommend it be placed in the 25 MPH zone near the bridge. This location will require vehicles to slow in the most congested area of New Biddeford Road. As with most speed bumps, we create an immediate driver response to quickly accelerate. I feel this may also require a second speed bump further up in the 30 MPH zone somewhere in the area where the field ends to again slow vehicles down. No matter the number of speed bumps, each will require notification/warning signs in both directions to warn approaching motorists of the speed bumps like crosswalk warning signs.

From Mike Claus, the cost of one speed bump will be around \$3,000, or \$6,000 for two. There will also be the cost of associated signage, estimated at \$500. I believe a period of evaluation will be necessary to see if the speed bump is creating the desired effect. I would use our current technology along with public and police input to gauge the usefulness of the speed bump(s).

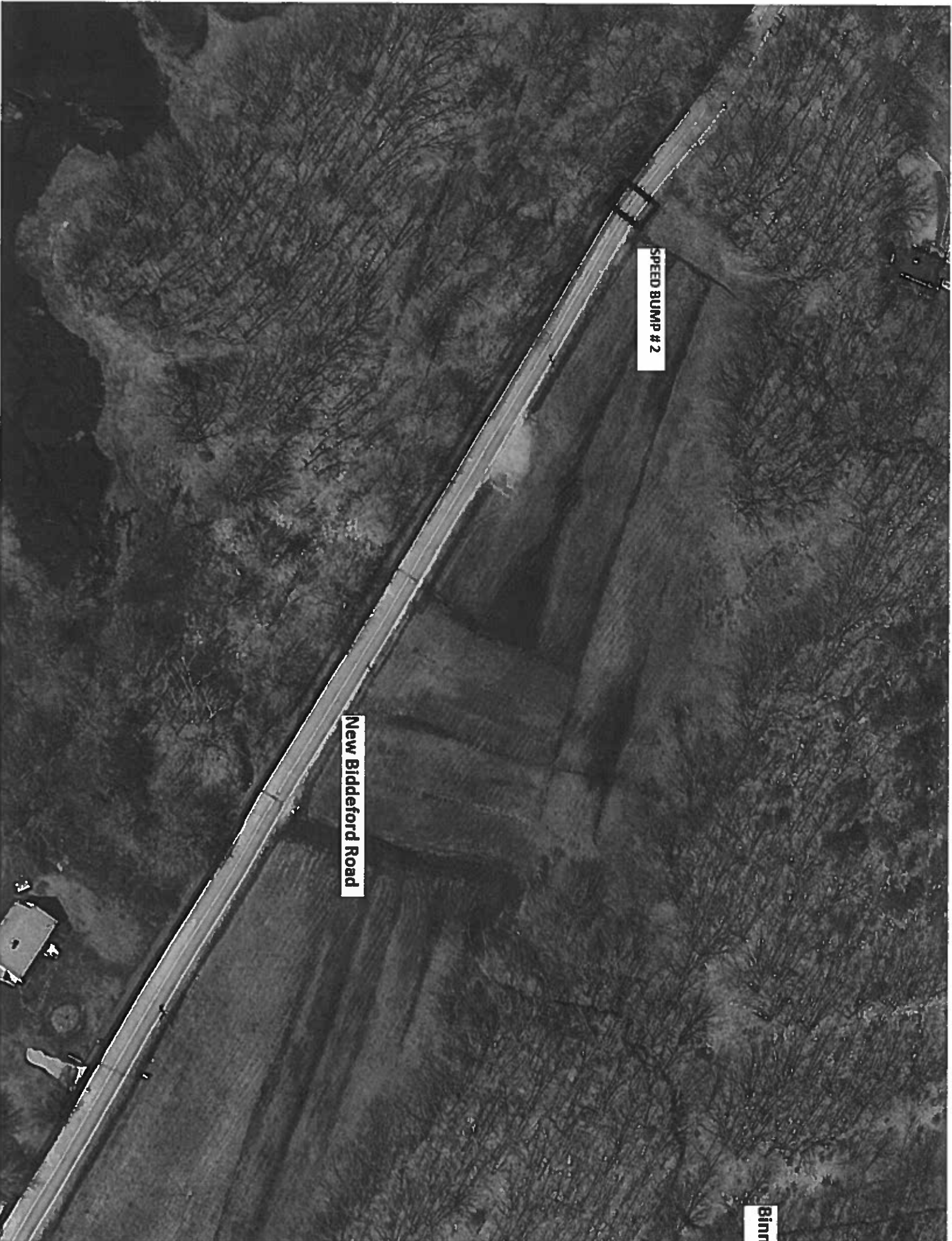
I feel it important to mention that the police department including myself has spent a considerable amount of time in this area. I think most people do not realize the affect a moving vehicle has on you physically, as you are standing out on the road verses being in a vehicle. The experience can cause an individual to conclude a motorist is speeding when they are not. Perception not evidence-based information is an aggravating factor on New Biddeford Road which has no easy fix.



SPEED BUMP #1

Bridge

Binnical Hill Phase 2



New Biddeford Road

SPEED BUMP # 2



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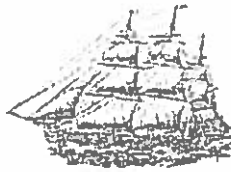
PROPOSED SEWER DEPARTMENT BUDGET FY 19					
Account Number	Account	FY18 Budget	FY19	Inc/Dec	Percent Change
10-01	Salaries & Wages	\$474,419	\$491,807	17,388.00	3.67%
10-10	Overtime	\$10,000	\$10,000	0.00	0.00%
12-01	FICA & Medicare	\$38,692	\$40,780	2,088.00	5.40%
12-02	MSRS	\$27,531	\$29,818	2,287.00	8.31%
12-03	ICMA	\$21,362	\$20,261	(1,101.00)	-5.15%
12-04	RHSP	\$2,445	\$1,243	(1,202.00)	-49.16%
12-05	Health Plan BC-ME	\$150,952	\$147,275	(3,677.00)	-2.44%
12-06	Dues & Fees	\$500	\$500	0.00	0.00%
12-07	Travel (Mileage)	\$300	\$300	0.00	0.00%
12-08	Training & Education	\$3,000	\$3,000	0.00	0.00%
12-11	Vaccine	\$100	\$100	0.00	0.00%
12-12	Uniforms	\$3,500	\$3,500	0.00	0.00%
12-16	HRA & Fees	\$0	\$14,070	14,070.00	100.00%
15-01	Electricity	\$90,000	\$90,000	0.00	0.00%
15-02	Telephone	\$3,500	\$3,310	(190.00)	-5.43%
15-03	Fuel Heating	\$5,282	\$7,000	1,718.00	32.53%
15-05	Water	\$1,100	\$1,200	100.00	9.09%
15-06	Internet	\$2,000	\$2,800	800.00	40.00%
20-01	Printing	\$800	\$800	0.00	0.00%
20-04	Advertising	\$500	\$500	0.00	0.00%
20-06	Expert / Professional Service	\$5,000	\$5,000	0.00	0.00%
20-07	Audit	\$1,500	\$1,500	0.00	0.00%
20-08	Data Processing	\$4,725	\$4,725	0.00	0.00%
20-20	Maintenance - Wet Wells	\$4,000	\$4,000	0.00	0.00%
20-21	Maintenance-Contracts	\$7,150	\$7,150	0.00	0.00%
20-25	Radio & Alarms	\$2,950	\$2,950	0.00	0.00%
20-26	Licenses	\$4,000	\$4,000	0.00	0.00%
25-02	Workmen's Compensation	\$19,238	\$23,680	4,442.00	23.09%
25-03	Unemployment Insurance	\$2,413	\$2,413	0.00	0.00%
25-05	General Liability Insurance	\$7,014	\$7,014	0.00	0.00%
25-07	Fleet Insurance	\$3,911	\$3,911	0.00	0.00%
25-10	Public Officials	\$883	\$883	0.00	0.00%
30-01	Office Supplies	\$1,800	\$1,800	0.00	0.00%
30-03	Vehicle Supplies	\$2,000	\$2,000	0.00	0.00%
30-04	Postage	\$2,200	\$2,200	0.00	0.00%
30-05	Photocopier	\$2,000	\$2,000	0.00	0.00%
30-18	Hand Tools	\$1,500	\$1,500	0.00	0.00%
30-24	Gasoline	\$4,125	\$4,125	0.00	0.00%
30-25	Diesel	\$7,500	\$7,500	0.00	0.00%
30-27	Composting	\$3,750	\$3,750	0.00	0.00%
30-28	Collection System	\$18,000	\$18,000	0.00	0.00%
30-29	Chemicals Process	\$14,600	\$10,600	(4,000.00)	-27.40%
30-30	Lab Supplies	\$12,000	\$12,000	0.00	0.00%
30-31	Safety Equipment	\$3,500	\$3,000	(500.00)	-14.29%
30-32	Maint. Supplies	\$1,800	\$1,800	0.00	0.00%
30-33	Bio-Ash	\$10,000	\$10,000	0.00	0.00%
30-34	Odor Control	\$12,000	\$16,000	4,000.00	33.33%
30-39	Billing & Liens	\$2,600	\$2,600	0.00	0.00%
35-01	Building Maintenance	\$22,000	\$22,000	0.00	0.00%
35-03	Vehicle Maintenance	\$2,500	\$2,500	0.00	0.00%
45-03	Sewer Bond 2003 Principal	\$20,929	\$21,296	367.00	1.75%
45-07	Sewer Bond 2003 Interest	\$2,929	\$2,488	(441.00)	-15.06%
45-12	Sewer Bond 2018 Principal	\$0	\$36,333	36,333.00	100.00%
45-22	Sewer Bond 2018 Interest	\$0	\$10,240	10,240.00	100.00%
50-34	Transfer to general fund	\$25,000	\$30,000	5,000.00	20.00%
50-92	Payroll Contingency	\$0	\$18,830	18,830.00	100.00%
60-04	Capital Equipment	\$68,000	\$43,110	(24,890.00)	-36.60%
60-05	Capital Reserve	\$65,000	\$0	(65,000.00)	-100.00%
Total		\$1,204,500	\$1,221,162	16,662.00	1.38%

Total		1,221,162.00
Miscellaneous Revenue		4,000.00
Investment Income		11,760.00
Septic Fees		0.00
Sewer Fund Balance		80,000.00
Capital Replacement		0.00
Sewer Res. Accounts		0.00
Sewer Extensions		0.00
Sewer Users Fees		1,125,402.00
Total		1,221,162.00
User Fee FY 19		456.00
User fee FY 18		444.00
% Change		2.70%



Agenda Item Divider





TOWN OF KENNEBUNKPORT, MAINE

- INCORPORATED 1653 -

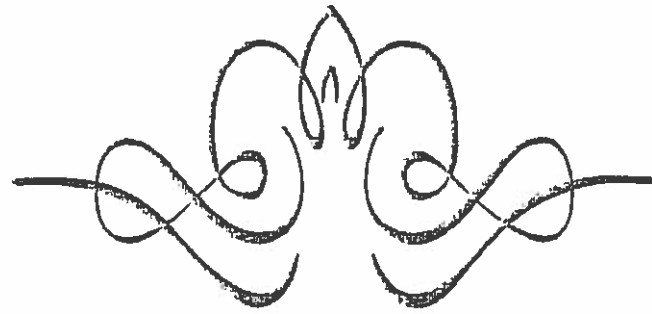
Certificate of Commitment of Sewer User Rates

To: Jennifer Lord, the treasurer of the municipality of Kennebunkport, Maine.

We, the undersigned municipal officers of the municipality of Kennebunkport, hereby certified and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A. § 3406 for those properties, units, and structures required by local and State law to pay a sewer rate to the municipality, for the period beginning January 1, 2018 and ending December 31, 2018. This list is comprised of the pages numbered 1 to 67 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) June 29, 2018. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum of those lists being \$1,125,385.20. You are hereby required to charge interest at a rate of 7.00% per annum on any unpaid account balance beginning July 2, 2018. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law. On or before December 31, 2018 you shall complete and make an account of your collections of the whole sum herein committed to you.

Given under our hands this 24th day of May 2018.

Municipal Officers, Town of Kennebunkport



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May 24, 2018

Motion: I move that the resolution entitled, "Resolution to Authorize Town of Kennebunkport to Issue up to \$450,000 in Bonds for Construction of a Parks and Recreation Building," be adopted in form presented to this meeting and that an attested copy of said Resolution be filed with the minutes of this meeting.

RESOLUTION TO AUTHORIZE TOWN OF KENNEBUNKPORT TO ISSUE UP TO \$450,000 IN BONDS FOR CONSTRUCTION OF A PARKS AND RECREATION BUILDING

Whereas, at the Annual Town Meeting duly called and held on June 17, 2017, the voters of the Town of Kennebunkport (the "Town") authorized the Board of Selectmen to issue general obligation bonds of the Town in a principal amount not to exceed \$450,000 for a term not to exceed 10 years to pay costs of constructing and equipping a new Parks and Recreation Building (the "Project"),

Now therefore, the Board of Selectmen hereby resolves as follows:

1. That the offer of Camden National Bank to purchase bonds of the Town in the original principal amount of \$450,000.00 with an interest rate per annum on the outstanding principal amount thereof equal to 3.27%, is accepted and approved;
2. That a majority of the Board of Selectmen (the "Board") and the Treasurer are authorized to borrow up to \$450,000.00 from Camden National Bank on behalf of the Town, with interest on the principal amount thereof at a rate of 3.27% per annum, which borrowing is for the purpose of financing costs of the Project;
3. That the Board and the Treasurer are authorized to issue general obligation bonds in an aggregate principal amount not to exceed \$450,000.00, which bonds are for the purpose of financing costs of the Project, and to execute and deliver a bond or bonds under the seal of the Town attested by the Clerk, dated on or about June 1, 2018, and to determine the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption with or without premium, form(s), and other details of said bonds not inconsistent herewith, including execution and delivery of said bonds against payment therefor, as they may approve, their approval to be conclusively evidenced by their execution thereof (the "Bonds");
4. That the Bonds be issued in the name of the Town and in registered form transferable only on the registration books of the Town, which registration books may be kept by the Town or its transfer agent, upon surrender thereof with a written instrument of transfer, duly executed by the registered owner or his/her attorney duly authorized in writing;
5. That no part of the proceeds of the Bonds shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code");
6. That the Chairperson of the Board of Selectmen (the "Chair") and the Treasurer are authorized to designate the Bonds as qualified tax-exempt obligations within the meaning of Section 265(b)(3) of the Code;

7. That the Chair and the Treasurer, acting singly, are authorized to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Bonds, to take all other lawful actions necessary to ensure the interest on the bonds will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bonds to become includable in the gross income of the owners thereof;
8. That the appropriate officials of the Town are authorized to execute and deliver on behalf of the Town such other documents and certificates as may be required in connection with the issuance, execution, or delivery of the Bonds;
9. That the Town Manager or Treasurer in consultation with Bond Counsel is authorized to implement written procedures with respect to the Bonds for the purpose of: (i) ensuring timely "remedial action" for any portion of the Bonds that may become "non-qualified bonds," as those terms are defined in the Code and regulations thereunder; and (ii) monitoring the Town's compliance following the issuance of the Bonds with the arbitrage, yield restriction and rebate requirements of the Code and regulations thereunder;
10. That if the Clerk, Treasurer, or Chair for any reason be unavailable to, as applicable, approve, execute, or attest the Bonds or any related financing documents, the person or persons then acting in any such capacity, whether as assistant, deputy, or otherwise, be authorized to act for such unavailable official with the same force and effect as if such official had himself/herself performed such act;
11. That if any of the officers or officials of the Town who have signed, attested, or sealed the Bonds shall cease to be such officers or officials before the Bonds so signed, attested, and sealed shall have been actually authenticated or delivered by the Town, such Bonds nevertheless may be authenticated, delivered, and issued with the same force and effect as though the person or persons who signed, attested, or sealed the Bonds had not ceased to be such officer or official; and also, any such Bonds may be signed, attested, or sealed on behalf of the Town by those persons who, at the actual date of execution of the Bonds, shall be the proper officers or officials of the Town, although at the nominal date of the Bonds any such person shall not have been such officer or official; and
12. That the Town Clerk file an attested copy of this Resolution with the minutes of this meeting.

Dated this 24th day of May, 2018:

A majority of the Board of Selectmen

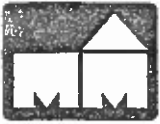
A true copy, attest:

Clerk, Town of Kennebunkport



Agenda Item Divider





Maine Municipal Association

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

To: MMA's Key Municipal Officials

From: Linda C. Cohen, President, Maine Municipal Association

Date: April 26, 2018

Re: Nominations to MMA's 2018-2020 Legislative Policy Committee

This memo begins the process of electing 70 dedicated municipal officials to serve on MMA's Legislative Policy Committee (LPC) over the next two-year period. Given the importance of this Policy Committee to MMA's overall mission, I urge you to help us identify nominees for service during the 2018-2020 biennium.

The LPC brings elected and appointed officials together from towns and cities across the state. According to its by-laws, the purpose of the LPC is "*to define municipal interests and to maximize those interests through effective participation in the legislative process.*" Operating something like a town meeting, the LPC establishes MMA's public policy positions on all matters of direct and statewide municipal interest for representation in the State House. The LPC meets at the MMA building in Augusta once a month during the first several months of each legislative session.

After the next LPC is elected, its first task will be to develop MMA's legislative agenda for submission to the Legislature in January 2019. Beginning in early 2019, the LPC will meet to determine MMA's position on all municipally-related legislation submitted by the Governor and legislators. MMA's legislative staff advocates for the positions established by the LPC.

The membership of the LPC tends to be a mixture of seasoned veterans, who bring an extraordinary depth of experience to the table, and new members with fresh concerns and insights. Speaking as a former Chair of the LPC, it is my observation that the debates and decision-making accomplished by this Committee often include public policy discussions of the highest caliber. The results certainly help establish MMA's credibility in the Maine legislative process.

A Nomination Form is enclosed. Two municipal officials are elected from each of Maine's 35 Senate Districts. What follows is background information on the process of election, and the suggested time commitment to serve.

Background Information. Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

(over)

LPC activities require a time commitment of approximately ten hours a month during legislative sessions (i.e., during the first 4 months of each calendar year) which includes attendance at the monthly meeting and contacts with other communities and legislators in the district as issues arise. The LPC is also engaged in the development of MMA's legislative agenda during the fall and early winter of each even-numbered year, which typically involves at least one additional meeting in Augusta. All mileage expenses are reimbursed. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC membership.

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at the Legislative/Advocacy link at MMA's website <http://www.memun.org/LegislativeAdvocacy/TheLPCHandbook.aspx>. In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

Nomination Process

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be either elected or appointed, but must be serving currently as a municipal official.
- You may nominate any municipal official from any member town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names and brief bios of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed on June 14th.

Nominee Profile

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the enclosed **Nominee Profile Sheet** will be provided with the ballots that are distributed in late June. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA with the Nomination Form.

Deadline for Submitting Nomination

- ✍ The Chairman of your Board of Selectman, Council or Assessors (the "nominator") *and the nominee* must sign the nomination form for it to be valid.
- ☒ The forms must be returned to MMA by 5:00 P.M. on June 13, 2018, to be counted. Ballots will be mailed out immediately after the nomination process closes, so make sure the nomination form is received by MMA by that deadline. Please return the nomination form *and* nominee profile to **Laura Ellis** at MMA either by mail (60 Community Drive, Augusta, Maine, 04330), by FAX (624-0129) or by email (Lellis@memun.org).

If you have any questions, please call MMA's State and Federal Relations staff at 1-800-452-8786 or 623-8428.

LPC NOMINEE BIOGRAPHY

To: Legislative Policy Committee Nominees

From: Maine Municipal Association

Date: April 26, 2018

To help municipal officials make an informed choice when they vote for their LPC representatives, we ask nominees to provide some background information regarding their municipal service and why they want to be LPC members. A "nominee profile" is included on the ballot for each nominee who provides us with a profile.

Name: _____ **Title:** _____

Municipality: _____ **Years in current position:** _____

Mailing Address: _____
(include zip code, please)

Prior (recent) municipal experience: _____

Have you served on the LPC before? No ☐ Yes ☐ If yes, what years? _____

If you have served on any other MMA Committees, please note them: _____

Please indicate your primary issues of concern, and/or reasons for wanting to serve on the LPC:

Please give this completed form to your Board of Selectmen/Assessors or Council so that it can be returned with the Nomination Form, or send it directly to Laura Ellis at MMA by June 13th:

Maine Municipal Association
60 Community Drive
Augusta, ME 04330
FAX: 624-0129
Email: Lellis@memun.org
Thank You!

NOMINATION FORM

Maine Municipal Association's
Legislative Policy Committee
July 2018 to June 2020

Senate District 32 (*Biddeford appoints 1 LPC Member*)

Alfred
Arundel


Biddeford
Dayton

Kennebunkport
Lyman

The municipal officers of _____ hereby nominate:
Print name of your municipality

Nominee: _____ 
Print name of Nominee

Nominee's municipality: _____ Position: _____

Date: _____
Signature of Nominator 
Print name of Nominator _____

Consent

I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

Date: _____
Signature of Nominee 

Please return Nomination Form by 5:00 p.m. on June 13, 2018, to:

Laura Ellis - Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Nominations received after 5:00 p.m. on June 13, 2018 will not be counted.