



TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda
September 28, 2023, @ 5:00 PM
VILLAGE FIRE STATION
32 North Street**

This is an in-person meeting, but the public may join in Zoom webinar format

Join by **computer or mobile device** and click on:

<https://us06web.zoom.us/j/86253359572>

or go to **Zoom** and enter the **webinar ID: 862 5335 9572**

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

1. Call to Order.
2. **5:00 PM** Executive Session – per MRSA 1, §405-6C to consider the acquisition or disposition of real estate.
3. **ESTIMATED 6:00 PM** Approve the September 11 and 14, 2023, selectmen meeting minutes.
4. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)
5. Public hearing to adopt the MMA Model Ordinance GA Appendices A–G for the period October 1, 2023–September 30, 2024.
6. Consideration of liquor license for Breakwater-Kennebunkport LLC (Breakwater Inn & Spa), located at 127 Ocean Ave
7. Appointment of RSU 21 School Board representative.
8. Presentation regarding the Town Hall construction project.
9. Consideration of short-term rental cap proposal for 2024.
10. Updates from the Communications and Events Specialist.

11. Award the contract for the supervisory control and data acquisition (SCADA) system.
12. Award the dewatering project contract amendment with Apex Construction.
13. Consider amendments to the Pier parking rules.
14. Authorize the purchase of street light fixtures.
15. Other Business.
16. Approve the September 28, 2023, Treasurer's Warrant.
17. Adjournment.

AGENDA ITEM DIVIDER

Town of Kennebunkport
Board of Selectmen & Budget Board Meeting
September 11, 2023
6:00 PM

MINUTES

Selectmen attending: Mike Weston, Sheila Matthews-Bull, Allen Daggett, Jon Dykstra, Marybeth Gilbert.

Budget Board members attending: April Dufoe, Michelle Powell, Robert Wester, Allan Evelyn, Ki Leffler, Rick Wakeland, Dan Beard, Charles Tremblay, David James, and Dimitri Michaud (initially via Zoom, later in person).

1. Call to Order.

Chairman Weston called the Board of Selectmen meeting to order at 6:00 PM.
Budget Board Chair April Dufoe opened the Budget Board meeting at 6:00 PM.

2. Discussion of November warrant articles.

a. Question 3 – Authorization for bond to construct Town Hall.

Town Manager Laurie Smith reviewed the Town Hall background, including the history and current square footage of the 6 Elm Street building. She also described the Village Parcel visioning process and the Town Hall public process over the past four years. Voters approved funds for a design and engineering firm in June of 2022. Sebago and Grant Hayes were retained to do this work.

A committee was formed, and many floor plans were considered to right-size the project, which was brought to the Selectmen in July 2020. Ultimately, the committee agreed upon a single-story design of approximately 12,600 sq. Laurie described the layout, appearance, and function of the final design in some detail, with the building located near the North Street entrance to the Village Parcel.

Sebago's estimate for the total cost of the project is approximately \$8.8 million, including a 15% construction contingency amount of \$1.1 million. The Selectmen formed a subcommittee to develop cost-reduction options. They recommended the sale of the 6 Elm Street property, use of reserves, fundraising, and additional property sales for a reduction of \$3 million, resulting in the need to bond \$5.8 million.

Chairman Weston announced that the Town has just received a \$500,000 anonymous donation with no contingencies for the construction of the new Town Hall, giving the fundraising a big head start.

One of the cost reduction options is to sell two Town-owned properties: a one-acre parcel on Beachwood Avenue and the eight-acre “McCabe” property on School Street next to Parson’s Field and Consolidated School. There were several questions and discussions among the Boards regarding Town-owned properties.

As it applies to other properties acquired by the Town from failure to pay taxes, State law prevents the Town from making from the sale more than the amount of taxes owed, with the remainder going to the former owners of the property. This effectively negates any significant proceeds the Town would earn from such sales.

Selling part of the Village Parcel is a possibility to defray the cost of the bond taken for the purchase of that property but would not be applied to building a new Town Hall. In addition, the Town is in the process of conducting a survey of the public as to what they would like to see happen with the Village Parcel. It would be premature to make the decision to sell part of the Parcel without analyzing the survey results first.

Laurie Smith went on to present the tax impact on the mil rate for bonds in various amounts for a new Town Hall. She also described debt retirements that are happening in FY26 – FY29. In addition, she summarized the Capital Improvement Plan (CIP) with cost estimates for larger projects anticipated in the next several years, as well as CIP funding sources. She provided estimates of projected utility costs for the new construction as compared to what we’re currently paying at the existing Elm St. location. Lastly, she presented the proposed construction timeline for the new Town Hall if the warrant article is approved by the voters in November.

Dan Beard questioned the need to build a new, large meeting room for Town meetings instead of renting existing rooms (e.g., the Legion Hall, the libraries). Laurie Smith and Board members responded that this would not be a practical solution as this would greatly complicate the scheduling of Town meetings. Also, the meeting audio/video cable broadcast and streaming equipment is not mobile and could not be moved between a variety of meeting locations. The meeting room will also be used for voting. There are many State regulations governing aspects of voting spaces involving physical security, ADA compliance and the like. The State would not permit voting in a variety of changing third-party spaces.

Members of both Boards had extensive discussions regarding whether to place the sale of the McCabe property in the same warrant article as that allowing the Selectmen to authorize a bond for the Town Hall. April Dufoe recommended that the Budget Board first take a vote to indicate support for the Question 3 warrant article as written.

Motion by David James, seconded by Allan Evelyn, to approve the Question 3 warrant article as written. **Voted:** 5-4-1. **Motion passed.**

After more discussion about separating out the question of the McCabe property sale, Laurie Smith said that the Select Board was looking for positive feedback from the Budget Board about how to proceed, and this divided vote was not positive. She asked what might bring the group to a more positive resolution. More discussion ensued.

Motion by April Dufoe, seconded by Ki Leffler, to approve the Question 3 warrant article as written, with the one exception to move the proposal to sell the McCabe property to a separate warrant article. **Voted:** 8-2. **Motion passed.**

Motion by Selectman Dykstra, seconded by Selectman Matthews-Bull, to accept the Budget Board proposal to move the proposal to sell the McCabe property to a separate warrant article. **Voted:** 4-1 (Selectman Gilbert opposed). **Motion passed.**

Wayne Burbank had questions about the new Town Hall project, the Village Parcel, the possible purchase of a house next to the existing Town Hall on Elm St., the McCabe property, and the reserve fund balance that Laurie Smith and the Selectmen answered.

b. Question 4 – Authorization to use reserve funds for the Cape Porpoise Pier project.

Laurie Smith briefly ran through the presentation made by our engineer at the last Board of Selectmen meeting. She explained that the pilings and foundation of the pier have been deteriorating badly for over 50 years, and the Harbormaster's office is in danger of flooding. She described the elements of the reconstructed pier, bait shed, and Harbormaster's office. Over time, the projected cost of the project has risen markedly from \$2.4 million to \$4.5 million today. But even with EDA grants and DOT funding, we're still facing a funding shortfall of \$1.1 million. Alternate bid items were identified for possible later funding: the south float system, jib crane & solar panels. Removing these items from the project brings the funding gap down to \$707,000. That figure is being rounded up to a request for \$710,000.

If the additional funding is approved, the timeline for the project is to put out for bid in February 2024, with a bid deadline of March 2024. This would provide the selected contractor with time to obtain the required construction materials and to schedule the project for the winter of 2024.

Motion by David James, seconded by Allan Evelyn, to approve the Question 4 warrant article as written. **Voted:** 10-0. **Motion passed.**

3. Adjournment.

Motion by Dan Beard, seconded by Robert Wester, to adjourn the Budget Board meeting. **Voted:** 10-0. **Motion passed.**

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to adjourn the Board of Selectmen meeting. **Voted:** 5-0. **Motion passed.**

The meeting adjourned at 8:04 PM.

Submitted by,
Dave Powell,
Technology Specialist

Town of Kennebunkport
Board of Selectmen Meeting
September 14, 2023
5:00 PM

MINUTES

Selectmen attending: Mike Weston, Sheila Matthews-Bull, Allen Daggett, Jon Dykstra, Marybeth Gilbert.

1. Call to Order.

Chairman Weston called the meeting to order at 5:00 PM.

2. Executive Session per MRSA 1, §405-6E to consult with the Town attorney regarding contemplated litigation.

Motion by Selectman Dykstra, seconded by Selectman Matthews-Bull, to enter Executive Session per MRSA 1, §405-6E to consult with the Town attorney regarding contemplated. **Voted: 5-0. Motion passed.**

The Selectmen entered the Executive Session at 5:03 pm and returned at 6:05 pm. No decisions were made in the session.

No motion was necessary. No motion was taken.

3. Approve August 24, 2023, selectmen meeting minutes.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to approve the August 24, 2023, selectmen meeting minutes. **Voted: 5-0. Motion passed.**

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.)

Mark Werner, of 76 Pier Road abutting the pier causeway project, expressed concern that he had not been notified of the project and that the raising of the causeway would change the flow of water in a way that would be detrimental to his property's seawall. Town Manager Laurie Smith and the Selectmen responded that they met and communicated with Tim Spang as Mr. Werner's representative and assumed in good faith that Mr. Spang was relaying information about the Town's plan to Mr. Werner. The Town is working with Mr. Werner's engineer and attorney to come to an equitable agreement regarding Mr. Werner's issue and will bring that to the Board of Selectmen.

Police Chief Sanford announced that Kennebunkport Police Sergeant Jason Hafner had been awarded Employee of the Year by the Chamber of Commerce. He also urged everyone to prepare for the upcoming storm, expected on Saturday with winds of 30–50 MPH. He asked that residents secure anything that might get blown around (e.g. lawn furniture), secure their boats, avoid areas that are susceptible to flooding, heed barricades placed in flooded areas, and be prepared for power outages.

No motion was necessary. No motion was taken.

5. Authorize the warrant and easement for the November ballot.

The November ballot contains the following questions:

Question #1: Acceptance of the Kennebunkport 2030 Comprehensive Plan

Question #2: Amendment to the Street Opening Ordinance

Question #3: Construction of a new Town Hall

Question #4: Sale of the School Street property

Question #5: Cape Porpoise Pier funding

Question #6: Easement agreement with Green Marine Corporation

Question #7: Acceptance of the Cape Porpoise Fire Station

Motion by Selectman Daggett, seconded by Selectman Dykstra, to authorize all the November warrant questions. **Voted:** 5-0. **Motion passed.**

The easement agreement with Green Marine Corporation was voted on separately.

Motion by Selectman Dykstra, seconded by Selectman Matthews-Bull, to accept the easement agreement with Green Marine Corporation. **Voted:** 5-0. **Motion passed.**

6. Accept a \$500,000.00 anonymous donation to the Town Hall construction project.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept a \$500,000.00 anonymous donation to the Town Hall construction project. **Voted:** 5-0. **Motion passed.**

7. Certification of the referendum questions for the November town meeting warrant.

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

"2023 Amendment to the Street Opening Ordinance"

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to certify the referendum questions for the November town meeting warrant. **Voted: 5-0. Motion passed.**

8. Set a public hearing for October 12, 2023, for the November election.

The public hearing will be an information session to answer questions from the public about all the November ballot questions, as required by state statutes.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to set a public hearing for October 12, 2023, for the November election. **Voted: 5-0. Motion passed.**

9. Consideration of RSU 21 School Board applications.

The Board heard briefly from the candidates who applied for the open RSU21 School Board position: Tom Foley, Donald Gasink, Diane Franz, and Rachel Kennedy-Smith. Each provided a personal history, their connection to education, and the reasons they were seeking this appointment.

Loretta McDonnell expressed her thanks to everyone applying for the position and said it was good to see so much interest, as several of the previous School Board elections have been uncontested for the Kennebunkport representative. She suggested that those not selected participate on one of several School Board Committees.

Ashley Baker Cook asked if the Board could inquire about the candidates' position on Diversity, Equity, and Inclusion (DEI) as the most recently elected Kennebunkport representative is a strong supporter of DEI and won her seat by a significant margin. She expressed her hope that the person assigned to the position has strong ties to education and the community and intends to run for the position again when it comes to voting in June 2024. She also hopes that the Board makes a prompt decision, as School Board Committees are already forming.

Chairman Weston suggested that the Board discuss the candidates and pick a representative at the next Board of Selectmen meeting on September 28th.

No motion was necessary. No motion was taken.

10. Authorization to contract with website vendor.

Director of Support Services Yanina Nickless presented the Website Committee recommendation for a vendor to revamp the Town's website. The current site was developed in 2014 and badly needs updating. The Committee, comprised of a few Town staff and community members, received responses to a Request for Proposal (RFP) from six vendors in late July. The Committee reviewed the proposals and indicated preferences using a rating sheet. The proposals ranged greatly in cost from \$17,000 to \$80,000. The results were tallied, and the three top candidates were selected to make a presentation/demo to the Committee: Revize, CivicPlus, and TownWeb. All three of

these candidates had experience creating websites for municipalities, while some of the other candidates were more business-focused. After some deliberation, the Committee agreed to offer the contract to Revize.

Though Revize was the lowest-cost vendor, there was no single factor responsible for the Committee's selection. Revize was selected because they have design flexibility. Yanina also spoke with many local municipalities utilizing Revize, and they all had positive feedback regarding their expertise and willingness to help.

We expect the process to move to Revize will take about six months but with a strict deadline of being online with them by July 1st, 2024.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to contract with vendor Revize in the amount of \$17,700 to develop a new Town website. **Voted: 5-0. Motion passed.**

11. Award bid for solid waste and recycling collection contract.

Laurie Smith explained that the waste and recycling collection industry is moving to trucks with automatic pickup. The Town put out an RFP and received only one bid from Casella in response. The Town requested bids for two options:

Option 1: weekly trash and recycling pickup - \$543,713

Option 2: weekly trash but every-other-week recycling pickup - \$533,015

Laurie also described some option variants, including Option 1a: Moving Goose Rocks beach summer collection from Saturday to Friday or Monday (Casella prefers Friday), making the collection Friday year-round - \$506,713 (a savings of \$37,000 compared to Option 1).

A representative from Casella spoke before the Board. Our current contract with Casella was signed in 2019 for an annual cost of \$320,000. The new contract represents about a \$200,000 increase. The causes for this increase include significant increases in labor costs (hiring and retaining drivers) and the greater cost of the automated trucks themselves.

Motion by Selectman Gilbert, seconded by Selectman Matthews-Bull, to authorize the Town Manager to enter a negotiated contract with Casella for waste and recycling collection for alternate Option 1a in the amount of \$506,713, recognizing that there would be a deduction in the amount of the contract, should we go with a carry-in/carry-out policy. **Voted: 5-0. Motion passed.**

12. Award bid for Pier Road construction.

Town Project Engineer Eric Labelle informed the Board that a request for bids for the Pier Road reconstruction project went out on August 10, 2023, and that the bids were

opened on August 31, 2023. Four bids were received, ranging in cost from \$1,947,000 to \$3,045,249. Woodward and Curran reviewed the bids and found them all to be responsive to the project. Labelle, therefore, recommended that we proceed with the low bid of \$1,947,000 from Sargeant Corporation. 97.5% of the project is funded by a federal grant of \$2,585,000. Selectman Gilbert had questions about a contingency amount. Laurie Smith clarified that the contingency is part of the grant. If there is also a contingency in the bid, they did not share that amount with us.

Motion by Selectman Gilbert, seconded by Selectman Dykstra, to award the Pier Road reconstruction project to Sargeant Corporation at a cost of \$1,947,000. **Voted:** 5-0. **Motion passed.**

13. Award Pier Road Construction Administration Support contract to Woodard & Curran.

Eric Labelle explained that the construction administration support was not included in the original grant request, but since the bids came in under the projected amount, he will try to get this included in the grant. This cost is in the budget, however.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to award the Pier Road reconstruction administration support contract to Woodward and Curran in the amount of \$70,000. **Voted:** 5-0. **Motion passed.**

14. Authorization of Ocean Ave Preliminary Design contract.

Eric Labelle recommended that we retain Woodward and Curran to do a preliminary design for Ocean Avenue in the Walker's Point / Wandby Beach area to determine the environmental and abutter impacts of raising the road.

Motion by Selectman Gilbert, seconded by Selectman Dykstra, to contract with Woodward and Curran to do the preliminary design contract in the amount of \$97,300. **Voted:** 5-0. **Motion passed.**

15. Update on the communication towers (from the Police and Fire Departments).

Fire Chief Jay Everett described that we went from a single antenna on the water tower next to the Public Safety building in 2019 to a three-antenna system, adding towers at the Goose Rocks Fire station and the Wastewater Treatment facility. This increased radio coverage dramatically. He feels that it was money well spent and that the system works well. The Fire Department elected to stay with an analog system as calls cannot be paged out with a digital system at this time. Should we move to a digital system for Fire in the future? However, the equipment already purchased is digital-capable.

Police Chief Sanford added that previously, police officers were unable to communicate via portable radio in Dock Square, along Ocean Avenue, or at Goose Rocks Beach. The radio upgrades have completely resolved these deficiencies.

No motion was necessary. No motion was taken.

16. Authorization of Public Safety Study contract.

Chief Everett explained that a study is needed to look at how operations are coordinated between the Fire Department and Kennebunkport Emergency Management Services (KEMS) and how they might be improved in the future. A committee was formed to request and evaluate bids for a safety study. Municipal Resources, Inc. (MRI) is recommended by the committee as they do most of their interviewing work in person (not remote), and they are a local company in New Hampshire well reviewed by the Town of Wells that had a similar study done by MRI recently.

Motion by Selectman Weston, seconded by Selectman Gilbert, to award the bid with Municipal Resources, Inc. to carry out a public safety study at a cost of \$28,485. **Voted: 5-0. Motion passed.**

Laurie Smith asked if the Board would like a representative to participate in the public safety study. Selectman Gilbert indicated interest. The Board agreed that she and Selectman Daggett (as the Board liaison to KEMS) would participate in the process.

17. Consider Right of Way Agreement with Tax Map 34, Block 1, Lot 13, owned by Margaret and Clifton Mix.

Keith Richard, an attorney with Archipelago, and Cliff Mix addressed the Board. They are abutters to Old Seaweed Road (aka the Dyke Road right of way) and are seeking this agreement to allow them to restore and maintain the right of way, including removing overgrown bittersweet and replacing it with bayberry and replacing a fence.

Motion by Selectman Weston, seconded by Selectman Daggett, to approve the Right of Way Agreement with Tax Map 34, Block 1, Lot 13, owned by Margaret and Clifton Mix. **Voted: 5-0. Motion passed.**

18. Presentation of digital tablet options for the BOS members.

Yanina Nickless explained that her team had been tasked with finding digital tablets to replace paper in binders that have, to this point, been provided to Selectmen for their meeting packets. This change will allow the Town to save printing costs and use of paper (averaging 500 pages per year per Selectmen, and currently increasing rapidly), making the Town more environmentally friendly. The tablets are also email-capable, enhancing communication with Selectmen and providing logical separation for the Selectmen between personal and Board email communications. Each tablet has a stylus so that Selectmen can take notes by hand if they so desire, as well as a keyboard. The two finalist devices considered are the Microsoft Surface Go 3 and the Apple iPad 10th Generation.

Yanina and the Board discussed various features and options of the tablets, as well as how her department would train and support the Selectmen in their use.

Motion by Selectman Weston, seconded by Selectman Dykstra, to purchase five Microsoft Surface Go 3 tablets with keyboard and pen for a total cost of \$3,150. **Voted:** 5-0. **Motion passed.**

19. Accept a \$500.00 donation from Jean Perkins to the general nurses' account.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to accept a \$500.00 donation from Jean Perkins to the general nurses' account. **Voted:** 5-0. **Motion passed.**

20. Other Business.

Selectman Daggett stated that softball was a great success this year, and they'll be doing it again next year.

No motion was necessary. No motion was taken.

Selectman Weston informed the Board that he had received a letter from the Daughters of the American Revolution (DAR) reminding all that next week (September 17th – 23rd) is National Constitution Week. He forgot to bring the proclamation with him to the meeting but requested that the Board approve the proclamation now, and he will post it at Town Hall.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to proclaim the week of September 17th – 23rd as National Constitution Week. **Voted:** 5-0. **Motion passed.**

Laurie Smith told the Board that Chalk the Port last weekend was a great success, with some beautiful artwork and many attendees on Saturday. She thanked the team that worked hard to put on the event. Proceeds from the event benefit the Recreation Scholarship Fund.

Laurie invited Yanina Nickless & Town Clerk Tracey O'Roak to speak about the first of four Citizens' Academy sessions held last week – "Government 101", describing government in Maine, York County, and Kennebunkport, as well as the Town's Support Services and Town Clerk departments. Tracey added that all 16 participants were interested and engaged. The next session regards Finance. Following that are sessions focusing on Public Works, Emergency Services (Police & Fire), and finally, Codes & Planning. Town resident and first-session attendee Kevin McDonald added that he enjoyed the first session and learned a lot about municipal government. He was surprised to learn all that needed to be done by the Town Clerk to prepare for an

election.

No motion was necessary. No motion was taken.

21. Approve the September 14, 2023, Treasurer's Warrant.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the September 14, 2023, Treasurer's Warrant. **Voted: 5-0. Motion passed.**

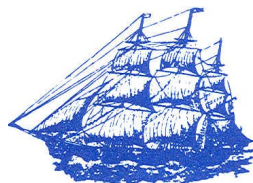
22. Adjournment.

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

Meeting adjourned at 8:22 PM.

Submitted by,
Dave Powell,
Technology Specialist

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Memorandum

To: Board of Selectmen and Laurie Smith, Town Manager
Fr: Alison Kenneway, Public Health Director
Re: Communications Update
Dt: September 15, 2023

The changes to the GA maximums for the fiscal year 2023/2024 are as follows:

- **Appendix A:** Overall maximums for an individual or family increased across the board, \$82.00 for a family of 1 to \$223.00 for a family of 5.
- **Appendix B and C** food and housing allowance for 2023/2024 also increased. Food maximums for a family of 1 increased by 2.32/month up to \$13.95.00/month for a family of 8.
Housing maximums increased by \$92.00/month for a 1 bedroom(unheated) up to \$203.00/month for a 4 bedroom(unheated). And increased \$135.00 for 1 bedroom(heated) to \$222.00 for a 4 bedroom(unheated)
- **Appendix D-H,** Basic Needs has no change from last year.
 - Basic needs covered through GA consists of utilities- electricity, heating fuel, and personal care items.
 - Burial and cremation maximums had no increase this year.

Public Hearing

Town of Kennebunkport General Assistance Ordinance

The Town of Kennebunkport Board of Selectmen will conduct a public hearing to adopt the MMA Model Ordinance GA Appendices A-G for the period October 1, 2023–September 30, 2024.

The hearing will be held on September 28, at 6 p.m., at the Village Fire Station, 32 North Street, Kennebunkport, Maine.

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20__, by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: August 28, 2023
Subject: New GA Maximums for October 1, 2023

Enclosed please find the following items:

- MMA's new (October 1, 2023–September 30, 2024) **“General Assistance Ordinance Appendices”** (A – H).
- Recovery Residence Housing Maximums (October 1, 2023-September 30, 2024)
- **“GA Ordinance Adoption Form”** which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*
- **“GA Maximums Adoption Form”** which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*

Updates

Please note that updates have been made to Appendix A (overall maximums), Appendix B (food maximums), and Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence Housing Maximums guide. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – G. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance. If you are not making changes to your adopted ordinance, you are only required to submit verification that the new Appendices have been adopted.

2023-2024 GA Overall Maximums

Metropolitan Areas

Persons in Household					
COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	886	1,029	1,316	1,638	2,241
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,103	1,235	1,626	2,049	2,215
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	853	925	1,186	1,543	1,870
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	846	853	1,126	1,408	1,537
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,367	1,593	2,045	2,611	3,201
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	938	1,118	1,360	1,857	2,219

Appendix A
Effective: 10/01/23-09/30/24

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,154	1,217	1,509	1,961	2,207
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,327	1,393	1,834	2,489	3,175

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	742	812	951	1,281	1,464
Franklin County	781	834	1,033	1,383	1,695
Hancock County	965	996	1,198	1,521	1,655
Kennebec County	879	899	1,120	1,470	1,587
Knox County	905	913	1,120	1,490	1,592
Lincoln County	1,004	1,013	1,282	1,582	2,069
Oxford County	873	878	1,072	1,514	1,761
Piscataquis County	752	810	1,000	1,326	1,598
Somerset County	810	851	1,098	1,430	1,532
Waldo County	1,041	1,047	1,256	1,558	2,132
Washington County	811	816	1,060	1,328	1,453

* Please Note: Add \$75 for each additional person.

2023-2024 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the [U.S.D.A. Thrifty Food Plan](#). As of October 1, 2023, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

Note: For each additional person add \$219 per month.

2023-2024 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! ONLY consider adopting the following numbers if these figures are consistent with local rent values. If not, a market survey should be conducted, and the figures altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	134	577	169	726
1	139	598	185	794
2	156	672	216	929
3	218	940	292	1,256
4	243	1,044	333	1,434
<u>Franklin County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	143	616	178	765
1	144	620	190	816
2	175	754	235	1,011
3	242	1,042	316	1,358
4	296	1,275	387	1,665
<u>Hancock County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	191	821	221	950
1	191	821	228	979
2	222	956	274	1,177
3	285	1,227	348	1,496
4	301	1,293	378	1,625
<u>Kennebec County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	171	735	201	864
1	171	735	205	882
2	204	878	256	1,099
3	274	1,176	336	1,445
4	285	1,225	362	1,557

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	177	761	207	890
1	177	761	208	896
2	204	878	256	1,099
3	278	1,196	341	1,465
4	286	1,230	363	1,562
<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	200	860	230	989
1	200	860	232	996
2	242	1,040	293	1,261
3	300	1,288	362	1,557
4	397	1,707	474	2,039
<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	729	200	858
1	169	729	200	861
2	193	830	244	1,051
3	284	1,220	346	1,489
4	325	1,399	403	1,731
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	171	736
1	139	596	184	792
2	168	721	227	978
3	229	985	302	1,301
4	274	1,178	365	1,568
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	666	185	795
1	155	666	194	834
2	199	856	250	1,077
3	264	1,136	327	1,405
4	272	1,170	349	1,502

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	209	897	239	1,026
1	209	897	239	1,030
2	236	1,014	287	1,235
3	294	1,264	357	1,533
4	412	1,770	489	2,102
<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	185	796
1	155	667	186	799
2	190	818	242	1,036
3	241	1,034	303	1,303
4	254	1,091	331	1,423

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	742	203	871
1	196	841	235	1,012
2	250	1,074	301	1,295
3	313	1,344	375	1,613
4	437	1,879	514	2,211
<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	959	253	1,088
1	244	1,047	283	1,218
2	322	1,384	373	1,605
3	408	1,755	471	2,024
4	431	1,853	508	2,185
<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	195	838
1	171	737	211	908
2	220	944	271	1,165
3	291	1,249	353	1,518
4	351	1,508	428	1,840

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	163	702	193	831
1	163	702	194	836
2	206	884	257	1,105
3	259	1,114	322	1,383
4	273	1,175	351	1,507
<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	284	1,223	314	1,352
1	327	1,405	366	1,576
2	419	1,803	471	2,024
3	539	2,317	601	2,586
4	660	2,839	738	3,171
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	185	794	215	923
1	216	930	256	1,101
2	260	1,118	311	1,339
3	364	1,563	426	1,832
4	432	1,857	509	2,189
<u>York Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	235	1,010	265	1,139
1	239	1,029	279	1,200
2	295	1,267	346	1,488
3	388	1,667	450	1,936
4	429	1,845	506	2,177
<u>York/Kittery/S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	275	1,183	305	1,312
1	280	1,205	320	1,376
2	370	1,592	422	1,813
3	511	2,195	573	2,464
4	654	2,813	731	3,145

2023-2024 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2023 to September 30, 2024.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
NOTE: For each additional person add \$75 per month.						
(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00
NOTE: For each additional person add \$219 per month.		

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)				

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is ***not automatically*** entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses ***excluding*** electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses ***excluding*** heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

2023-2024 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

Effective: 10/01/23-9/30/24

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

2023-2024 GA Housing Maximums

Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2023- 9/30/2024

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	148.88	595.50

<u>Franklin County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	153.00	612.00

<u>Hancock County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	183.56	734.25

<u>Kennebec County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	165.38	661.50

<u>Knox County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	165.38	672.00

<u>Lincoln County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	186.75	747.00

<u>Oxford County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	161.44	645.75

<u>Piscataquis County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	148.50	594.00

<u>Somerset County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	156.38	599.25

<u>Waldo County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	193.13	772.50

<u>Washington County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	149.81	599.25

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	189.75	759.00

<u>Cumberland Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	228.38	913.50

<u>Lewiston/Auburn MSA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	170.25	681.00

<u>Penobscot Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	156.75	627.00

<u>Portland HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	295.50	1182.00

<u>Sagadahoc Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	206.44	825.75

<u>York Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	225.00	900.00

<u>York/Kittery/S. Berwick HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	258.00	1032.00

2023

General Assistance Maximums Reference Sheet-York County HMFA

2024

Oct 1, 2023 to Sept 30, 2024

<u>OVERALL MAXIMUMS (A)</u>					<u>HOUSING MAXIMUMS (C)</u>					<u>ELECTRIC (D)</u>																			
Persons in Household										NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need. 1) Electricity Maximums for Households <u>Without</u> Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:																			
1	2	3	4	5	BEDROOM	UNHEATED Weekly	Monthly	Heated Weekly	Monthly																				
\$1,154	\$1,217	\$1,509	\$1,961	\$2,207	0	\$235	\$1,010	\$265	\$1,139																				
Household of 6 = \$2,282					1	\$239	\$1,029	\$279	\$1,200																				
* Add \$75 for each additional person					2	\$295	\$1,267	\$346	\$1,488																				
<u>FOOD MAXIMUMS (B)</u>					<u>PERSONAL CARE & HOUSEHOLD SUPPLIES (F)</u>					NOTE: For each additional person add \$10.50 per month. 2) Electricity Maximums for Households <u>with</u> Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:																			
Persons	Weekly	Monthly		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number in Household</th> <th style="text-align: center;">Weekly Amount</th> <th style="text-align: center;">Monthly Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1-2</td> <td style="text-align: center;">\$10.50</td> <td style="text-align: center;">\$45.00</td> </tr> <tr> <td style="text-align: center;">3-4</td> <td style="text-align: center;">\$11.60</td> <td style="text-align: center;">\$50.00</td> </tr> <tr> <td style="text-align: center;">5-6</td> <td style="text-align: center;">\$12.80</td> <td style="text-align: center;">\$55.00</td> </tr> <tr> <td style="text-align: center;">7-8</td> <td style="text-align: center;">\$14.00</td> <td style="text-align: center;">\$60.00</td> </tr> </tbody> </table>					Number in Household				Weekly Amount	Monthly Amount	1-2	\$10.50	\$45.00	3-4	\$11.60	\$50.00	5-6	\$12.80	\$55.00	7-8	\$14.00	\$60.00			
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7-8	\$14.00	\$60.00																											
1	\$67.67	\$291		NOTE: For each additional person add \$1.25 per week or \$5.00 per month.																									
2	\$124.42	\$535																											
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4	\$226.28	\$973																											
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6	\$322.33	\$1,386																											
7	\$356.28	\$1,532		<u>SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5</u> When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:																									
8	\$407.21	\$1,751																											
Add \$219 per month for each + person									<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number of Children</th> <th style="text-align: center;">Weekly Amount</th> <th style="text-align: center;">Monthly Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$12.80</td> <td style="text-align: center;">\$55.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">\$17.40</td> <td style="text-align: center;">\$75.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">\$23.30</td> <td style="text-align: center;">\$100.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">\$27.90</td> <td style="text-align: center;">\$120.00</td> </tr> </tbody> </table>					Number of Children	Weekly Amount	Monthly Amount	1	\$12.80	\$55.00	2	\$17.40	\$75.00	3	\$23.30	\$100.00	4	\$27.90	\$120.00	
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<u>HEATING FUEL (E)</u>				<u>MILEAGE RATE (G)</u> 46 cents (\$0.46) per mile <u>FUNERAL MAXIMUMS (H)</u> Burial: \$1,475+; Cremation: \$1,025+																									
Month	Gallons	Month	Gallons																										
January	225	June – Aug	0																										
February	225	September	50																										
March	125	October	100																										
April	125	November	200																										
May	50	December	200	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number in Household</th> <th style="text-align: center;">Weekly</th> <th style="text-align: center;">Monthly</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$29.63</td> <td style="text-align: center;">\$127.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">\$34.07</td> <td style="text-align: center;">\$146.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">\$39.67</td> <td style="text-align: center;">\$170.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">\$46.32</td> <td style="text-align: center;">\$198.50</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">\$55.65</td> <td style="text-align: center;">\$238.50</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">\$58.68</td> <td style="text-align: center;">\$251.50</td> </tr> </tbody> </table>					Number in Household	Weekly	Monthly	1	\$29.63	\$127.00	2	\$34.07	\$146.00	3	\$39.67	\$170.00	4	\$46.32	\$198.50	5	\$55.65	\$238.50	6	\$58.68	\$251.50
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NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.				NOTE: For each additional person add \$14.50 per month. 1-800-442-6003																									
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STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section I: Licensee/Applicant(s) Information; Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC):	Business Name (D/B/A):
Breakwater Inn & Spa	Breakwater Inn & Spa
Individual or Sole Proprietor Applicant Name(s):	Physical Location:
Breakwater- Kennebunkport LLC	127 Ocean Avenue, Kennebunkport, Maine 04046
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
	PO Box M, Kennebunkport, ME 04046
Mailing address, if different from DBA address:	Email Address:
Telephone # Fax #:	Business Telephone # Fax #:
207-967-5333 916-412-8877	
Federal Tax Identification Number:	Maine Seller Certificate # or Sales Tax #:
83-1129105	1192606
Retail Beverage Alcohol Dealers Permit:	Website address:
	www.thebreakwaterinn.com

1. New license or renewal of existing license? ☐ New Expected Start date: 10/17/2023
- ☒ Renewal Expiration Date: 10/17/2024

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \$1486,649.00 Beer, Wine or Spirits: \$1250,328.00 Guest Rooms: \$1,501,063

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A 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"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

127 Ocean Avenue, Kennebunkport, ME 04046

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No
7. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

- ☐ Yes ☒ No
- ☐ Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
John LaFayette	05/25/1984	Bangor, ME
Ramsey LaFayette	04/18/1986	Bangor, ME
Annaliese Lafayette	12/24/1987	Bangor, ME
Logan La Fayette	12/18/1983	Bangor, ME

Residence address on all the above for previous 5 years

Name	Address:
John Lafayette	85 Main Road, Hampden ME 04444
Name	Address:
Ramsey LaFayette	85 Main Road, Hampden ME 04444
Name	Address:
Annaliese Lafayette	85 Main Road, Hampden ME 04444
Name	Address:
Logan LaFayette	85 Main Road, Hampden ME 04444

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☒ Yes ☐ No

17. Does the licensee/applicant(s) own the premises? ☒ Yes ☐ No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 35.00

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Breakwater Inn & Spa, containing a full service Restaurant, First Floor of Inn, Stripers Open weekly.

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: St Annes Catholic Church

Distance: 0.04

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 9/18/2023


Signature of Duly Authorized Person

GEORGE LAPOINTE

Printed Name Duly Authorized Person

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? ☒ Municipal Officers of Kennebunkport

☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

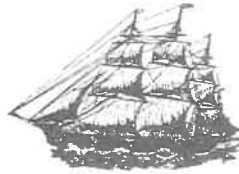
Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Application for Interim RSU #21 Director

To the Town Clerk:

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


Signature of Applicant

08/29/2023

Date

Preliminary Information

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

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

Please see attached.

Membership in town, school or community organizations:

Organization

Dates

Activities

Kennebunkport Republican Committee

10/27/2021

Officer, Board Secretary

Thanksgiving Project

Fuel Assistance Project

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

Please see attached.

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

Please return the completed application to:

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

You will be contacted upon receipt.

Diane T. Franz-Reason for Application

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

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

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

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

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

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

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

Past Experience

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

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

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

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

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

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

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

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

Constituent Representative and Special Projects Coordinator

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

Legislative Aide, General Court

Haverhill Economic Development Project (HEDP)

Special Events and Marketing Coordinator

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

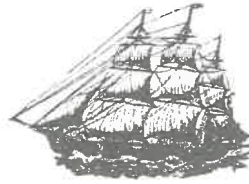
Sacred Hearts School, Bradford, Massachusetts

Development Director

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

Team Haverhill

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



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

Application for Interim RSU #21 Director

To the Town Clerk:

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

Signature of Applicant

08/31/2023

Date

Preliminary Information

Name (Print):

Donald Gasink

Residence Address:

1002 Kings Highway

Phone:

(207) 967-3253

Business Address:

Phone:

Mailing Address:

same

(if different)

E-mail Address:

dunculus@aol.com

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

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

Membership in town, school or community organizations:

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

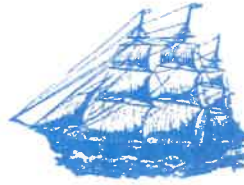
Briefly list your background, skills, experience or training you would like to mention.

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

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

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

You will be contacted upon receipt.



TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

Application for Interim RSU #21 Director

To the Town Clerk:

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

Rachel Kennedy-Smith

Signature of Applicant

08/26/2023

Date

Preliminary Information

Name (Print):

Rachel Kennedy-Smith

Residence Address:

18 Lands End Rd.

Phone: (917) 828-1896

Business Address:

Phone:

Mailing Address:

(if different)

E-mail Address:

rachelkennedyphd@gmail.com

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

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

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

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

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

Membership in town, school or community organizations:

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

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

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

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

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

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

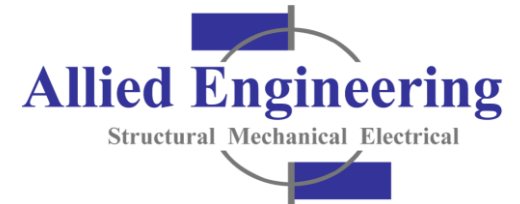
Are you registered to vote in Kennebunkport? ☒ Yes ☐ No

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

You will be contacted upon receipt.

AGENDA ITEM DIVIDER

Town of Kennebunkport Town Office



Town Hall Background

- The Town Offices have been housed at 6 Elm Street since 1960, or 62 years ago.
- The Town considered rebuilding Town Hall at another location twice, once in the 1980's with a combined Police Department, and in 1999 with a combined Fire Department.
- In 1999 (24 years ago) the Town approved the Town Hall construction, but a lawsuit redirected the project as a renovation of 6 Elm Street in 2002.
- The current Town Hall is 3,723 s.f. (Office) 5,730 s.f w/ Garage Space.
- The programming space analysis determined our need is 12,661 s.f.
- New building provides public meeting & voting space to replace the Fire Station room which will be renovated for staff offices and housing.

Village Parcel Visioning Process 2019-2020

- ❖ Steering Committee comprised of 7 residents and 2 Selectboard members.
- ❖ Seventeen stakeholder groups were identified and interviewed as part of the public process. The consultants conducted interviews during scheduled Steering Committee meetings. Stakeholder groups included: Planning Board, Growth Planning Committee, Kennebunkport Conservation Trust, Conservation Commission, Housing Heritage Trust, Kennebunkport Business Association, Cemetery Committee, Shade Tree Committee, Budget Board, Street Lighting Committee, Ad-hoc Senior Advisory Committee, Kennebunkport Library, Historical Society, Portside Rotary, Consolidated PTA, and abutters. (Over 90 people)
- ❖ Two Public Visioning Sessions in May and July of 2019 with over 250 participants
- ❖ Public Steering Committee Meetings with public attending. (11 meetings)

Final Report:

- Identification of Village Parcel supporting a new town hall and meeting space.
- Through stakeholder interviews the desire to move Town Hall to a more accessible location was voiced.
- Municipal uses were noted should be located on Site A of the Village Parcel.

Town Hall Public Process

March, 2019	Requested \$10,000 to undertake the municipal facility needs assessment for Town Hall and Fire Station.
July, 2019	Tax Newsletter - article on the Village Parcel Visioning Process citing municipal needs such as relocating town hall to Village Parcel.
Feb., 2020	Presentation at Selectboard meeting on Town Hall program space needs and Fire Department renovation.
March, 2020	Presentation to Selectboard and Budget Committee regarding request for reserve for Town Hall project - \$200,000.
June, 2020	Town Meeting approved the funding request for municipal facility needs assessment.
March, 2022	Presentation to Selectboard and Budget Committee requesting \$400,000 for engineering and design of Town Hall project.
June, 2022	Town Meeting approved the funding request for design and engineering of Town Hall.
July, 2022	Town advertised Request for Proposals for design and engineering of Town Hall.
Sept., 2022	Selectboard award Town Hall design and engineering contract to Sebago Technics and Grant Hayes Architects.
Oct., 2022	Town Newsletter article with an overview of the Town Hall project including a map of the site location.
Oct., 2022	Selectboard discussion of building committee selection for Town Hall project and projected timeline.
Oct., 2022-June, 2023	Town Hall Building Committee comprised of 7 citizens from various backgrounds, 2 Selectboard members, and 6 staff members met and reviewed over 7 potential designs.
July, 2023	Presentation to Selectboard and Public on final recommendation from the committee.
Aug., 2023	Discussion of Town Hall project and subcommittee recommendations to lower the tax impact from the Town Hall bond issuance.
Aug., 2023	Discussion and follow-up on Town Hall project and potential warrant article for November ballot.

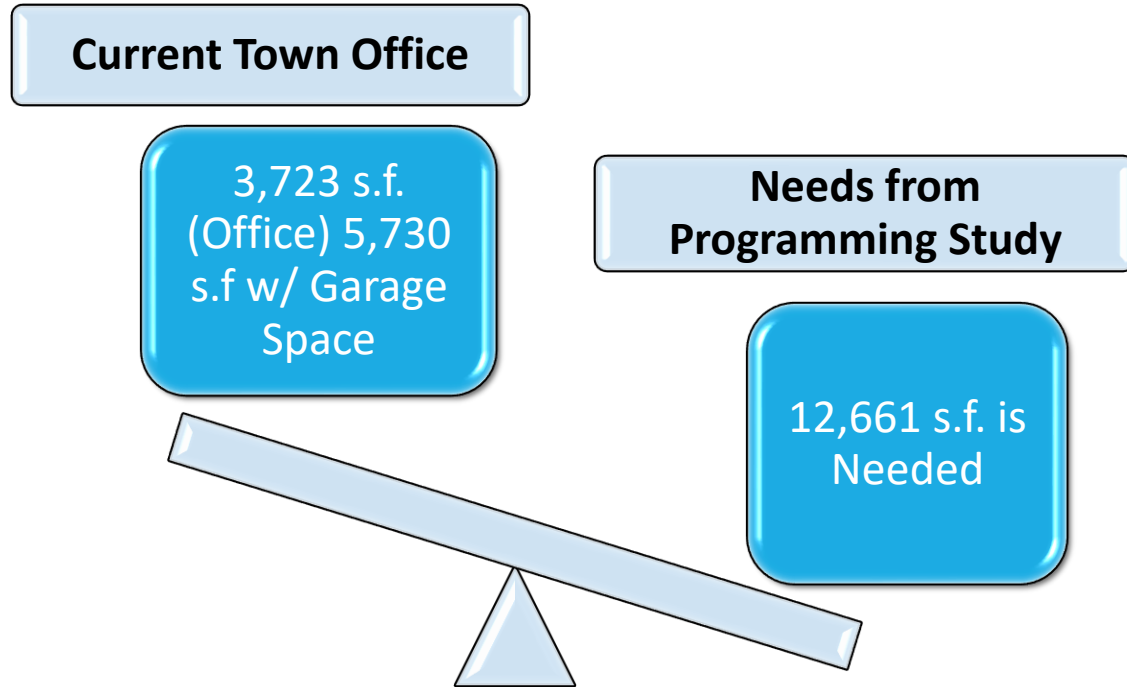
Town Office Planning and Floor Plans

Alternative A	Initial single floor concept - Space and Function modifications needed.
Alternative B	Reconfigured single floor concept - Space and adjacency modifications needed.
Alternative C	Two story option to reduce footprint – two story option not preferred due to separation of functions and circulation concerns.
Alternative D	Reconfigured two story option, public meeting space on second floor – similar concerns to Alternative C.
Alternative E	Two story option with public meeting space on 1 st floor, small basement for storage and second floor. Not preferred due to separation of functions and circulation.
Alternative F	Variation of E – Not desirable.
Alternative G	One story option with partial basement area for storage. Required elevator and increased foundation costs.
Alternative H	One story option with added bulk storage. No basement. Economized spaces and optimized layout with preferred functionality. Option is preferred by staff and committee.

Town Office Functions, Programming & Needs

- Town Clerks Office
- Vault – Vital Records
- Public Transactions Spaces
- Special Projects Area
- Secured Storage –Ballots/Licenses
- Town Manager
- Treasurer & Deputy Treasurer
- HR Specialist
- Communications & Technology
- Administration Assistant
- Conference Room
- Public & Staff Meeting Space
- Secured File Room – HR/Finance
- Copy Room
- Secured Access
- Planning & Codes (Director, Planner, Codes Officer, Asst. Codes Officer, Admin.)
- Assessor
- Public Meeting Space - Codes
- Copy/Plotter/Supplies
- Storage and Open Files - Codes
- Secured Archive Plans Room
- Assembly & Public Meetings – 100 Public and Board Seats
- Breakout Meeting Space
- Restroom Facilities
- Custodial
- Mechanical, Electrical, Sprinkler Room

Programming and Needs



Town of Kennebunkport Town Offices



A PROPOSED WEST ELEVATION (NORTH STREET)
SCALE: 1/8" = 1'-0"



B PROPOSED SOUTH ELEVATION (PARKING)
SCALE: 1/8" = 1'-0"

Architectural Elevation – North Street and Public Access

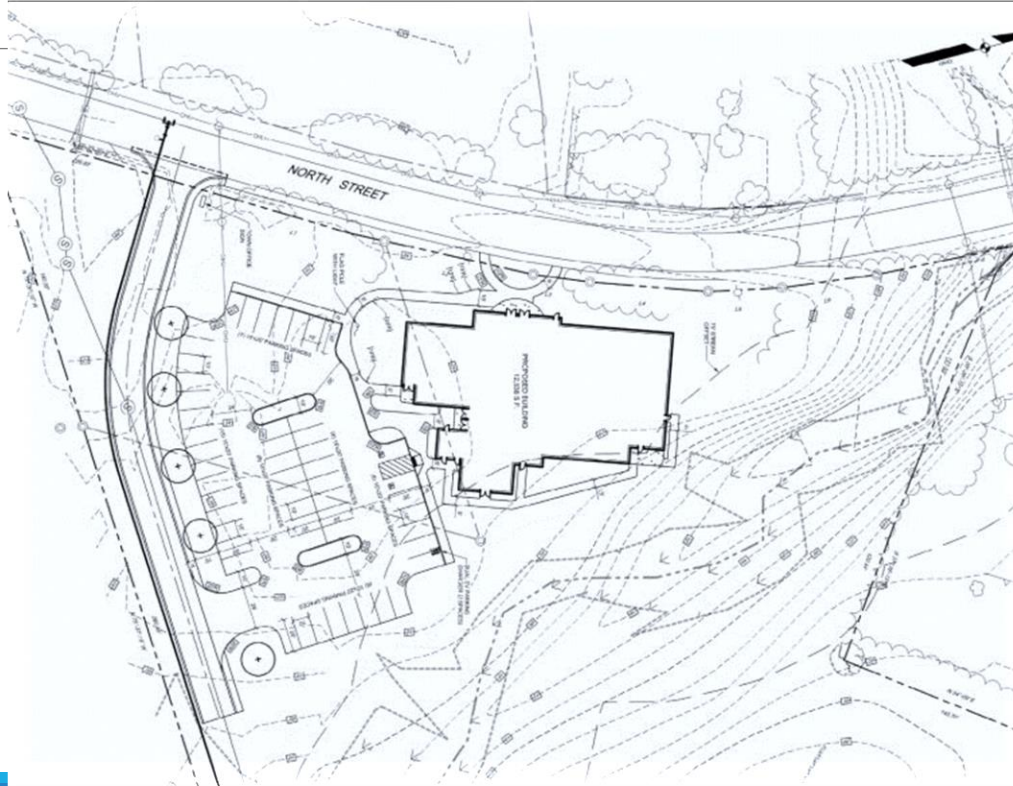


A PROPOSED WEST ELEVATION (NORTH STREET)
SCALE: 1/8" = 1'-0"



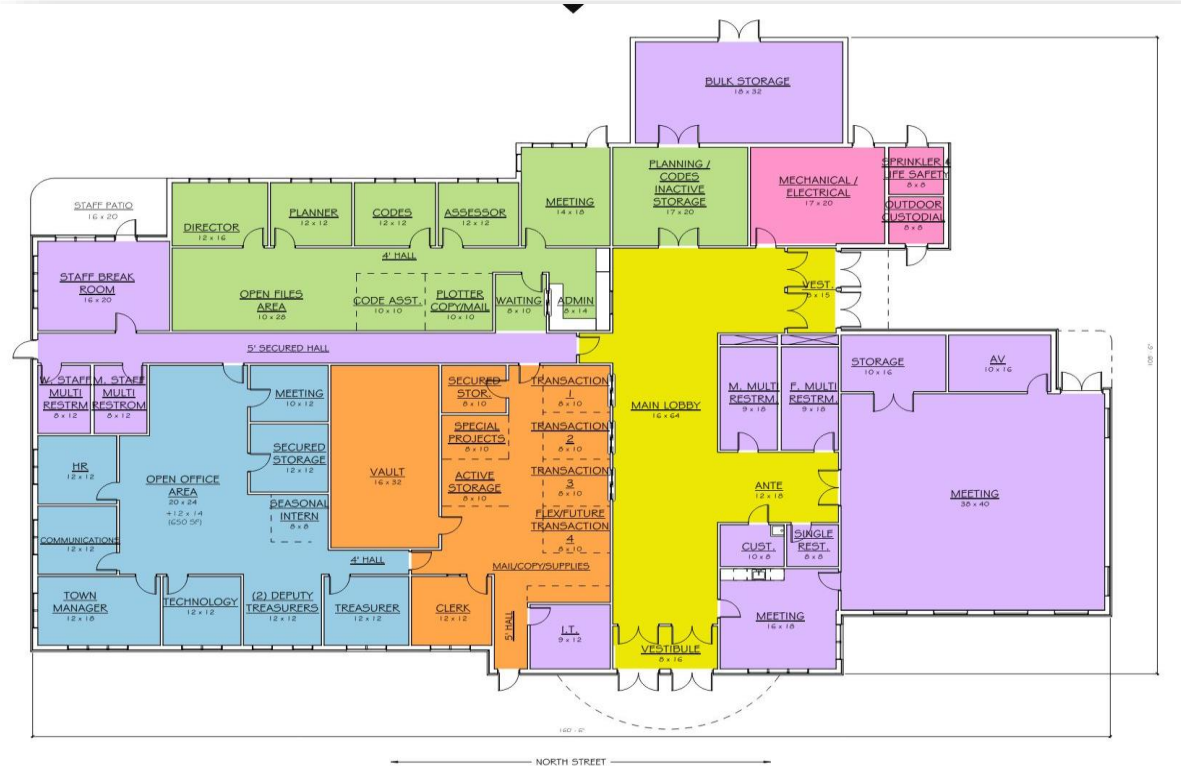
B PROPOSED SOUTH ELEVATION (PARKING)
SCALE: 1/8" = 1'-0"

North Street Site Layout Plan



- 12,838 S.F. Single Story Building.
- New Access Drive from North Street – Aligns with Future Development Potential.
- 54 Parking Spaces
- Pedestrian Access from North Street and Parking Lot

Architectural Floor Plan – Alternative H – Preferred by Staff and Building Committee



DEPARTMENT LEGEND

CIRCULATION	= 1,611 SF
COMMON AREAS	= 4,680 SF
PLANNING & CODES	= 2,085 SF
TOWN CLERK	= 1,730 SF
TOWN MANAGEMENT	= 2,080 SF
UTILITY	= 475 SF

TOTAL = 12,661 SF

Program Space

Program Function	square footage
Office Spaces	5,728
Meeting Rooms	2,128
Functional Support	1,728
Circulation	2,068
Mechanicals	1,009
	12,661

Project Costs

PROJECT NAME: Kennebunkport Town Office
 REVISED DATE: 7/3/2023
 PRELIMINARY OPINION OF CONSTRUCTION COSTS



	<u>Unit</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Subtotal</u>	<u>Totals</u>	<u>Notes</u>
Site Construction	ls	1	\$1,650,510	\$1,650,510		Schematic Level - See attached.
Building Construction	sf	12,661	\$450	\$5,697,450		Est. Per Square Foot - 2024 Construction
FFE (Furnishings Fixtures, Equip.)	ls	0	\$400,000	\$0		IT, Furnishing, Equip. - Operations Budget
Subtotal - Project Costs					\$7,347,960	
Construction Contingency	ls	1	\$1,102,194	\$1,102,194	\$1,102,194	15% Allowance
Design, Permitting and Engineering	ls	1	\$0	\$0	\$0	Current Contract - Already Funded
Permit Fees	ls	1	\$10,000	\$10,000	\$10,000	Allowance - Assumes Town Fees Waived - Maine Fire Marshal Permit Needed, Traffic Study
Builders Risk Insurance	ls	1	\$7,000	\$7,000	\$7,000	Laurie will need to check with Town Insurance Carrier
Electrical Service Fees	ls	1	\$75,000	\$75,000	\$75,000	Allowance for Transformer and Power Extension
Impact Fees - Sewer	ls	4	\$3,500	\$14,000	\$0	\$3,500 flat charge per unit. 3 units for 20 employees plus 1 unit for the public. Town doesn't have to pay it.
KKWD Impact Construction	ls	1	\$5,000	\$5,000	\$5,000	KKWD - OAM spoke with Scott Minor on 5-9-23. Carry \$5,000
Management/Oversight	ls	1	\$250,000	\$250,000	\$250,000	Allowance - Town Oversight, Engineering, Materials Testing, Architectural Support
Total Project Cost					\$8,797,154	Total

Cost Reduction Options

Town Hall Construction Cost	\$ 8,800,000
Sale of 6 Elm Street	\$ (1,000,000)
Use of Reserves	\$ (800,000)
Fundraising	\$ (500,000)
Additional Property Sales	\$ (700,000)
Bonds needed for project	\$ 5,800,000

Potential Impact on Mil Rate

Bond Amount	Average Annual Payment	Tax Impact	\$ Impact Per \$100,000 value	\$ Impact Per \$500,000 value
\$8.8 million bond - 20 years	\$ 605,000	\$ 0.17	\$ 17.23	\$ 86.15
\$7.0 million bond - 20 years	\$ 497,000	\$ 0.14	\$ 14.15	\$ 70.77
\$5.8 million bond - 20 years	\$ 385,000	\$ 0.11	\$ 10.96	\$ 54.82

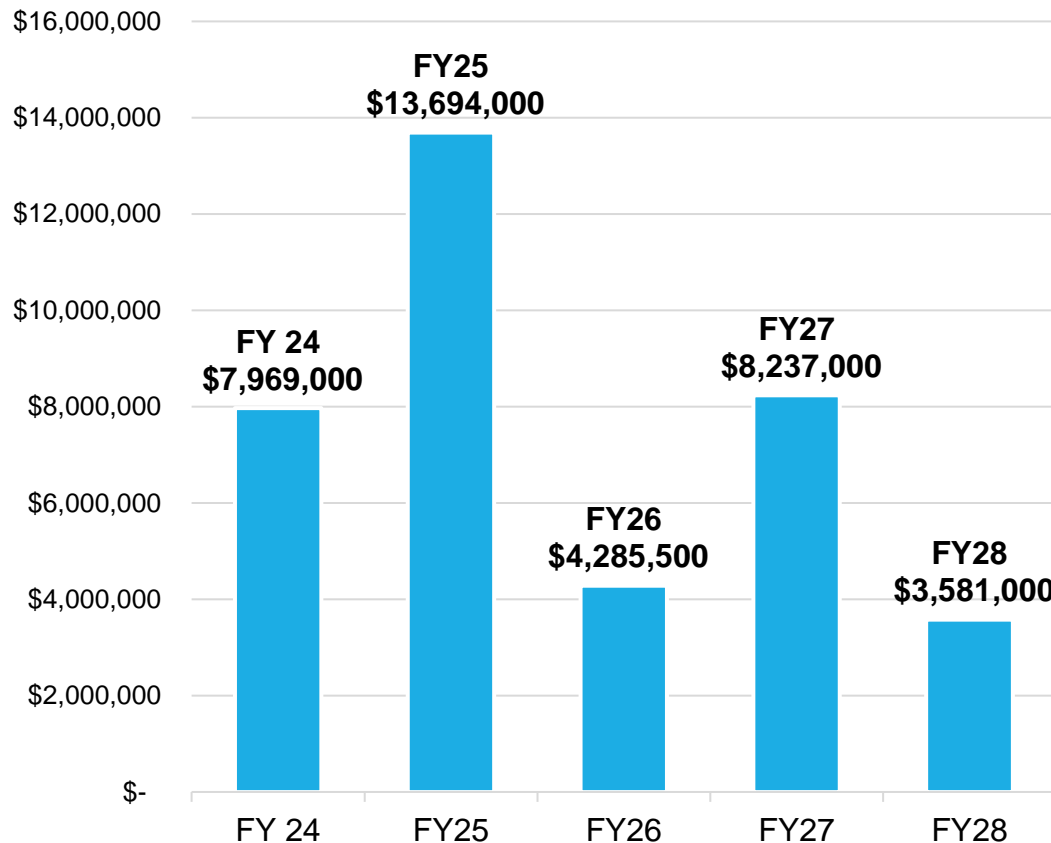
Debt Retirements FY26-FY29

Year	Project	Principal	Interest
2026	Wastewater	\$ 33,590.27	\$ 1,604.23
2027	Police	\$ 42,254.17	\$ 2,936.86
2027	Radio Tower	\$ 200,000.00	\$ 19,380.06
2028	Recreation	\$ 45,000.00	\$ 5,801.40
2029	Seawall	\$ 105,000.00	\$ 26,270.83
	Total:	\$ 425,844.44	\$ 55,993.39
	Grand Total		\$ 481,837.83

Capital Improvement Plan

<u>Department</u>	<u>FY 24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>Future</u>
Administration	\$ 7,000	\$ 4,507,000	\$ 7,000	\$ 37,000	\$ 7,000	\$ 250,000
Fire	\$ 2,307,000	\$ 1,551,000	\$ 91,000	\$ 361,000	\$ 55,000	\$ 3,640,000
Parks & Rec	\$ 75,000	\$ 650,000	\$ 150,000	\$ 50,000	\$ -	\$ 150,000
Piers	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -	\$ 30,000
Police	\$ 99,000	\$ 81,000	\$ 120,000	\$ 151,000	\$ 120,000	\$ 556,000
Public Works	\$ 1,478,500	\$ 1,245,000	\$ 910,000	\$ 1,083,000	\$ 1,299,000	\$ 6,715,000
Special Projects	\$ 3,285,000	\$ 2,500,000	\$ 200,000	\$ 3,500,000	\$ 300,000	\$ 7,000,000
Wastewater	\$ 710,000	\$ 3,160,000	\$ 2,800,000	\$ 3,055,000	\$ 1,800,000	\$ 8,200,000
Totals	\$ 7,969,000	\$ 13,694,000	\$ 4,285,500	\$ 8,237,000	\$ 3,581,000	\$ 26,541,000

CIP Funding FY24 - FY28



5 Year CIP Funding Needs

Major Projects:

FY 24

- Ladder Truck
- Pier Road

FY25

- Town Hall
- Village Fire Station
- Ocean Ave. Resiliency
- 2 Pump Stations

FY26

- 2 Pump Stations

FY27

- 2 Pump Stations
- Cape Porpoise Resiliency

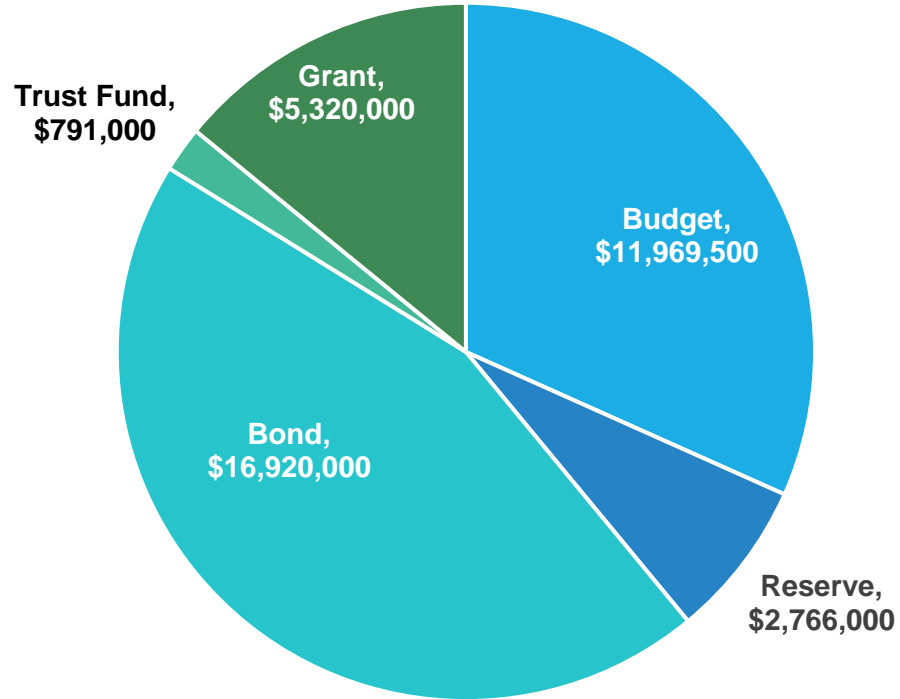
FY 28

- Pump Station

CIP Funding Sources

Note: for future Climate initiatives, the town will be seeking federal and State grant monies for support where/when possible for these initiatives

CIP FY24 - FY28 Funding Sources



Other Potential Bond Projects

Fire Department Renovations (FY26)

Resiliency – Head of Harbor & Ocean Ave. (FY26-28)

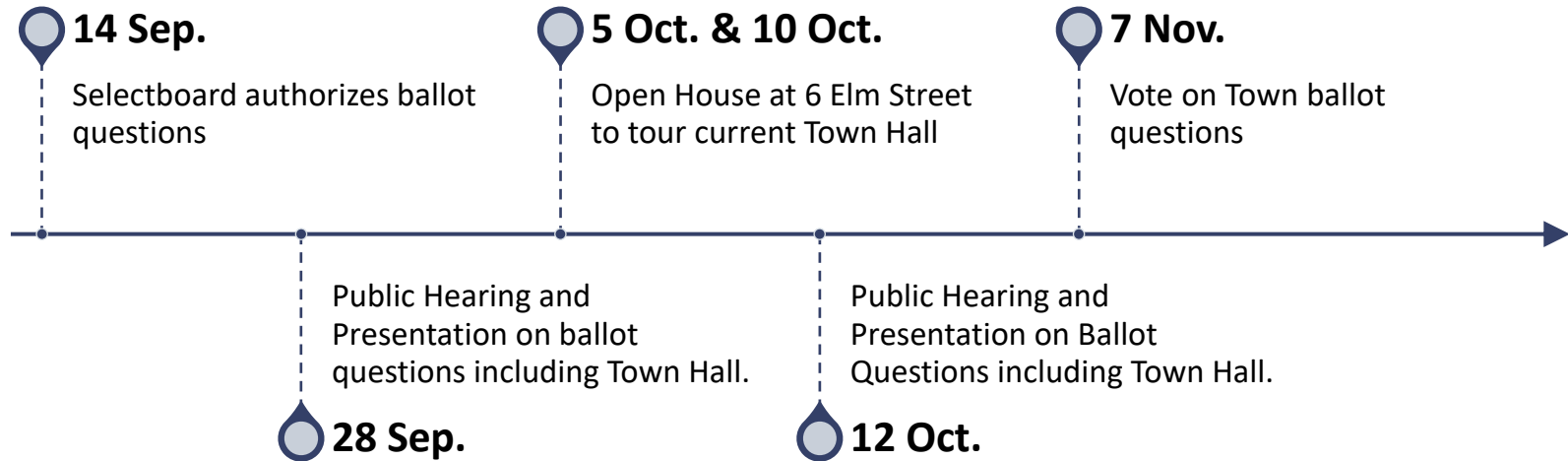
Wastewater Pump Stations - \$10 million (FY26-29)

Projected Utility Costs

Town is investigating the use of solar power and return on investment to decrease electricity costs.

	6 Elm	New Bldg.
Electricity	\$ 4,500	\$ 25,322
Heating Fuel	\$ 9,000	\$ -
Water	\$ 550	\$ 825
Mechanical systems	\$ 3,000	\$ 10,000
	\$ 17,050	\$ 36,147

Proposed Public Information Timeframe



Proposed Construction Timeframe

Referendum: November 2023



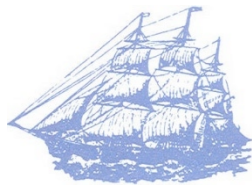
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graph TD; A[Referendum: November 2023] --> B[Permitting and Building Design: October 2023 – May 2024.]; B --> C[Bidding Project (Design-Bid-Build Procurement) June – July 2024]; C --> D[Project Construction: August 2024 – December, 2025];
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Permitting and Building Design: October 2023 – May 2024.

**Bidding Project (Design-Bid-Build Procurement)
June – July 2024**

Project Construction: August 2024 – December, 2025

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNPORT, MAINE
-INCORPORATED 1653-

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Michelle Radley, Planner
Re: Short-Term Rental Licenses, 2024
Dt: September 20th, 2023

Overview

In accordance with section 129-9 of the ordinance, the staff is presenting the Selectboard with an evaluation of the status of short-term rental licenses in town, as well as a suggestion for a cap setting for 2024. As stated in § 129-9, The total number of licenses issued in each calendar year shall be set annually by the Board of Selectmen.

Current License Count

- ***Goose Rocks Beach Short-Term Rental Neighborhood (GRB STR NBHD):***
No cap, per ordinance. The current number of active licenses is 187.
- ***Outside of GRB STR NBHD:*** Current Cap of 9.5%. The current number of active licenses is 230.

$$\text{Cap} = (_\%) \times (\# \text{ of dwelling units outside of GRB})$$

Staff Recommendation

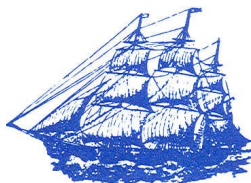
At this time, the staff is not suggesting a change in the percentage of licenses issued for the calendar year 2024. To **maintain the 9.5%** as approved by the board last year, accounting for the increase in dwelling units, the issuance of two additional licenses would be necessary. **This would adjust the capped licenses outside of the Goose Rocks Beach short-term rental neighborhood to 232.**

Regarding the fee schedule, licenses for homes with 3 bedrooms or less cost \$325, and homes with 4 bedrooms or more cost \$475. The staff is not recommending any change to the fee schedule at this time.

Application Period

The application portal is set to open on October 2nd at 8:00 am. This is inclusive of both renewal and new applications. The online application portal will close on December 31st at 11:59 pm. Staff will begin reviewing renewals as received and complete this review in mid-January, then proceed to allocate available licenses. New applications are reviewed in the order in which they are received, starting with those waitlisted last year.

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Memorandum

To: Board of Selectmen and Laurie Smith, Town Manager
 Fr: Hope Mowry-Wall, Communications and Events Specialist
 Re: Communications Update
 Dt: September 22, 2023

Almost a year has passed since I began as the Communications and Events Specialist. As this is a new position for the Town, I thought an update was in order. I will present the projects I have worked on thus far and my goals for the future.

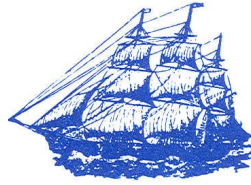
- Identifying areas of needed improvement
 - Evaluated Departmental needs – I met with Department Directors to review current communications efforts and goals for the future. The main themes were:
 - A desire to increase transparency and communication efforts. Directors want to focus efforts on getting information to the public. This included making sure that information on the website is easier to find and understand. Directors also wanted to increase public understanding of their departments and the work their staff do.
 - Keeping things current – Directors and their staff recognized that some pages were getting out of date quickly and requested assistance in updating the website pages now and moving forward.
 - New ways to communicate – Created a program brochure for Parks and Recreation, partnered with the Police Department to create the No Need to Speed campaign, collaborated with Yanina Nickless on the Citizens' Academy.
 - Audited the website for clarity and consistency to ensure the information is up-to-date, easy to understand, and visually presented in a consistent way.
 - Developing a social media policy and communications strategy.
- Streamlining and centralizing communications processes
 - Maintaining a more regular schedule on social media and with town news and announcements through the website.
 - Serve as the point person for communications – I provide editing and design help and guide major communications efforts.
- Revitalizing the Town's regular communications
 - Budget presentations
 - Redesigned the budget presentations to have a consistent color scheme and format, this helps set a standard and recognizable backdrop for the information being presented.
 - Annual Report
 - Reformatted the Annual Report to be more colorful and engaging with additional photos, graphs, charts, and printing in color instead of black and white.

TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

- Town Newsletters
 - Reorganized the Town Newsletter to have a more intentional format and flow and to make the content more engaging.
- Increasing outreach and awareness efforts
 - Focusing on interaction with and engagement from followers, not the number of them
 - The population of Kennebunkport is about 3,600 and we have 5,453 followers on Facebook. These are likely not all residents, and not all residents are following our Facebook page. However, as a municipality our goal is not to see large increases in the number of followers but to have more interactions. This is reflected by a metric called our “reach.” Last year, from January 1 to September 30 our reach on Facebook was 40,090. This year from January 1 to September 22 our reach was 399,364. This is an increase of 896%.
 - Staff Spotlights on social media to highlight staff members and shed light on who are staff are, what they do, and to put a face to the work being done.
 - No Need to Speed campaign to promote awareness of increased traffic enforcement efforts with the new speed signs throughout town. Inviting residents to put a sign in their yard encouraged their participation and buy-in as we sought voluntary compliance with traffic enforcement.
 - Projects page on website to highlight ongoing Town projects including background information and context as well as goals and progress updates.
- Developing a sense of identity of the Town through “branding”
 - Branding is important for municipalities to establish a consistency in messaging and presentation of information.
 - Establishing a color palette and brand for the Town.
 - Implemented in Town Report, budget presentations, website updates, social media and website posts and announcements
- Next steps and goals
 - Finalizing communications strategy and branding guidelines
 - Implementation of new website
 - Seeking input: logo development

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

MEMORANDUM

To: Laurie Smith
Fr: Eric J. Labelle, P.E., Dep. Public Works Director/Town Engineer
Re: SCADA, Variable Frequency Drives and Control Panel Upgrades
Dt: September 22, 2023

As part of the FY24 budget process, we were approved to make necessary upgrades to our SCADA system, three influent pump frequency drives, and two of four control panels that provide automation to the treatment facility. The two control panels are currently considered obsolete.

Over the past couple of years, we have been evaluating modern SCADA systems with engineers and our local colleagues. We have determined that Ignition would be the best choice for us. Kennebunk Sewer District and Sanford are both utilizing the platform and are pleased with its performance.

We are fortunate to be working with Woodard and Curran on our current pump station projects and dewatering equipment, which will also be integrated into the new SCADA. Woodard and Curran happens to be one of very few certified integrators with Automation Ignition SCADA software in Maine. They also have extensive experience in implementing and supporting the software.

Woodard and Curran has proposed to design, purchase, and coordinate all equipment installation and software integration.

We have confidence in the firm's experience and the services they provide. We feel that the acquisition of the equipment, software, and the coordination of all the disciplines and sub-disciplines under one vendor makes sense to minimize any possible disruption to the plant's operation.

We recommend awarding the contract involving 5 tasks to Woodard and Curran for the fee of \$393,400. The approved FY24 Operating Capital budget for the described work is \$450,000.

Via Electronic Mail

September 21, 2023



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

Re: Proposal for SCADA Upgrades, Kennebunkport ME

Dear Eric:

Woodard & Curran (W&C) is pleased to present the following Scope of Work (SOW) to the Town of Kennebunkport (Town) to complete upgrades to the Kennebunkport Wastewater Treatment Facility (WWTF)'s SCADA system. As stated below, we believe that we are ideally positioned and qualified to complete this Scope of Work (SOW). Our goal is to deliver an upgraded SCADA system that will deliver to the Town a modernized SCADA system that will provide for many years of dependable service.

BACKGROUND

On December 16, 2022, W&C conducted a site visit at the WWTF to evaluate the SCADA system in operation at the facility. The evaluation revealed several components of the SCADA system that should be upgraded to maintain reliability and supportability of that system. This proposal outlines the scope, schedule, and budget to complete the necessary upgrades.

There are three main areas of upgrades, including;

1. Variable Frequency Drive (VFD) upgrades;
2. Control panel Programmable Logic Controller (PLC) upgrades; and,
3. Computer upgrade and software conversion from iFIX to Ignition.

QUALIFICATIONS STATEMENT

The Scope of Work that W&C is proposing herein is work that W&C has successfully managed and executed for many other municipalities and districts throughout Maine including the City of Portland and the Kennebec Sanitary Treatment District to name a couple. W&C brings together a unique combination of design and implementation qualifications necessary for successful execution of this project. W&C is currently performing related work with the replacement of three wastewater pump stations in town, we are working at the WWTF on the dewatering upgrade, and we supported the Town starting in 2010 with upgrades at the WWTF. Our staff are certified in Allen-Bradley (AB) products and services, certified in Inductive Automation's Ignition software, and we are located in close proximity to WWTF. In addition, remote access improvements included with the computer upgrades task are a continually evolving area of W&C's implementation offerings and provide next-generation firewall secure



access with multifactor authentication to protect critical SCADA infrastructure. In addition, through our service team, W&C is one of the only integrators offering round-the-clock support should you require support for anything related to your SCADA systems.¹

SCOPE OF SERVICES

Task 1 – Influent Pumps VFD Upgrade

W&C will review the existing Influent pump VFD requirements. New Toshiba VFDs will be specified and procured from an approved Toshiba vendor. W&C will work with the vendor and electrical contractor to coordinate the replacement of the existing drives and provide startup testing. During this task, W&C will:

- Specify and provide three (3) new Toshiba AS3 25HP VFDs to replace existing VFDs for influent pumps INF-P-01, 02, and 03;
- Review and record existing VFD parameters for programming on new;
- Provide a cutover plan and up to two (2) days of onsite startup support to fully test new hardware.

Task 2 – Influent & Effluent Pump Control Panel PLC Upgrade

W&C will provide the hardware necessary to upgrade the influent and effluent pump control panel PLC. The existing and obsolete MicroLogix PLC will be replaced with an AB CompactLogix PLC. W&C will procure, program, install and test the new PLC. SCADA programming will be based on existing control narrative, controls, instruments, alarming and reporting. During this task, W&C will:

- Specify and provide CompactLogix PLC, I/O modules and miscellaneous PLC installation hardware;
- Specify and provide new ethernet switch, UPS, power supply, and OIT;
- Setup new PLC and OIT to match existing programming and functionality;
- Modify existing control panel design drawings with field markups and updated bill of materials;
- Provide startup support and electrical contractor services for installation of new hardware;
- Provide up to four (4) hours of system verification testing after startup.

¹ Requires separate SCADA service contract and client having remote access in place.



Task 3 – SCADA Computers & Software Upgrade

W&C will procure, deliver, install, configure and test two new Dell workstation computers that will replace two existing PCs that are underperforming and still running Windows 7. Each computer will be loaded with Windows 10 and new Ignition software. XL Report software support will be renewed, and the primary computer will be installed with the latest stable product revision. Existing reports will be carried over. Remote access will be upgraded to use next-generation firewall hardware along with a demilitarized zone (DMZ) jump host with licensed VNC software for SCADA access. It should be noted that this remote access system uses software which needs to be renewed annually. It is recommended that a separate service contract be established to account for these license renewals. The new hardware and software will be setup in parallel to the existing SCADA system to facilitate the transition process and allow for an adequate period of testing and training. During this task, W&C will:

- Review existing documentation and system design;
- Procure new hardware including two (2) SCADA computers, one (1) DMZ jump host, one (1) firewall, one (1) managed ethernet switch, one (1) SMS cellular modem for alarming, and associated software for each;
- Setup and configure new computers for optimal SCADA software operation;
- Develop Ignition tag database;
- Configure Ignition alarming to match existing alarm notification software parameters;
- Configure Ignition reporting to match existing reporting parameters;
- Configure Ignition screens to replicate existing functionality while providing enhancements to aid in both development time and operational efficiency;
- Conduct one (1) HMI design standards meeting with the WWTF staff;
- Develop up to thirty (30) HMI screens to represent all existing monitoring and control functionality;
- Perform in-house testing of Ignition;
- Perform network review for configuration of remote access hardware and software;
- Deliver and install new hardware and software;
- Provide complete site acceptance testing (SAT) to ensure all systems operate as intended;
- Provide training on any new features or operational changes as a result of the software migration and enhance remote access;



Task 4 – CP-1 Control Panel Upgrade

The existing and obsolete SLC PLC as contained in the chemical and blower control panel (CP-1) will be replaced with an AB CompactLogix PLC. W&C will procure, program, install and test the new PLC. SCADA programming will be based on existing control narrative, controls, instruments, alarming and reporting. During this task, W&C will:

- Specify and provide CompactLogix PLC, I/O modules and miscellaneous PLC installation hardware;
- Specify and provide new ethernet switch, UPS, power supply, and OIT;
- Setup new PLC and OIT to match existing programming and functionality;
- Modify existing control panel design drawings with field markups and updated bill of materials;
- Provide startup support and electrical contractor services for installation of new hardware;
- Provide up to four (4) hours of system verification testing after startup.

Task 5 – CP-2 Control Panel Upgrade

The existing and obsolete SLC PLC as contained in the Return Activated Sludge (RAS) control panel (CP-2) will be replaced with an AB CompactLogix PLC. W&C will procure, program, install and test the new PLC. SCADA programming will be based on existing control narrative, controls, instruments, alarming and reporting. During this task, W&C will:

- Specify and provide CompactLogix PLC, I/O modules and miscellaneous PLC installation hardware;
- Specify and provide new ethernet switch, UPS, power supply, and OIT;
- Setup new PLC and OIT to match existing programming and functionality;
- Modify existing control panel design drawings with field markups and updated bill of materials;
- Provide startup support and electrical contractor services for installation of new hardware;
- Provide up to four (4) hours of system verification testing after startup.

DELIVERABLES & PROJECT CLOSURE

Project management, and administration will be part of each of the aforementioned tasks. The following items are project closure tasks and deliverables that are included in this SOW.

- Provide up to eight (8) hours of training for WWTF operators and other staff as identified by WWTF;



- Provide a revised network architecture drawing showing new PLCs, computers and remote access components;
- Make final modifications to new system as requested by WWTF;
- Update WWTF's existing Operations and Maintenance (O&M) manual to reflect new components (PLCs, computers hardware and software)

SCHEDULE

We are prepared to initiate work within 30 days of authorization and will endeavor to complete the project described herein within 180 days from authorization; the exact duration may be affected by materials delivery schedules and other factors identified during project execution.

BUDGET

We propose to perform the work described herein for the lump sum fee amount of **\$393,400**. Progress billing will be done monthly. For informational purposes, the fee is broken down as follows:

Task 1 – Influent Pumps VFD Upgrade	\$32,500.00
Task 2 – Influent & Effluent Pump Control Panel PLC Upgrade	\$56,900.00
Task 3 – SCADA Computers & Software Upgrade	\$159,500.00
Task 4 – CP-1 Control Panel Upgrade	\$78,000.00
Task 5 – CP-2 Control Panel Upgrade	\$66,500.00

TERMS AND CONDITIONS

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

ASSUMPTIONS AND UNDERSTANDINGS

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

- Town will provide access to all sites;
- The existing control narrative will be used;
- All project deliverables will be in digital format;
- Town will identify and make available staff for training purposes; and,
- Upgrading the existing communication system between the WWTF and its remote sites will not be part of this scope. The current MOSCAD system will remain in place.



CLOSING

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

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in blue ink, reading "Barry Sheff".

Barry Sheff, PE
Vice President

A handwritten signature in blue ink, reading "Kevin Mesick".

Kevin Mesick, PE
Project Manager

BS

PN: 0230806.42

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

AUTHORIZATION BY:

WOODARD & CURRAN, INC.

TOWN OF KENNEBUNKPORT

A handwritten signature in blue ink, reading "Barry Sheff".

9.21.2023

Signature

Date

Signature

Date

Barry Sheff

Name (printed)

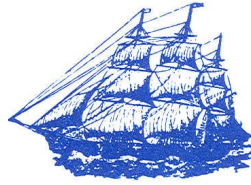
Name (printed)

Vice President

Title

Title

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

MEMORANDUM

To: Laurie Smith
Fr: Eric J. Labelle, P.E., Dep. Public Works Director/Town Engineer
Re: Dewatering Construction Recommendation
Dt: September 22, 2023

On August 11, 2023, the Board of Selectmen recommended awarding our Pump Station contract to Apex as the low bidder. With the award of the Pump Station Contract, we also recognized that our remaining available funding to complete the Dewater installation could be challenging. It was recommended that we work with our engineering firm, Woodard and Curran, and Apex to develop plans and pricing to meet our available budget.

Here is a summary of our available budget:

Available Funds - \$6,127,000

Unexpended funds from a prior loan/bond - \$127,000
SRF Bond/Loan - \$6,000,000

Estimated Expenses - \$6,041,000

Clarifier - \$866,480 (completed)
Dewatering - \$1,580,000 (\$380,000 equipment, \$1,200,000 construction)
Pump Stations - \$3,566,500 (54% complete, remaining contracted work \$1,656,637)

At the time of the pump station contract award, we had a contingency of \$119,500 or 2.5% for the \$4,800,000 in remaining projects. The pump station project is now well underway and over 50 percent complete. The project is expected to remain within budget.

Apex has now provided us a lump sum price proposal of \$1,235,000 with Alternate Deducts (proposal attached):

- Alternate deduct 1: utilize chain wheel manual gates in lieu of MOVs at conveyor = (\$5,000)
- Alternate deduct 2: omit sludge feed pumps VFDs and related items = (\$17,970)
- Alternate deduct 3: omit PW piping insulation = (\$15,000)

After reviewing the deducts, we are recommending keeping Alternate Deduct #1 only within the contract, making the contract award \$1,202,030.

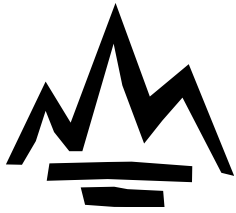
TOWN OF KENNEBUNKPORT, MAINE

This provides us with a lump sum price proposal of \$1,202,030.00 for the installation of the centrifuges and associated appurtenances.

At this time, we have \$2,863,433 in scheduled project work remaining with a contingency of \$114,020 or approximately 4.0%.

Recommendation:

I recommend we award the installation contract to Apex Construction for the lump sum cost of \$1,202,030.



Apex Construction, Inc.

361 RT 108, Unit 1
Somersworth, NH 03878

(603)330-3600
fax: (603)330-3690

September 6, 2023

BY EMAIL: mmcdevitt@woodardcurran.com

Ms. Megan McDevitt, PE
Senior Project Manager
Woodard & Curran
41 Hutchins Drive
Portland, ME 04102

Re: Kennebunkport, ME – Pump Station Upgrades Project
WWTF Dewatering System Change Order

Dear Ms. McDevitt,

Apex Construction, Inc. is pleased to provide this proposal for construction of the Kennebunkport WWTF Dewatering System Upgrade. Pursuant to your request, this scope and pricing is submitted as a change proposal for extension of the Pump Stations Upgrade Project currently under contract between Apex and the town of Kennebunkport. This proposal is based on lump sum scope and price, as described herein.

Reference documents include the following:

- Change Order #1 “not for construction” drawing sheets 1-40, received 8/1/23
- Change Order #1 specification sections, received 8/1/23

The documents present as a lump sum proposal to perform minor structural and architectural modifications, replacement of existing dewatering equipment with owner furnished centrifuges, and provide and install associated piping and ancillary equipment for a complete dewatering system upgrade. **Our lump sum price proposal for construction of the dewatering system as described in Change Order #1 documents is \$1,235,000**

Alternate deduct 1: utilize chainwheel manual gates in lieu of MOVs at conveyor = (\$5,000)

Alternate deduct 2: omit sludge feed pumps VFDs and related items = (\$17,970)

Alternate deduct 3: omit PW piping insulation = (\$15,000)

Assumptions / Exclusions

Apex proposes to perform the work requested at no risk to Apex related to permitting, licensure, hazardous material accommodations, equipment performance guarantees, or any other scope not specifically stated in referenced documents. No costs for temporary or interim dewatering, polymer or other consumables, electricity for construction, standby power generation equipment, or any other fees beyond that specifically shown on the reference documents. Bonds and insurances obtained under the base contract will be extended in kind for this change order.

Sequence of construction presented in the CO#1 documents show replacement of equipment in a phased approach, one dewatering press at a time, to avoid temporary dewatering expense. This proposal is

predicated on the ability to perform the installation as such, without inclusion of temporary dewatering costs.

Other technical clarifications:

1. No finish schedule found – painting/ coatings appear to be omitted and have not been included.
- 2.
3. ERU HVAC unit quoted in enamel paint. Heresite not available.
4. HVAC scope assumes no glycol in existing system and none is to be provided.
5. Copper pipe assumed for heating piping.
6. HVAC control wiring to be installed in same conduits as line voltage to HVAC equipment, or, if required, in dedicated SCH 40 PVC conduit.
7. Dewatering feed pump VFDs will be installed in one, single enclosure instead of two separate panels.

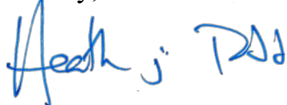
Schedule

Due to the Covid-19 pandemic, global supply chains continue to be disrupted specifically as it relates to electrical and control equipment required. While some equipment vendors have provided manufacturing durations for their equipment, other vendors and subcontractors remain reluctant to provide scheduling information until an order is placed.

Based on our understanding of the work, current project conditions and expedited review period, it appears the new dewatering upgrade could be operational and substantially complete within ten (10) months from CO execution. This duration is based on a 4-week approval, 26-week procurement and 8-week installation periods. Sludge conveyor, HVAC, and electrical components will be the long lead time items, but further discussion related to partial utilization could have new centrifuge equipment operational in advance of project Substantial Completion. A detailed schedule will be provided upon acceptance of proposal with the understanding that the Owner would like new dewatering equipment operational without delay.

Again, we thank you for the opportunity to submit a proposal for this important change order and look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heath J. Todd".

Heath J. Todd, PE
Apex Construction, Inc.

AGENDA ITEM DIVIDER

Town of Kennebunkport

Cape Porpoise Pier Rules and Regulation

1. Authority

These rules and regulations are adopted by the Board of Selectmen pursuant to the Administrative Code, Article I – 1.2.9(n) and the Cape Porpoise Pier Ordinance Section 5 – Regulations.

2. Purpose

The Inhabitants of Kennebunkport have authorized the Board of Selectmen to operate a fish pier in Cape Porpoise Harbor for the convenience and economic well-being of the Town. The Selectmen have been charged with establishing rules and regulations governing the use and operation of the Cape Porpoise Pier in order to ensure its primary use as a fish pier while maintaining public access to the water.

3. Enforcement

The Pier Manager, Harbormaster, and all law enforcement officers have the authority to enforce these rules and regulations.

4. Definitions

- a. **Commercial Fisherman:** one who makes the majority of their income from lobstering and/or fin fishing, not to include tuna fishing.
- b. **Dealer:** a licensed wholesale or retail lobster dealer who buys and sells lobsters.
- c. **Commercial:** concerned with or engaged in commerce related to fishing with the intention of making a profit.

5. General Provisions:

- a. Non-compliance with pier rules and regulations may result in fines and/or the loss of pier privileges.
- b. The Pier operating hours will be from 8:00 am until 4:00 excepting Town holidays. The Pier Manager is allowed approved time off.
- c. Service vehicles are allowed on the pier, provided the vehicle is not left unattended.
- d. There will be no recreational swimming or diving from the pier.
- e. There is a 10 pm curfew for all non-commercial use of the pier.
- f. All refuse must be deposited in the containers supplied for this purpose, and all waste oil must be deposited off property.

- g. The discharge, disposal, or dumping of oil, dead fish, or parts, rubbish, refuse, or debris from the Fish Pier, Vessel or other sources into or on the tidewaters or shores is strictly prohibited.
- h. There will be no drain oil left in trash containers or on pier premises.
- i. There will be no above-ground fuel or gasoline tanks left on pier complex, including the parking lot.
- j. There will be no dressing of fish at the pier.
- k. Hand fishing, sightseeing and buying fish and lobsters for personal consumption are permitted.
- l. The drinking of alcoholic beverages is prohibited at the fish pier, when off restaurant premises.
- m. It shall be the responsibility of each Captain to comply with these regulations and further be responsible for the clean-up of the area immediately after loading/unloading.

6. Pier Rules:

a. Storage:

- i. There will be no dead storage on wharf, ramps, or floats, or adjacent owned town property. Dead storage shall include, but not be limited to: lobster traps, barrels, rope, buoys, nets, lobster crates, mooring gear, boat gear, wood, metal, fiberglass, and any other personnel or marine related gear.
- ii. Gear may be left no longer than 72 hours (3 days), unless it is related to major storm damage, then a grace period may be extended by the Pier Committee.
- iii. A fine of \$3.00 per unit will be levied against the owner of gear left beyond the 72 hours, 3 day grace period. At the end of 6 days, if the fine has not been paid and gear removed, the fine will be doubled and the violator will be reviewed by the Pier Committee, and forwarded to the Selectmen with their recommendations.

b. Punt Floats:

- i. Boats up to and including 14' in length will be allowed at the punt float.
- ii. Mooring permit numbers must be affixed to all punts using the punt float. Any punts without proper demarcation will be removed.
- iii. Any derelict punts left unattended for 48 hours are subject to removal at owner's expense.
- iv. No bait will be taken down the punt ramp.

- c. Bait Shed:
 - i. The bait shed will be kept clean in good repair.
 - ii. Each person holding space in the bait shed will be responsible for keeping his or her own area clean. Those not in compliance will be brought before the Town Manager and Pier Committee and then forwarded to the Board of Selectmen for disciplinary action.
 - iii. The bait shed will be used strictly for bait.
 - iv. The bait space maximum limit will be determined based upon available space by the Pier Manager.
- d. There will be no overnight docking except by permission of the Pier Manager. The pier manager may authorize overnight dockage for up to 48 hours.
- e. No vessel may be left unattended under the hoist of the pier for a period of more than $\frac{1}{4}$ (one-quarter) hour. In no event, shall any vessel not actively using said facilities for loading or unloading remain there, when any other vessel requires the use of said facilities for said purposes.

7. Pier Member Fees

Pier members shall pay applicable fees for access and use of the pier. Use of pier facilities be dependent upon the categories of use. Commercial Pier membership will include access to the punt float, bait shed, fuel, fresh water, and use of pier and cranes. Recreational Pier members will have access to fuel, fresh water, and punt float.

The Pier Committee will review the fees on a regular basis and recommend annual Cost of Living Adjustment increases to the Board of Selectmen. The Selectmen will determine the annual fees prior to the annual billing cycle.

Pier users / members will pay their annual pier dues for the first boat. Any additional boats will be charged at \$5.00 /ft.

Commercial pier users who have a debilitating illness may apply for a waiver fee (\$100) each year the illness prevents them from fishing. The application will be submitted to the Pier Committee for review and approval.

Pier Members will be billed each year, and bills will be due and payable within 30 days. After 60 days, all unpaid bills will be forwarded to the Board of Selectmen for dispensation. Pier members with accounts 60 days or

greater past due may be removed from the Pier Member schedule and all member privileges will be revoked.

8. Fuel

For the convenience of Pier Members the Town of Kennebunkport sells fuel at the Cape Porpoise Pier. Pier members may apply for a key to charge fuel at their convenience. Due to the limited number of keys, commercial fishermen will have first priority. The Pier Manager will assign keys. Pier Members may charge fuel for up to 15 days. Any member who has not paid in full will be restricted from any future fuel charges immediately. Fuel privileges will be restored if the member pays within 30 days. After three past due fuel incidents the Pier Member will lose all future fuel charge privileges. Pier Members may use a credit card to charge fuel with a surcharge applied to the purchase.

9. Parking / Traffic

a. Parking in the pier parking area shall be permitted for the following uses, in order of priority: (1) individuals paying pier dues to the Town; (2) users of the Cape Porpoise Pier for its primary use as a public fish pier, such as fishermen, vendors and others conducting business or performing services associated with the Pier; (3) users (including staff) of any businesses leased by the Town and located on Town-owned property on the Cape Porpoise Pier for the operation of businesses incidental to a public fish pier such as food take-out, restaurant, ship store, retail and wholesale, and lobster pounds; and (4) members of the general public who wish to access the Pier for sightseeing or recreation; and (5) other users by permission of the Town.

b. No vehicle may stop, stand or park in the Pier parking area between the dates of May 15 and September 15 for the purpose of launching a kayak, canoe or other hand-carry boat or flotation device. The Town may assign personnel to permit, manage and direct the parking of vehicles in the Pier parking area.

c. Pier Members who are recreational boaters or solo commercial fishermen (without crew) will be issued one (1) parking permit.

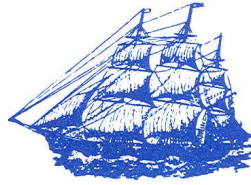
d. Pier Members engaged in commercial fishing with the crew will be issued two (2) parking permits. Both permits will be issued to the vessel captain, who will assign the second permit to the crew vehicle.

~~e.e. Each pier member will be allocated one parking permit each year to be used in the designated parking spaces from May 15—October 15.~~

~~d.f.~~ Vehicles illegally parked, or not parked within designated areas are subject to being towed at the owner's expense.

~~e.g.~~ There will be no overnight parking allowed except for pier members on multiple day fishing trips.

AGENDA ITEM DIVIDER



TOWN OF KENNEBUNKPORT, MAINE

MEMORANDUM

To: Laurie Smith
Fr: Chris Simeoni, Director of Public Works
Re: Authorize bid for replacement street light fixtures.
Dt: September 20th, 2023

As part of the current FY 24 capital budget, we appropriated \$50,000.00 to begin the replacement of our street light fixtures. This amount will be enough to purchase and install approximately twenty fixtures. The recommendation by the lighting committee, in conjunction with feedback from the residents, was to go with the Holophane fixture. As part of this, we secured bids on the fixtures, shields and arms from the three closest authorized electrical distributors that carry the Holophane fixtures. The bids were as follows:

Distributor	Amount
NorthEast Electrical	\$36,582.95
Rexel	\$40,647.73
Rockingham Electrical	\$37,649.68

After authorization by the Select Board, a “hold for release” order will be placed with the Distributor and Holophane. Holophane will create shop drawings for Kennebunkport to sign off on before the product is released for manufacturing. The installation will be performed by our current maintenance contractor, Jeff Brochu, with Camille’s Electric. We recommend authorizing the purchase of twenty fixtures through the low bidder, NorthEast Electrical, for \$36,582.95.

NORTHEAST ELECTRICAL
20 RENAISSANCE WAY
SANFORD, ME 04073-5100
207-490-1633 Fax 207-324-1564

Paul.Lawler@needco.com

QUOTE TO:
TOWN OF KENNEBUNKPORT
PO BOX 566
ACCOUNTS PAYABLE
KENNEBUNKPORT, ME 04046-0566
207-967-4243

SHIP TO:
TOWN OF KENNEBUNKPORT
6 ELM ST
KENNEBUNKPORT, ME 04046-6155
207-967-4243

Quotation

QUOTE DATE	QUOTE NUMBER
09/12/23	S001376124
PAGE NO.	
1 of 1	

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	QUOTED TO		
260088	HOLOPHANE		CHRIS		
SALESPERSON		SHIP VIA	FREIGHT ALLOWED	EXPIRATION DATE	
PAUL LAWLER		BW BEST-WAY	No	11:59pm ET 09/27/23	
ORDER QTY	UPC	DESCRIPTION	UNIT PRICE	U	EXT PRICE
20ea		HOL GRLF3-P10-27K-MVOLT-ASY-ARM-GN-PR 7- PCLL-NL1X1 GLASSWERKS LUMINESCENT LED RADIAL WAVE	1360.227	e	27204.54
20ea		HOL GRLF3-LOUVERED-SHIELD-BK-RFD33552 3 SURFACE MOUNT FIELD INSTALLABLE LOUVERED SHIELD	315.000	e	6300.00
10ea		HOL FAMAWT20US6GNRFD340575 STANDARD 6FT ARM 120MPH GREEN	164.659	e	1646.59
10ea		HOL FAMAWT20US4GNRFD340576 STANDARD 4FT ARM 120MPH GREEN	143.182	e	1431.82
*** 65 DAY EST. LEAD TIME *** ***** *** QUOTE#2421-22-10796-2 ***					

TERMS & CONDITIONS

OUR PRODUCTS AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT www.needco.com/terms.
ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID, AND OF NO FORCE OR EFFECT. WIRE & PIPE
PRICES ARE ONLY GOOD FOR THE CURRENT DAY.

TAXES NOT INCLUDED

Subtotal 36582.95
S&H CHGS 0.00

Amount Due 36582.95

**REXEL**

REXEL INC BIDDEFORD
15 MORIN ST
BIDDEFORD, ME 04005-4403
207-282-8468
Fax 207-282-6237

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
08/03/2023	S137241499	1 of 2
CUST PO#:	Lighting	
JOB/REL#:		

QUOTE TO:

TOWN OF KENNEBUNKPORT
PO BOX 566
KENNEBUNKPORT, ME 04046-0566

SHIP TO:

TOWN OF KENNEBUNKPORT
PO BOX 566
KENNEBUNKPORT, ME 04046-0566

CUSTOMER NUMBER	CUSTOMER PHONE#		ORDERED BY		OUTSIDE SALESPERSON		
98702					Dan Engelhardt		
WRITER		WRITER PHONE#		WRITER EMAIL			
Ken Matheson 4033		774 535 1220		Kenneth.Matheson@Rexelusa.com			
INSIDE SALESPERSON		SHIP VIA		TERMS		SHIP DATE	FREIGHT ALLOWED
Dan Engelhardt		33ME-4033		PROX 25th		08/03/2023	No
ORDER QTY	DESCRIPTION				UNIT PRICE		EXT PRICE
20ea	HOL DIRECT ITEM GRLF3 P10 27K MVOLT PTH ARM GN PR7 PCLL NL1X1 GlasWerks® Luminescent LED Radial Wave®, P10 performance package, 2700K, 120-277V, Pathway, Arm, Green, 7 pin NEMA dimmable photocontrol receptacle, DTL photocontrol, 1IN x 1IN NEMA label Pn: 93144				1511.364/EA		30227.27
20ea	HOL DIRECT ITEM GRLF3 LOUVERED SHIELD BK RFD335400 Surface mount field installable round black finish louvered shield ONLY for GRLF3 P10 27K MVOLT PTH ARM BK PR7 PCLL NL1X1 Pn: 93144				350.000/EA		7000.00
10ea	HOL DIRECT ITEM FAMAW T20 US6 GN RFD340575 *** NOTES: - PER THE VENDOR THE STANDARD ARM WILL STILL WORK WITH THE "GRLF3" @ 120 MPH Pn: 93144				182.955/EA		1829.55

Prices are subject to change at any time prior to shipment unless agreed to otherwise in writing signed by an authorized Seller representative. Orders related to this quotation must be received, accepted and released by Seller within 48 hours of issuance of the quotation and are subject to availability. Many of Seller's manufacturing partners have advised that until further notice they reserve the right to amend the delivery date, price, scope and quantity of supply and/or other terms and conditions set out in their offer or quotation and Seller equally reserves the right to pass through any such changes from its manufacturing partners to the Buyer. Delivery dates are estimated only. Seller shall not be liable for failure to meet such dates resulting from product shortages or manufacturing delays. Be advised that Seller considers any changes imposed by its manufacturing partners and other vendors outside of Seller's reasonable control and therefore subject to Force Majeure provisions or similar common law doctrines such as "frustration" or "impossibility".

Seller's Standard Terms and Conditions of Sale are incorporated by reference into this quotation. A copy of the most current version of Seller's Standard Terms and Conditions of Sale is available at <https://www.rexelusa.com/terms/terms.html>
Full phone support at (888) 739-3577

** Continued on Next Page *

Subtotal	
S&H Charges	
Sales Tax	
Total	

**REXEL**

REXEL INC BIDDEFORD
15 MORIN ST
BIDDEFORD, ME 04005-4403
207-282-8468
Fax 207-282-6237

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
08/03/2023	S137241499	2 of 2
CUST PO#:	Lighting	
JOB/REL#:		

QUOTE TO:

TOWN OF KENNEBUNKPORT
PO BOX 566
KENNEBUNKPORT, ME 04046-0566

SHIP TO:

TOWN OF KENNEBUNKPORT
PO BOX 566
KENNEBUNKPORT, ME 04046-0566

CUSTOMER NUMBER	CUSTOMER PHONE#	ORDERED BY	OUTSIDE SALESPERSON	
98702			Dan Engelhardt	
WRITER		WRITER PHONE#	WRITER EMAIL	
Ken Matheson 4033		774 535 1220	Kenneth.Matheson@Rexelusa.com	
INSIDE SALESPERSON	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dan Engelhardt	33ME-4033	PROX 25th	08/03/2023	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
10ea	HOL DIRECT ITEM 0 FAMAW T20 US4 GN RFD340576 *** NOTES: - PER THE VENDOR THE STANDARD ARM WILL STILL WORK WITH THE "GRLF3" @ 120 MPH Pn: 93144		159.091/EA	1590.91

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Full phone support at (888) 739-3577

Subtotal	40647.73
S&H Charges	0.00
Sales Tax	0.00
Total	40647.73



September 12, 2023

From: Mark Whitney

ATTN: Christopher Simeoni

Christopher Simeoni <csimeoni@kennebunkportme.gov>

[illegible]

QTY	TYPE	MFG	DESCRIPTION	PRICE	TOTAL