

**Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station – 32 North Street
February 13, 2020 – 5:30 PM**

Minutes of the Selectmen's Meeting of February 13, 2020

Selectmen Attending: Patrick A. Briggs, Allen Daggett, Edward Hutchins, D. Michael Weston, Sheila Matthews-Bull

Others: Michael Claus, Carol Cook, Michael Davis, Jon Dykstra, Jay Everett, Ed Francis, Mary Giknis, Werner Gilliam, David Graham, David James, Jen Lord, Arlene McMurray, Nina Pearlmutter, Craig Sanford, Chris Simeoni, Harrison Small, Laurie Smith, Susan Streiff, Tracey O'Roak, and others

1. Call to Order.

Selectman Hutchins called the meeting to order at 5:30 PM.

2. Executive Session pursuant to MRSA 1, §405-6E to consult with Town Attorney regarding enforcement actions for land use violations on Langsford Road.

Selectman Hutchins recused himself from executive session due to conflict of interest.

Motion by Selectman Briggs, seconded by Selectman Matthews-Bull, to go into executive session. **Vote:** 4-0

The Board went into executive session at 5:30 PM.

Motion by Selectman Briggs, seconded by Selectman Matthews-Bull to come out of executive session. **Vote:** 4-0.

The Board came out of executive session at 6:17 PM.

No action was taken.

3. Approve the January 23, 2020, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to approve the January 23, 2020, selectmen meeting minutes. **Vote:** 3-0-2/Selectmen Daggett and Matthews-Bull abstained because they were not at that meeting.

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.).

There were no comments.

5. Public Hearing for public input on ordinance revisions.

Motion by Selectman Hutchins, seconded by Selectman Briggs to open the public hearing.
Vote: 5-0.

Chair Daggett opened the public hearing at 6:19 PM.

Director of Planning and Development Werner Gilliam explained that the proposed revisions are to change the requirements for legal notices in the local newspaper for the Board of Appeals and Planning Board Site Review to 3 days prior to the hearing date and on the town website at least 10 days prior to the hearing date.

Motion by Selectman Hutchins, seconded by Selectman Briggs to close the public hearing.
Vote: 5-0.

Chair Daggett closed the public hearing at 6:21 PM.

Nina Pearlmutter announced that a public hearing by the Planning Board is required, but they did not have a quorum at this meeting.

6. Public Hearing to consider application for new victualer's license for Sarene M. Matthysen DBA Kerengende.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to open the public hearing. **Vote:** 5-0.

Chair Daggett opened the public hearing at 6:21 PM.

Serene Matthysen introduced herself and talked about her business.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to close the public hearing. **Vote:** 5-0.

Chair Daggett closed the public hearing at 6:23 PM.

Motion by Selectman Hutchins, seconded by Selectman Weston, to approve the application for new victualer's license for Sarene M. Matthysen DBA Kerengende. **Vote:** 5-0.

7. Consider a renewal liquor license submitted by Alisson's/Dock Square, LTD, DBA Alisson's Restaurant, 11 Dock Square.

Chair Daggett announced that all of the liquor license and special amusement applications have been approved by the police chief, fire inspector, and code enforcement officer.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the renewal liquor license submitted by Alisson's/Dock Square, LTD, DBA Alisson's

Restaurant, 11 Dock Square. **Vote:** 5-0.

- 8. Consider a renewal special amusement permit submitted by Alisson's/Dock Square, LTD, DBA Alisson's Restaurant, 11 Dock Square.**

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the renewal special amusement permit submitted by Alisson's/Dock Square, LTD, DBA Alisson's Restaurant, 11 Dock Square. **Vote:** 5-0.

- 9. Consider a renewal liquor license application submitted by Taylormade Hospitality, Inc., DBA Hurricane Restaurant, 29 Dock Square.**

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the renewal liquor license application submitted by Taylormade Hospitality, Inc., DBA Hurricane Restaurant, 29 Dock Square. **Vote:** 5-0.

- 10. Consider a renewal special amusement permit application submitted by Taylor Benenti, DBA Hurricane Restaurant, 29 Dock Square.**

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the renewal special amusement permit application submitted by Taylor Benenti, DBA Hurricane Restaurant, 29 Dock Square. **Vote:** 5-0.

- 11. Consider renewal liquor license application submitted by Sheila Matthews-Bull for Rhumb Line Resort, 41 Turbats Creek Road.**

Selectman Matthews-Bull recused herself to avoid conflict of interest.

Motion by Selectman Hutchins, seconded by Selectman Weston, to approve the renewal liquor license application submitted by Sheila Matthews-Bull for Rhumb Line Resort, 41 Turbats Creek Road. **Vote:** 4-0.

- 12. Consider renewal special amusement permit application submitted by Sheila Matthews-Bull for Rhumb Line Resort, 41 Turbats Creek Road.**

Selectman Matthews-Bull recused herself to avoid conflict of interest.

Motion by Selectman Hutchins, seconded by Selectman Weston, to approve the renewal special amusement permit application submitted by Sheila Matthews-Bull for Rhumb Line Resort, 41 Turbats Creek Road. **Vote:** 4-0

- 13. Consider appointments to the Recreation Committee.**

Director of Parks and Recreation Carol Cook said she received an application from Susan Streiff. She explained that Susan will be the sixth applicant for the Recreation Committee which can have up to seven members.

Susan Streiff said she just moved to town within the past year and wanted to become involved in the community. When she met Carol Cook, she decided she would like to be a member of the Recreation Committee.

Motion by Selectman Briggs, seconded by Selectman Matthews-Bull to appoint Susan Streiff to the Recreation Committee for a term expiring in June 2020. **Vote:** 5-0.

14. Presentation of the town hall project and fire department renovations.

David Graham, architect who worked on the facility needs assessment at town hall and the Village Fire Station, gave a PowerPoint presentation. He said his key focus was on employee safety. He worked with Steve Doe on this project. See Exhibit A.

Fire Chief Jay Everett added that the new facility would have accommodations for the night shift, and they could hire live-in students who would respond to fire calls in exchange for free lodging.

David James asked if the response time would change if two of the fire stations were closed.

Chief Everett responded that a study showed the response time would be the same or shorter than it is currently.

15. Consider changes to the Wastewater Use Ordinance.

Chris Simeoni, deputy director of public works, explained that the changes to the Wastewater Use Ordinance are mostly in the definitions section and most notable is Article 13, section 8. Currently, customers are billed when they apply for a sewer connection and pay the impact fee, even though they may not build a house on the site for over a year. The proposed change is to have the billing begin when the certificate of occupancy is acquired from the Planning and Development Department.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the proposed Wastewater Use Ordinance. **Vote:** 5-0.

16. Solid waste education.

Jon Dykstra, chair of the solid waste committee gave a presentation on the committee's proposed recycling plan. See Exhibit B.

17. Review of FY21 capital improvement plan

Town Manager Laurie Smith said there are a number of projects planned and these items will be discussed during the budget process. See Exhibit C. She explained Administration and the Department Directors explained their capital improvement plans.

For Wastewater capital improvement plan, see Exhibit D.

18. Purchase of equipment and infrastructure for Dock Square Parking Lot.

Town Manager Laurie Smith said the current parking lot ticket machine runs on a Windows 7 platform which is outdated and no longer supported by Microsoft. She explained the current machine is also no longer PCI (payment card system) compliant and in danger of being hacked.

Treasurer Jen Lord said she and Deputy Chief Kurt Moses inspected the operation used at the Cumberland County Courthouse and learned that they had no card read errors since the machine went into service last fall. Also, bills do not get rejected, and it is easy to program. They recommend the purchase of the new OPUS system used by Cumberland County Courthouse.

Motion by Selectman Weston, seconded by Selectman Hutchins, to approve the purchase of the Dock Square parking lot OPUS equipment from Cincinnati Time of Maine at a cost of \$70,650. **Vote:** 5-0.

19. Consider Dock Square Parking Lot fees for 2020.

Ms. Smith reported the current fees for the parking lot are \$3.00 per hour. Staff recommends increasing the fees to \$4.00. She researched other communities and reported their hourly parking fees:

Biddeford	\$2.00
Ogunquit	\$4.00
Kennebunk	\$5.00
Wells	\$4.00

Motion by Selectman Hutchins, seconded by Selectman Briggs, to approve the new Dock Square Parking Lot fees for 2020 to \$4.00 per hour. **Vote:** 4-1/Selectman Matthews-Bull opposed.

20. Authorize Quit Claim Deed for Map 24, Block 5, Lot 6B.

Ms. Smith said the Town recently foreclosed on the 2018 property taxes. One of the properties that they foreclosed on was Map 24, Lot 5, 6B owned by Kathleen Spang. She said Kathleen has paid all taxes, fees and interest in full and staff are recommending the Board authorize a quit claim deed.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to authorize a Quit Claim Deed for Map 24, Block 5, Lot 6B. **Vote:** 5-0.

21. Accept \$50 donation from the Madonna Chapter to the emergency food fund.

Motion by Selectman Weston, seconded by Selectman Hutchins, to accept the \$50 donation from the Madonna Chapter to the emergency food fund. **Vote:** 5-0.

22. Accept \$1,000 donation from the Church on the Cape to the emergency fuel fund.

Motion by Selectman Matthews-Bull, seconded by Selectman Weston, to accept the \$1,000 donation from the Church on the Cape to the emergency fuel fund. **Vote:** 5-0.

23. Other Business.

Selectman Weston questioned whether they would consider painting the railing at Cape Porpoise Harbor.

Town Clerk Tracey O'Roak announced the Special Town Meeting is March 3. She said it is the first presidential primary in 20 years and residents need to be enrolled as either a Democrat or Republican to participate. Absentee ballots are available at Town Hall until February 27. She said it is important to mail absentee ballots a week in advance. She added that she does not see who participants voted for.

24. Approve the February 13, 2020, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the February 13, 2020, Treasurer's Warrant. **Vote:** 5-0.

25. Adjournment.

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

The meeting adjourned at 8:10 PM.

Submitted by Arlene McMurray
Administrative Assistant

Memorandum

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: Municipal Facility Needs Study
Dt: February 10, 2020

As part of the FY 20 budget process I requested funds for a municipal facility needs study to encompass a review of future Town Hall and Fire Station needs. We hired local architect David Graham and Steve Doe of Sebago Technics. David began the process by examining the current space at 6 Elm Street and 32 North Street. He met with staff from both facilities to understand both current needs as well as future demands. David and Steve then examined current town land holdings on both the old McCabe Parcel as well as the Village Parcel. Staff and the consultants lastly examined the opportunity to renovate the Village Fire Station for either future fire needs or town hall space. Lastly, we asked them to determine the best outcome from both a programming space requirement and a cost-effective approach.

David Graham will be present on Thursday evening to share the results of his analysis. He is proposing a new Town Hall on the Village Parcel at the corner of North Street, and a renovation and addition to the Village Parcel. Town Hall currently occupies under 5,000 sqft, most of it finished, but some in an unfinished garage space. The new space is estimated at just over 8,000 sqft and will include a public meeting space as well as offices for all current Town Hall departments. The estimated costs for the building, including furniture and fixtures is \$3.294 million.

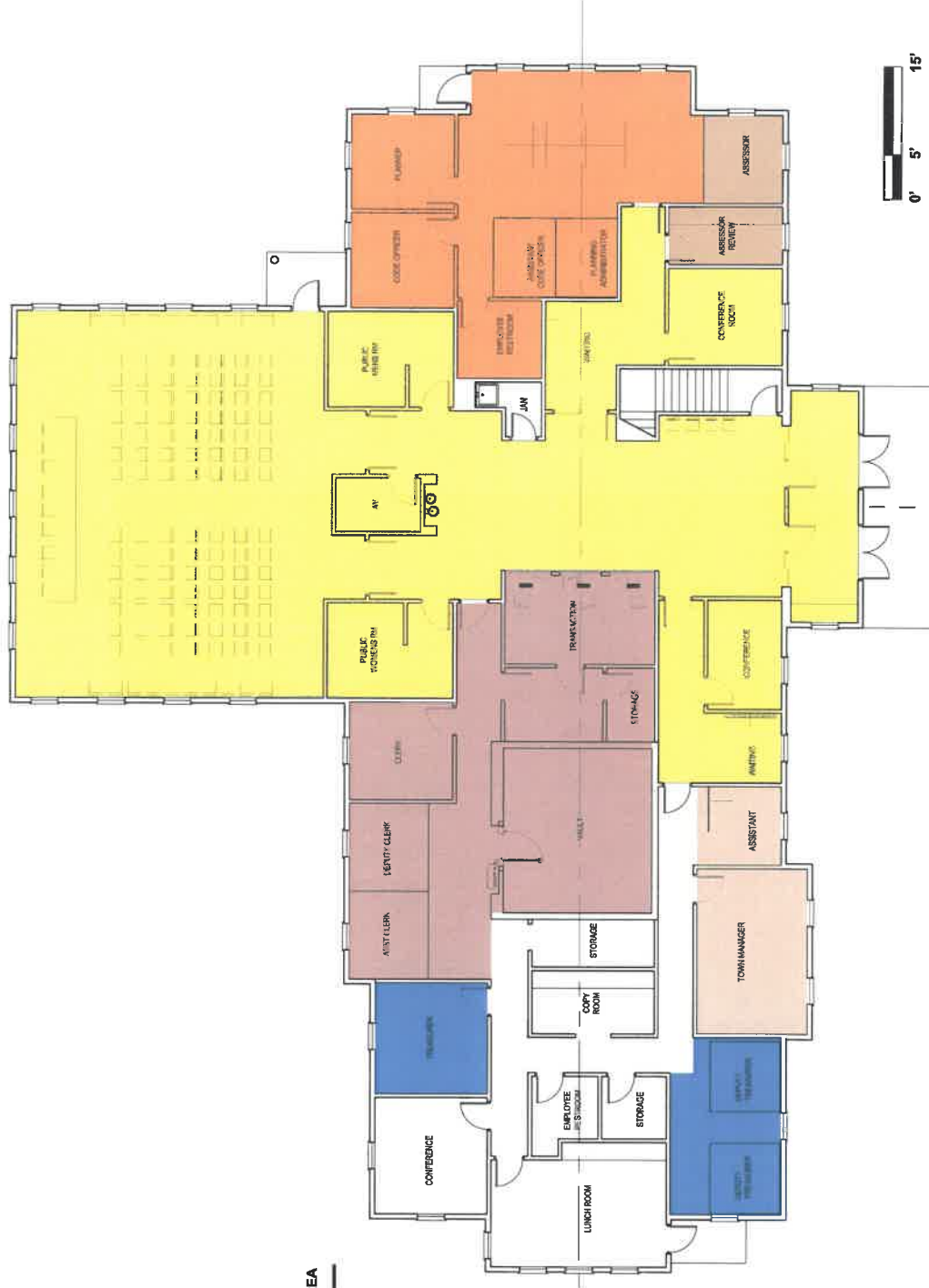
The proposal for the Village Fire Station includes a little over 2,000 sqft of new space, including bunk rooms for future staff and a new fire bay to house vehicles. The conceptual plan also shows about 1,000 sqft of renovations, which incorporate offices and facilities for paid staff in the current meeting room. The estimated costs for this construction is \$839,000.

This should be considered a planning document as we gather additional public feedback on the location, design, and proposed funding model.

Plan Key

372 S.F.	TOWN MANAGER
3,787 S.F.	PUBLIC SPACE
992 S.F.	PLANNING
222 S.F.	ASSESSING
1,297 S.F.	CLERK
287 S.F.	TREASURER
1,247 S.F.	SHARED COMMON AREA

8,204 S.F. TOTAL SQUARE FOOTAGE



Graphic Scale

Conceptual Plan Kennebunkport Town Hall

Prepared by Graham Architects & Sebago Technics, Inc
February 3, 2020



Scale 1" = 30'

Conceptual Site Plan A Kennebunkport Town Hall

Prepared by Graham Architecture & Sebago Technica, Inc
February 3, 2020



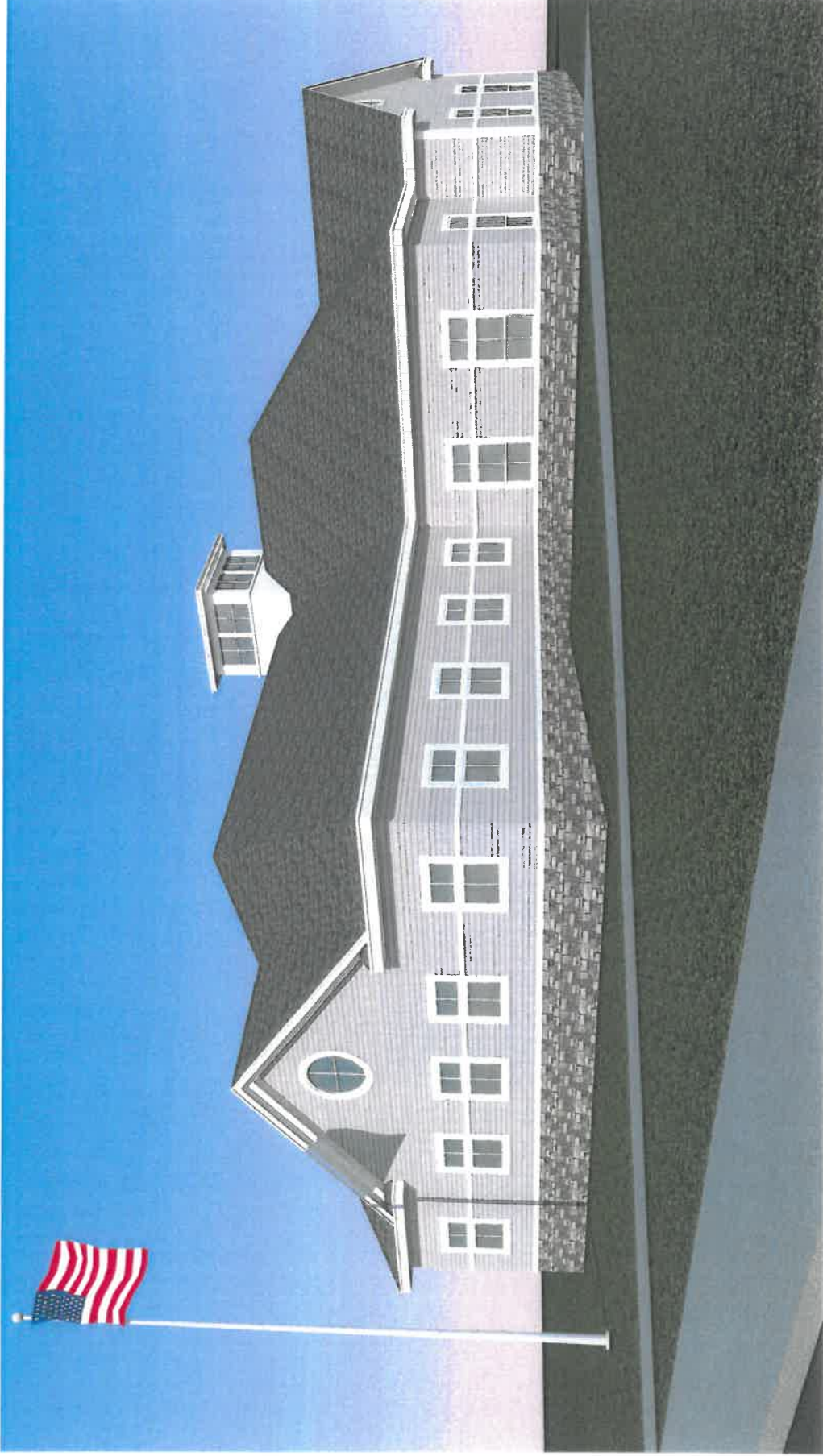
Conceptual Rendering Plan A - View From North Street

Kennebunkport Town Hall

Prepared by Graham Architects & Sebago Technics, Inc
February 3, 2020



Conceptual Site Plan B
Kennebunkport Town Hall
Prepared by Graham Architecture & Sabago Technics, Inc
February 3, 2020



Conceptual Rendering Plan B - View From North Street
Kennebunkport Town Hall

Prepared by Graham Architects & Sebago Technics, Inc
February 3, 2020

Plan Key

2,170 S.F.	NEW CONSTRUCTION
992 S.F.	RENOVATED CONSTRUCTION



Conceptual Plan Kennebunkport North Street Fire Station Renovation

Prepared by Graham Architects & Sebago Technics, Inc
February 3, 2020

Town Office Building				
2/3/2020				
Town of Kennebunkport KENNEBUNKPORT, ME CONCEPTUAL OPINION OF PROBABLE CONSTRUCTION COST				
ITEM	QUANTITY	UNIT	UNIT PRICE	PROBABLE COST
NEW TOWN OFFICE BUILDING				
Architecture and Engineering fees	1	LS	\$ 130,000.00	\$130,000
Sitework (pavement, loam & seed)	1	LS	\$ 120,000.00	\$120,000
Sitework Road and Utilities	290	LF	\$ 600.00	\$174,000
New Building Construction	8,240	SF	\$ 325.00	\$2,678,000
Furniture and Fixtures	1	EST	\$ 35,000.00	\$35,000
SUBTOTAL				\$3,137,000
Contingency - 5%				\$157,000
TOTAL PROBABLE CONSTRUCTION COST				\$3,294,000

Village Fire Station Renovation				
2/3/2020				
Town of Kennebunkport KENNEBUNKPORT, ME CONCEPTUAL OPINION OF PROBABLE CONSTRUCTION COST				
ITEM	QUANTITY	UNIT	UNIT PRICE	PROBABLE COST
VILLAGE FIRE STATION				
Architecture and Engineering fees	1	LS	\$ 35,000.00	\$35,000
Sitework (pavement, loam & seed)	1	LS	\$ 15,000.00	\$15,000
New Building Construction	2,170	SF	\$ 250.00	\$543,000
Renovated Construction Costs	992	SF	\$ 200.00	\$198,000
Furniture and Fixtures	1	EST	\$ 8,000.00	\$8,000
SUBTOTAL				\$799,000
Contingency - 5%				\$40,000
TOTAL PROBABLE CONSTRUCTION COST				\$839,000

Proposed Recycling Education Plan

February 13, 2020

Introduction:

Education is the key to successful, cost-effective recycling. Our proposed education plan has three major thrusts – Initial Training, Evaluation, and Maintenance.

Initial Training

March 1 to April 30:

1. Send town email announcement stating that:
 - a. The Solid Waste Committee has recommended the return of Curbside Recycling.
 - b. We have an opportunity with ecomaine to have reduced rates on recycling processing if we can produce a clean – uncontaminated – curbside recycling stream for them to process.
2. Ready the “Kennebunkport Recycle” website (<https://kennebunkportrecycle.com>) to disseminate educational and procedural information on how to properly do recycling.
3. Use the Kennebunkport Recycle website to:
 - a. Present and promote the Reduce-Reuse-Recycle concept to educate and inspire residents to rethink their approach to purchasing and disposing of recyclable, and non-recyclable, packaging and waste;
 - b. Encourage the public to review online information from ecomaine. (<https://www.ecomaine.org/recyclopedial/>);
 - c. Collect input on improving curbside recycling; and
 - d. Solicit volunteers to assist in Kennebunkport’s recycling efforts.

May 1 to June 30:

1. Hire intern to:
 - a. Receive training at ecomaine on recycling best practices;
 - b. Coordinate Kennebunkport’s recycling education efforts with ecomaine’s education program;
 - c. Interview other towns’ sustainability coordinators to see what worked best last summer;
 - d. Organize recycling sustainability promotional material and expand our Kennebunkport Recycle website with updated material; and
 - e. Initiate Instagram and twitter accounts for Kennebunkport recycling.
2. Solid Waste Committee to:

Exhibit B - 2-13-2020

- a. Work with realtors and landlords to establish “responsible tenant recycling practices” with (if possible/practical) enforceable incentives to keep contamination low;
- b. Distribute promotional material on town website, cable TV, email, and through local groups (Graves Library, KCT, Rotary, etc.);
- c. Design and have printed stickers with recycling do’s and don’ts for residents to label a container of their choice as a recycling bin; and
- d. Design and have printed recycling bin grading cards to be used in the Evaluation phase.

First week of July

1. Ecomaine, with the support of the Solid Waste Committee, will host a kick-off weekend.
 - a. This is an established, two-day ecomaine promotional program with a collection of booths and educational recycling swag.
 - b. Locate it on the grounds of the Town Recreation Center (if available).
 - c. Focus on educating residents as to how to successfully recycle by only adding appropriate materials and keeping contamination levels low.
 - d. Emphasize inspiring youth to become active in the recycling process.

Evaluation

Collecting and communicating metrics on how well we are recycling will be an important part of the education and promotional process – people need to feel that they are having an effect, as well as know if they need to improve their game.

Evaluation efforts will include:

1. For the first four to six collection days, the intern, along with other volunteers, will go in front of recycling trucks to grade recycling bin contents.
 - a. An objective grade will be given for the appropriateness of materials and the contamination level.
 - b. Grading card (green, yellow, red) will be left with each bin. Those bins receiving a red card will not be emptied.
2. Metrics will be collected, emailed to residents, and posted on the Kennebunkport Recycle website. Sample of metrics to include:
 - a. Current and historical contamination rate (and associated up-charge).
 - b. Current and historical tonnage of recyclables.
 - c. Separate accounting for Saturday (rental) pickups.
3. Concerted effort will be made through emails and the website to collect input on challenges that residents and business are having in meeting our recycling goals.

Maintenance

Like any continuing process, it will be important to keep our residents focused on the mechanics and decisions that make recycling successful.

1. Commit to maintaining an updated presence on the Kennebunkport Recycle website.
2. Hold annual recycling awareness events (for example):
 - a. Spring/Early Summer
 - i. With ecomaine support, hold a 3 Rs community event at the Town's Recreational Center.
 - ii. Have annual presence in the Memorial Day Parade in Dock Square.
 - iii. Have a float/presence in the GRB 4th of July Parade.
 - iv. Hold a recycling education/information event at GRB Community House.
 - b. Late Summer/Fall
 - i. Support and help organize a new annual Dump/Recycle Parade.
 - ii. Hold recycling awareness events at local schools.
 - iii. Engage with local schools to participate in ecomaine's annual "Upcycle Challenge."

With a commitment to initial education, continuing evaluation, and ongoing maintenance, we can successfully commit ourselves to a recycling program that moves the largest amount of material at the most economical costs.

THE SOLID WASTE COMMITTEE

The Solid Waste Committee (the Committee) was organized by the direction of the Board of Selectmen in June of 2019 to investigate the feasibility, and associated costs, of re-establishing a publicly funded recycling program in Kennebunkport. Since that time, the Committee has visited the ecomaine recycling center, and several recycling and solid waste transfer stations. We have also investigated the past and current recycling and waste disposal costs incurred by Kennebunkport and other surrounding towns.

In carrying out their work, the Committee was guided by the following goals:

- Ensure the best, most cost effective, use of public funds – find the best balance between cost and effectiveness.
- Ensure that the maximum amounts of potentially recyclable materials are collected and effectively (successfully) recycled.
- Allow flexibility to respond to changing market demands and opportunities for recyclable materials (i.e. ability to respond to new processing/sorting options).
- Encourage, not discourage, residents to participate.
- Seek the lowest carbon footprint option.

After reviewing recycling programs in other towns, the Committee believes that Kennebunkport has two viable recycling options – curbside pickup, or construction of a recycling center.

- Curbside Pickup – This option would appear very much like recent recycling in Kennebunkport. The major difference is that there would be an aggressive resident education program launched, with the support of ecomaine's education department, several months prior to commencing the program and for many months into the first operational year.
- Recycling at a Recycling Center – This option would entail the construction and staffing of a recycling center within Kennebunkport. Here again, an aggressive resident education program will be critically important to ensure that recyclables are not contaminated with non-recyclable materials, and that other forms of contamination are kept to a bare minimum.

After considering the Pro's and Con's of each, the Committee reached the conclusion that Curbside Pickup would be the best recycling choice for Kennebunkport. Our conclusion was based on the reasoning that Curbside Pickup would:

Exhibit B - 2-13-2020

- Result in the collection and processing of the largest amount of recyclables.
- Allow the most flexibility to respond to evolving recycling markets.
- Create the largest reduction in the volume of other types of solid waste.
- Avoid the need to construct and staff a recycling center.
- Have the least negative impact on seniors and physically challenged individuals.
- Provide the best option to capture seasonal renters' recyclables; and
- Cost taxpayers an estimated \$57 per year (only \$26 more per year than the least expensive option).

During the course of our investigations, the Committee has become convinced that successful, publicly funded recycling can only occur when residents have been fully educated as to exactly what can be effectively recycled and how to ensure that recyclables are sufficiently clean (i.e. ensuring contamination levels are kept low). To that end, the Committee is planning on playing a principal role in designing and carrying out a focused education program. Working in close coordination with the Town and ecomaine, this program would seek to prepare Kennebunkport residence, and seasonal guests to our community, to have the information and support required to keep contamination levels down and establish cost-effective and successful recycling in Kennebunkport.

Solid Waste Committee Members

Jon Dykstra, Chair
Tom McClain
Harvey Flashen

Paul Hogan, Secretary
David Eglinton

Mike Claus, Town Rep.
Kinder Wilson

MEMO

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: FY 21 Capital Improvement Plan
Dt: February 10, 2020

Attached please find the five-year capital improvement plan for FY 21-25. This is our sixth annual CIP process. It is difficult to make major financial decision unless you are aware of what other impacts you are likely to face in the short and long term.

There are some proposed major capital expenses in the next five years. These include the replacement of Cape Porpoise Pier, construction of a new Town Hall, renovations of the Village Fire Station, the replacement of a ladder truck, upgrades to our radio system and network, and major replacements in our wastewater system.

Over the past few years we have seen a continued degradation to the infrastructure under Cape Porpoise Pier. In FY 18 we budgeted funds to perform geotechnical and survey work to better understand the best course of action. In FY 19 budget we asked Baker Design Consultants to develop a cost estimate for the necessary replacement and repairs in Cape Porpoise. Mr. Baker is proposing a plan that would allow us to renovate the pier over a three year period, hopefully taking advantage of state grant funding through the Small Harbor Improvement Program.

Architect David Graham has completed a facility needs survey for both our town hall and fire station. He has proposed a renovation and addition to the Village Fire Station and the construction of a new Town Hall facility. Both projects would require planning and reserve funds to complete.

Our public safety departments are currently working with a consultant to examine our radio system network and infrastructure needs. The change in technology in public safety response, as well as additional use from the general public has created communication challenges for public safety responders. Although the results from their analysis are not yet available, we do understand that it will be a sizeable upgrade and beginning to reserve funds this year for a possible upgrade in three years would be prudent.

Exhibit C - 2-13-2020

As part of our recent wastewater projects we undertook an assessment of our capital and infrastructure. Wright Pierce Engineers have provided us with a list of projects in both our wastewater treatment facility and our collections system. Their priority list for the next five years includes twelve items totaling in the millions of dollars. These significant projects are important for both the continued operation of the system as well as meeting new environmental regulations from both the DEP and the EPA.

I look forward to discussing these projects with you on the 13th and await your feedback.

Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
<u>Administration</u>							
Records Preservation	Admin	\$ 5,000					
Records Preservation	Admin	\$	5,000				
Records Preservation	Admin			\$ 5,000			
Town Hall Construction	Bldg/Facilities		\$ 3,000,000				
Records Preservation	Admin			\$ 5,000			
Records Preservation	Admin				\$ 5,000		
Replace 2017 Codes Vehicle	Equipment					5,000	30,000
Records Preservation	Admin	\$ 55,000	\$ 5,000	\$ 3,005,000	\$ 5,000	\$ 5,000	\$ 200,000
subtotal - Administration		\$	\$	\$	\$	\$	\$ 230,000
<u>Communications</u>							
Replace HVAC System	Bldg/Facilities			\$ 40,000			
Replace Radio Infrastructure and Equipment	Bldg/Facilities			\$ 1,200,000			
subtotal - Communications		\$	\$	\$ 1,240,000	\$	\$	\$
<u>Dock Square</u>							
Sidewalk replacement on West side of Dock square	Infrastructure						
Wayfinding signs for Downtown	Bldg/Facilities						
subtotal - Dock Square		\$	\$	\$	\$	\$	\$ 25,000
<u>Fire</u>							
Firefighter PPE	Equipment	\$ 18,500					
Firefighter PPE	Equipment	\$	18,500				
Rigid Inflatable Boat/engine/trailer - GRB - new 2003 (2022)	Equipment	\$	18,000				
Firefighter PPE	Equipment			\$ 18,500			
Replace Brush 35 1980 GMC	Equipment			\$			
Replace Engine 12 - 1997 PV REPLACE IN 2023	Equipment			\$ 60,000	\$ 635,000		
Firefighter PPE	Equipment			\$	\$	18,500	

Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
Replace Ladder 34 - GRB new 1999 - Replace 2024	Equipment				\$ 1,000,000		
Firefighter PPE	Equipment					\$ 18,500	
Village Fire Station	Bldg/Facilities					\$ 500,000	
Replace Car 1 - 2015 Ford F-150 (2026)	Equipment						\$ 60,000
SCBA Air Packs (45) (2027)	Equipment						\$ 280,000
Rigid Inflatable Boat/engine/trailer - CP - New 2008 (2028)	Equipment						\$ 18,000
Replace Squad 11 2006 REPLACE IN 2031	Equipment						\$ 150,000
Replace Tank 1 -GRB new 2008 Replace 2038	Equipment						\$ 300,000
Engine 23 WW REPLACE IN 2039	Equipment						\$ 900,000
Generator - WD	Equipment						\$ 7,500
Generator - Village	Equipment						\$ 20,000
Hydraulic rescue tool	Equipment						\$ 80,000
Wildes Dist, Fire Station	Bldg/Facilities						\$ 250,000
Engine 33 GRB - new 2017 (2042)	Equipment						\$ 900,000
subtotal - Fire		\$ 18,500	\$ 36,500	\$ 78,500	\$ 1,653,500	\$ 518,500	\$ 2,965,500
2020							
<u>Parks and Recreation</u>							
Resurface Tennis Courts	Bldg/Facilities	\$ 45,000					
Trail and Beautification of Village Parcel	Infrastructure	\$ 20,000					
Firemen's Park Playground	Equipment	\$ 12,000					
Additon of Ice Rink Lights	Bldg/Facilities		10,000				
Ice Rink Expansion	Bldg/Facilities		8,000				
Zero Turn Mower replacement	Equipment			10,000			
Trail Development	Infrastructure				10,000		
Replace 2015 Bus	Equipment					60,000	
Public Boat Access	Infrastructure						100,000
subtotal - Parks and Recreation		\$ 77,000	\$ 18,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 100,000

Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
<u>Piers</u>							
<u>Cape Porpoise</u>							
Float Replacement	Bldg/Facilities	\$ 5,000					
Punt Float Pylons	Bldg/Facilities	\$ 10,000					
#3 Hoist Replacement	Equipment	\$ 5,000					
Cape Porpoise Pier Replacement and Bait Shed - Phase 1	Bldg/Facilities		\$ 890,000				
Cape Porpoise Pier Replacement and Bait Shed - Phase 2	Bldg/Facilities			\$ 820,000			
Cape Porpoise Pier Replacement and Bait Shed - Phase 3	Bldg/Facilities				\$ 750,000		
#1 Hoist Replacement	Equipment				\$ 5,000		
Harbormaster Boat	Equipment						\$ 30,000
<u>Government Wharf</u>							
Replace Coolers	Bldg/Facilities						\$ 25,000
Government Wharf Maintenance Dredge	Infrastructure						\$ 50,000
subtotal - Piers		\$ 20,000	\$ 890,000	\$ 820,000	\$ 755,000	\$ -	\$ 105,000
<u>Police</u>							
Replace 2010 Travel Cruiser	Equipment	\$ 35,000					
Replace Cruiser Computers	Equipment		\$ 6,000				
Replace 2016 Doge Charger	Equipment		\$ 37,000				
Replace Cruiser Computers	Equipment			\$ 6,000			
Replace 2XXX Cruiser (2)	Equipment			\$ 72,000			
Replace Weapons	Equipment				\$ 50,000		
Replace 2XXX Cruiser	Equipment				\$ 37,000		
Replace 2XXX Cruiser	Equipment					\$ 37,000	
Replace 2XXX Cruiser (2)	Equipment						\$ 72,000
Replace 2XXX Cruiser	Equipment						\$ 37,000
Replace 2XXX Cruiser (2)	Equipment						\$ 72,000
Replace 2XXX Cruiser	Equipment						\$ 181,000
subtotal - Police		\$ 35,000	\$ 43,000	\$ 78,000	\$ 87,000	\$ 37,000	\$ 181,000

Exhibit C - 2020

Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
Public Works							
Repair and reconstruct roads	Infrastructure	\$ 450,100					
Repair and reconstruct sidewalks.	Infrastructure	\$ 70,000					
Replace 2004 International Tandem	Equipment		\$ 280,000				
Repair and reconstruct roads	Infrastructure		\$ 513,659				
Repair and reconstruct sidewalks.	Infrastructure		\$ 10,000				
Repair and reconstruct roads	Infrastructure			\$ 484,913			
Repair and reconstruct sidewalks.	Infrastructure			\$ 20,000			
Replace 2011 International	Equipment				\$ 180,000		
Repair and reconstruct roads	Infrastructure				\$ 302,874		
Repair and reconstruct sidewalks.	Infrastructure				\$ 29,106		
Replace 2012 International	Equipment					\$ 180,000	
Repair and reconstruct roads	Infrastructure					\$ 355,119	
Replace 2011 International	Equipment						\$ 170,000
Replace 2001 Titan 5000 Line Striper	Equipment						\$ 9,990
Repair and reconstruct roads	Infrastructure						\$ 411,230
Repair and reconstruct sidewalks.	Infrastructure						\$ 29,106
Repair and reconstruct roads	Infrastructure						\$ 391,200
Repair and reconstruct sidewalks.	Infrastructure						\$ 10,915
Repair and reconstruct roads	Infrastructure						\$ 100,242
Repair and reconstruct roads	Infrastructure						\$ 140,864
Repair and reconstruct roads	Infrastructure						\$ 98,103
Replace 2015 International	Equipment						\$ 170,000
Replace 2013 JD Loader	Equipment						\$ 160,000
Repair and reconstruct roads	Infrastructure						\$ 391,200
Replace 2020 Ford Ranger	Equipment						\$ 35,000
subtotal - Public Works		\$ 520,100	\$ 803,659	\$ 504,913	\$ 511,980	\$ 535,119	\$ 2,116,960

Exhibit C - 2020

Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
Special Projects							
Purchase of Streetlights	Infrastructure	\$ 58,500					\$ 2,000,000
Sea Walls on Ocean Avenue Evaluation	Infrastructure						\$ 1,000,000
Pier Road Reconstruction	Infrastructure						\$ 3,000,000
subtotal - Special Projects		\$ 58,500	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater							
Grinder Pump Replacement	Equipment	\$ 11,380					
SCADA Computer upgrade	Equipment	\$ 15,000					
(4) Toshiba S3ASD VFD's for effluent pumps	Equipment	\$ 7,920					
(3) Spare pump station motors	Equipment	\$ 26,517					
Repair concrete foundation issue Pump Station #12	Infrastructure	\$ 8,000					
Repurpose/install existing generator at Pump Station #13	Infrastructure	\$ 8,000					
Grinder Heads for Green Street Pump Station	Infrastructure	\$ 12,500					
Rehabilitation of circular clarifier (1)	Bldg/Facilities	\$ 500,000					
Replace Filter Press (1)	Bldg/Facilities	\$ 600,000					
Grinder Pump Replacement	Equipment	\$ 28,180					
Replace Filter Press (1)	Bldg/Facilities		\$ 600,000				
Rehabilitation of circular clarifier (1)	Bldg/Facilities		\$ 500,000				
Replace Ocean Ave. Pump Station #6	Infrastructure		\$ 300,000				
Replace Wildes District Rd. Pump Station #8	Infrastructure		\$ 819,000				
Replace Paddy Creek Pump Station	Infrastructure				\$ 819,000		
Replace South Main St. Pump Station #5	Infrastructure				\$ 300,000		
Replace Ocean Avenue Gravity Main from Nonantum to Bridge	Infrastructure						\$ 300,000
Repair Compost Building Side Panels	Bldg/Facilities						\$ 20,000
Replace Cape Porpoise Pump Station #10	Infrastructure						\$ 525,000
Replace Mills Lane Pump Station #2	Infrastructure						\$ 525,000
Replace Submersible Mixer	Equipment						\$ 71,000
Replace Axial Flow Pumps (2)	Equipment						\$ 85,000
Huber fine screen #101 2011	Equipment						\$ 125,000.00

Exhibit C - 2-13-2020

Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
Huber fine screen #102 2011	Equipment						\$ 125,000.00
Grinder Pump Replacement	Equipment						\$ 100,000
Replace 2013 Service Truck	Equipment						\$ 50,000
Repair Compost Building Interior Column	Bldg/Facilities						\$ 10,000
Replace 2006 Jetter	Equipment						\$ 60,000
Replace Turbats Creek Pump Station #7	Infrastructure						\$ 525,000
Replace Paddy Creek Pump Station #9	Infrastructure						\$ 525,000
Replace Mills Rd. Pump Station #11	Infrastructure						\$ 525,000
Replace Kings Highway Pump Station #12	Infrastructure						\$ 525,000
Replace Kings Lane Pump Station #13	Infrastructure						\$ 525,000
Replace Kings Highway (West) Pump Station #14	Infrastructure						\$ 300,000
Replace Prescott Drive Pump Station #15	Infrastructure						\$ 300,000
Replace Washington Court Pump Station #16	Infrastructure						\$ 300,000
Replace Wakefield Pasture Pump Station #17	Infrastructure						\$ 300,000
Replace 6.5 miles 1972 Sewer Lines	Infrastructure						\$ 2,100,000
	subtotal - Wastewater	\$ 1,189,317	\$ 28,180	\$ 1,100,000	\$ 1,119,000	\$ 1,119,000	\$ 7,921,000
GRAND TOTAL		\$ 1,973,417	\$ 1,824,339	\$6,836,413	\$4,141,480	\$2,274,619	\$ 16,644,460

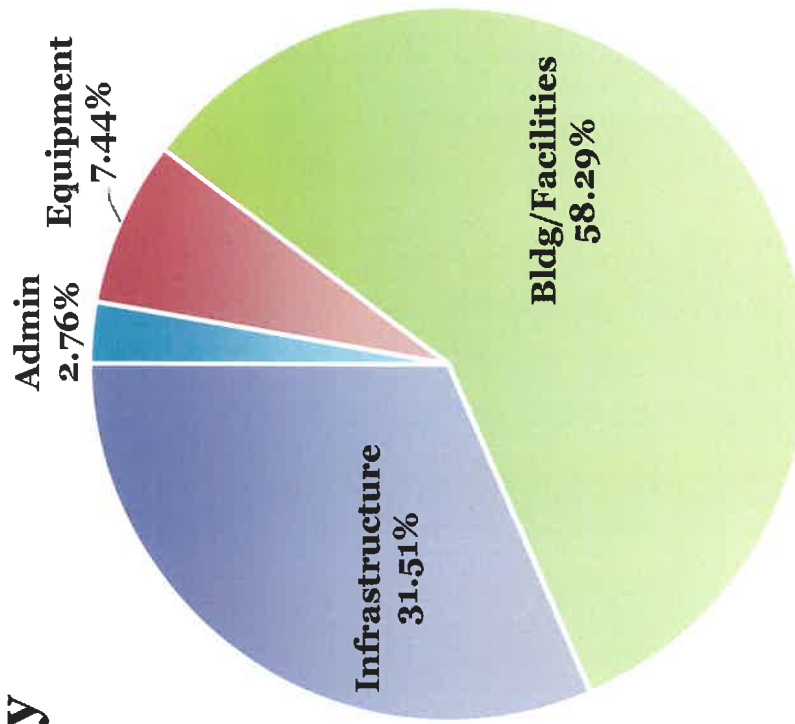
ES.3 ASSET RENEWAL TIMETABLES

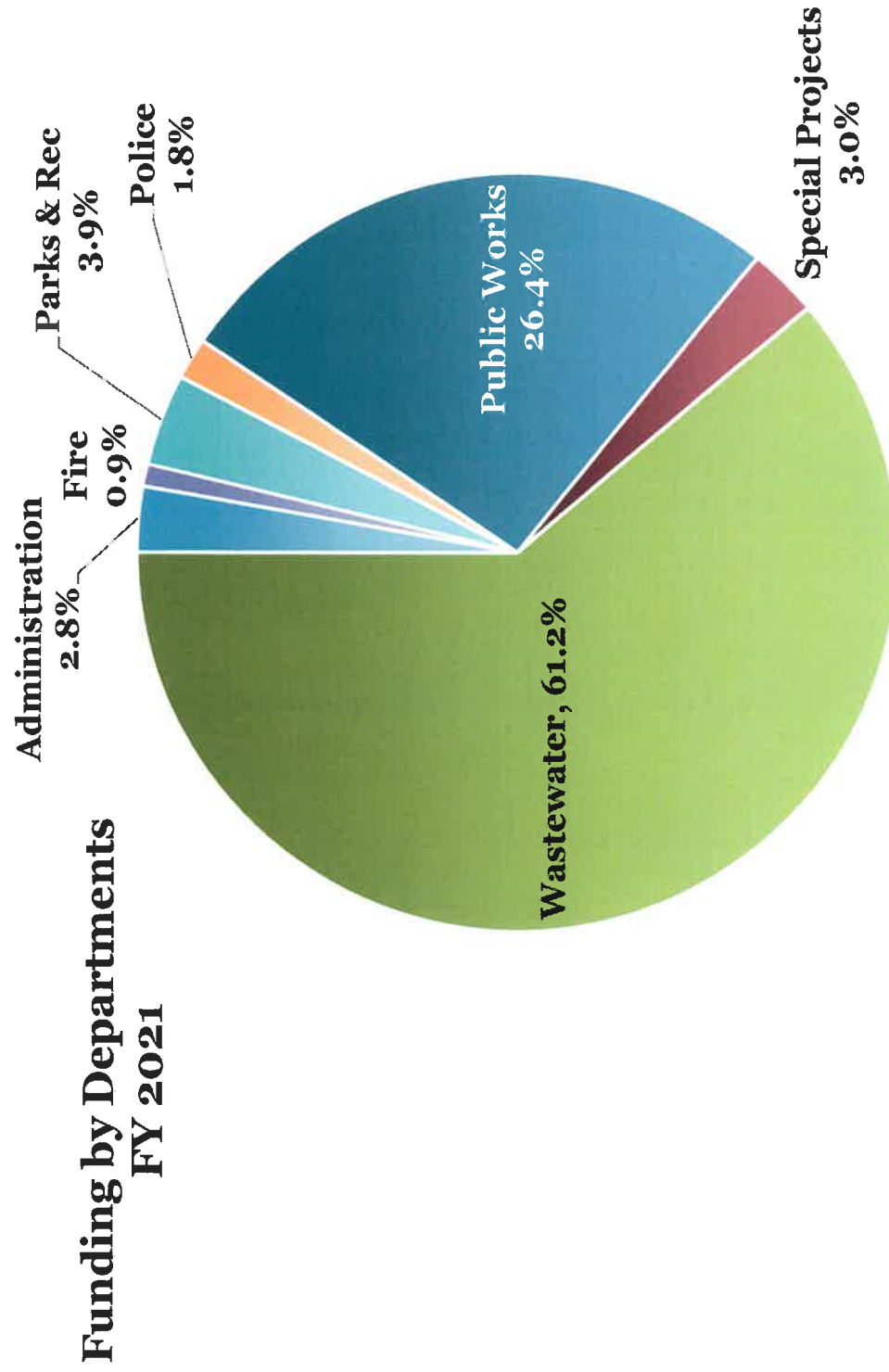
Asset renewal timetables were developed based on priority and the feasibility of completing the renewal work affordably within the timetable. Table ES-4 summarizes the asset renewal timetable for high priority WWTF and pump stations assets. Figure ES-1 shows the the high priority sewer assets recommended for renewal in the 0-5 year timetable highlighted in red.

**TABLE ES-4
RENEWAL TIMETABLES FOR HIGH PRIORITY WWTF & PUMP STATION
ASSETS**

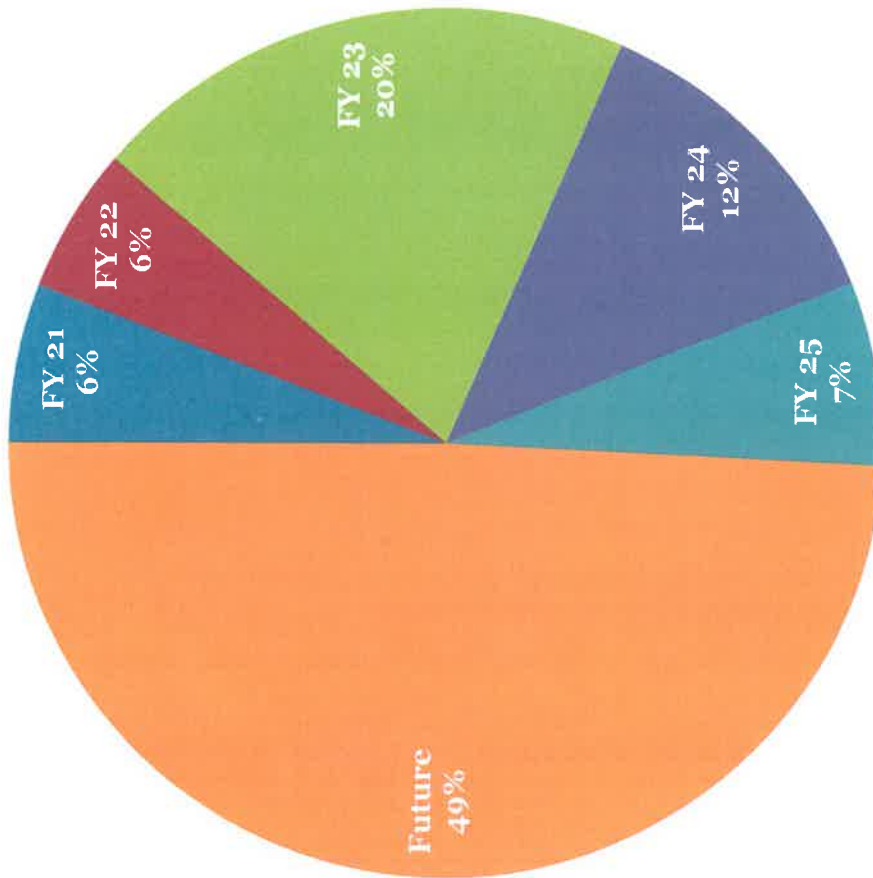
RANK	DESCRIPTION	RENEWAL TIMETABLE
WASTEWATER TREATMENT FACILITY		
1	CIRCULAR CLARIFIER #1 MECHANISMS	0-5 YEARS
2	CIRCULAR CLARIFIER #2 MECHANISMS	0-5 YEARS
3	CLAR. DRIVE MOTOR #1	0-5 YEARS
4	CLAR. DRIVE MOTOR #2	0-5 YEARS
5	CLARIFIER DRIVE REDUCER #1	0-5 YEARS
6	CLARIFIER DRIVE REDUCER #2	0-5 YEARS
7	BELT FILTER PRESS #1	0-5 YEARS
8	BELT FILTER PRESS #2	0-5 YEARS
9	GENERATOR: TREATMENT PLANT	0-5 YEARS
10	INFLUENT PUMP CONTROL PANEL	6-10 YEARS
11	EFFLUENT PUMP CONTROL PANEL	6-10 YEARS
12	VFD FOR INF-P-01	6-10 YEARS
13	VFD FOR INF-P-03	6-10 YEARS
PUMP STATIONS		
1	OCEAN AVENUE PUMP STATION	0-5 YEARS
2	WILDES DISTRICT ROAD PS GENERATOR	0-5 YEARS
3	WILDES DISTRICT ROAD PUMP STATION	0-5 YEARS
4	TURBATS CREEK PS GENERATOR	6-10 YEARS

FY '21 by Category





Funding by Fiscal Year



**TOWN OF
KENNEBUNKPORT
Department of Public
Works Wastewater
Division
Capital Improvement
Plan FY 21**

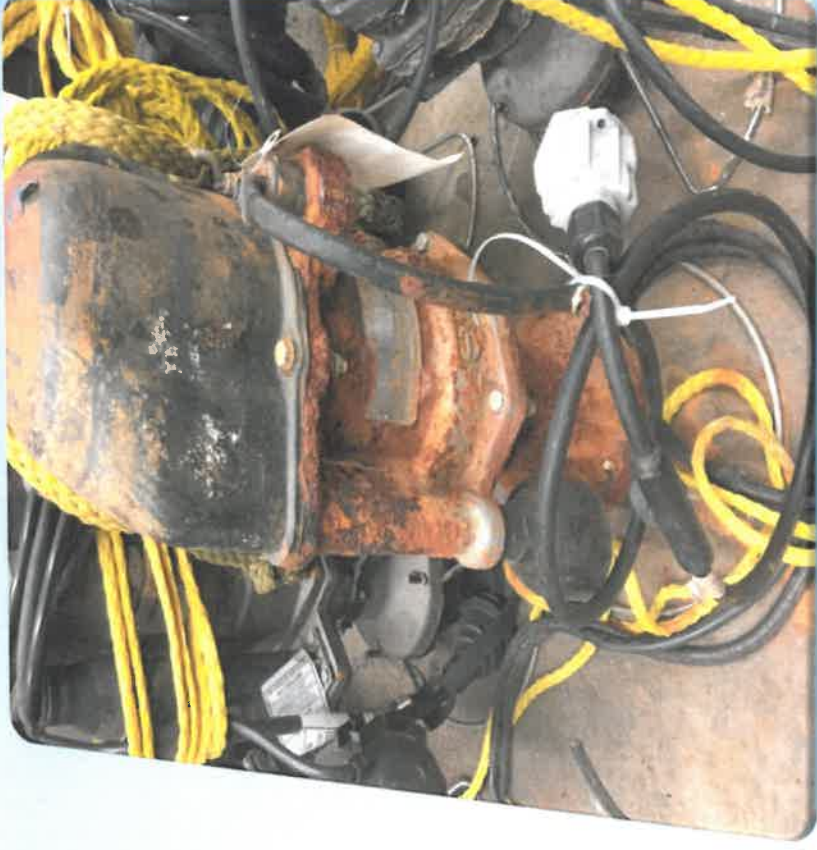
**So.... The much
anticipated Fiscal
Sustainability Plan
has been completed
by Wright Pierce!**

The numbers are in....

Asset Description	0-5 Years	6-10 Years	11-15 Years	16-20 Years	Asset Totals
WWTP	\$1,580,000	\$110,000	\$3,965,000	\$3,068,000	\$8,723,000
Pump Station	\$785,000	\$435,000	\$950,000	\$2,140,000	\$4,310,000
Collection System	\$3,620,000	\$5,093,000	\$5,775,000	\$3,405,000	\$17,893,000
Timetable Subtotals	\$5,985,000	\$5,638,000	\$10,690,000	\$8,613,000	-
Total	-	-	-	-	\$30,926,000

- *Some of our current assets are 50 years old this year!
- *Our system is aging and requires investments in upgrades to maintain the integrity and reliability of our system so we can continue to provide good service and protect Maine's water quality.
- *\$30,926,000 in the next thirty years is not realistic, so this is what we are proposing for this year.

***\$30,926,000 is a big number! Why so much?!**

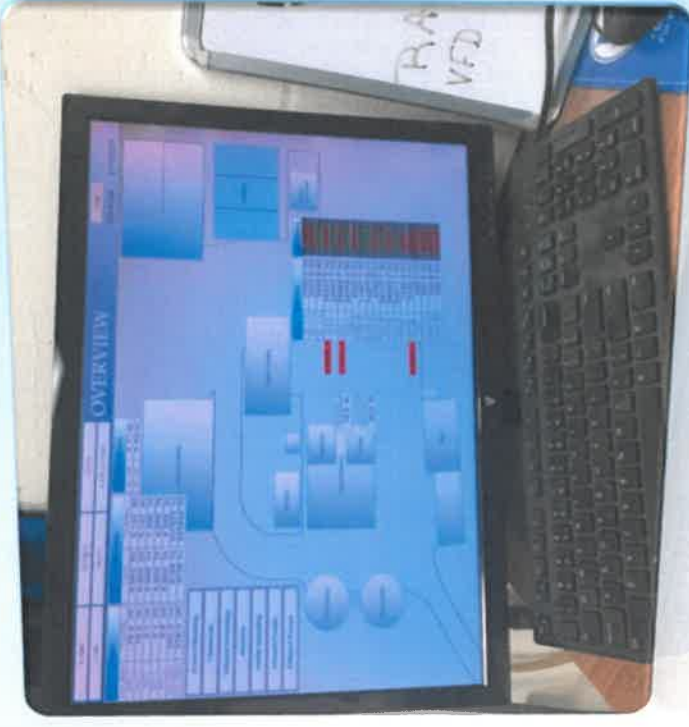


- The Town of Kennebunkport owns 93 grinder pumps located at various residences in Town.
- This replacement program was started in 2014 as an effort to reduce maintenance costs and service call due to the problematic history of the E-1 ejector pumps.
- The price for 5 of these pumps is \$11,380.00. The new style Barnes grinder pumps have proved less problematic reducing maintenance and service call-outs.

*Continuation of Grinder Pump Replacement Program

\$11,380

Town of Kennebunkport WWTP Capital



- The current main SCADA computer is approximately eight years old and is responsible for monitoring and controlling plant function. It is currently running on Windows 7.
- Due to the age of the computer, it's likelihood of failure and consequence of failure, it must be replaced.
- Our current version of SCADA is not compatible with Windows 10, therefore it must be upgraded in conjunction with the new computer.

***Replacement of SCADA computer and SCADA upgrade \$15,000**

Town of Kennebunkport WWTP Capital

- VFD's are Variable Frequency Drives. These drives are normally found operating substantial electric motors such as those found on our various pumps.
- VFD's are necessary for longevity and to protect electric motors and equipment by providing soft starts and stops.
- This past year, we have replaced two of these unexpectedly. The remaining are of the same age.



*Replacement of four Toshiba S3ASD VFD's for various pumps. \$7,920



- As it currently stands, we have no spare pump station pump motors. This became problematic during the heavy rain event we had the first week of December as we had recently sent a pump from the Paddy Creek pump station out to be rebuilt due to a bearing loss. Due to the need for machining and sourcing of parts, turnaround time was almost five weeks. We almost experienced a flooded wet well as the single pump in operation could not keep up with the influent.
- In our collection system, we have three different sizes of pump motors. We are proposing to buy one of each size which would afford some redundancy.

***Purchase of three
spare pump station
motors \$26,517**

- In mid October of 2019, we observed some deformation of the interior foundation wall and water intrusion at GRB PS12.
- In December, we contracted with Hascall & Hall who attempted to repair the damage. In removing the spalled concrete, it became obvious the damage was more extensive. A repair could not be completed because of steady water infiltration.
- The full extent of damage and repair options will not be known until we excavate the exterior of the wall



*Repair concrete foundation

GRB PS 12 - \$8,000

- PS 13 is located on the east end of King's Highway near Henchey Way.
- This pump station has never had a backup generator as this station has historically been a low-flow station.
- With the addition of Binnacle Hill subdivision, we are expecting more flow to this station.
- Response time for a portable generator will be reduced based on increased flow.



***In-house installation
/repurpose of existing
generator to PS13 - \$8,000**

- Last summer we averaged two maintenance calls per week at Green Street Pump Station for clogged pumps.
- Upon inspection, these pump issues were related to inorganic material such as towels, dental floss and other hygiene products.
- Installation of these grinder heads will facilitate the emaciation of debris reducing service calls.



***Purchase of two Barnes SITHE grinder heads for Green Street PS \$12,500**

Town of Kennebunkport WWTP Capital

- The purpose of the clarifier is to promote the settling and removal of settleable and floating solids.
- The performance of the circular clarifier is crucial to meeting our MEPDES permit requirements.
- These clarifiers have been in use for approximately 41 years and are in need of major rehabilitation due to structural fatigue, metal rot and concrete spalling.



*Rehabilitation of one Circular Clarifier \$500,000

Town of Kennebunkport WWTP Capital

- The purpose of the belt filter press is to remove unwanted water content from the biosolids.
- The two current belt filter presses have been in service for approximately 41 years.
- They are in need of replacement as they have aged beyond a conducive market for finding replacement parts and they are largely inefficient by today's standards.
- Current presses only produce a "cake" that is 12% solids. New screw type presses are much more efficient and produce a cake that is 25-27% solids.



*Replacement of one belt filter press \$600,000

Town of Kennebunkport WWTP Capital

- *Base a funding strategy around retiring debt service.
- *Take advantage of any available grants in which we qualify for.
- *Utilize Wastewater Reserve Funds to meet larger immediate needs.

*Funding strategies

*PFAS chemicals

Per- and polyfluoroalkyl substances (PFAS) are a family of human-made chemicals that are found in a wide range of products used by consumers and industry.

There are nearly 5,000 types of PFAS, some of which have been more widely used and studied than others.

Many PFAS are resistant to grease, oil, water and heat.

For this reason, beginning in the 1940's, PFAS have been used in a variety of applications including in stain- and water-resistant fabrics and carpeting, cleaning products, paints, and fire-fighting foams.

In addition, certain PFAS are authorized by the FDA for limited use in cookware, food packaging and processing.



*Why is PFAS of concern to our operations?

- * PFAS concerns began gaining traction in fall of 2018 at the State Level with the Stone Farm incident.
- * DEP mandated that compost facilities perform PFAS testing on their compost.
- * Although our results were very low, they were over the guidelines DEP specifies in their regulations regarding Beneficial Reuse of Solid Waste.

*Why is PFAS of concern to our operations?

- *Traction on the issue has continued and has now been introduced at the Federal level.
- *On January 10th 2020, the House passed H.R.535 - PFAS Action Act of 2019
- *PFAS is present in our compost and we need to consider alternative methods for safe disposal of our product.
- *Legislation and its impacts are not fully understood at this time but needs to continue to be tracked.

THANK YOU FOR YOUR TIME!

Questions?