



TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda**

**March 25, 2021 @ 6:00 PM**

**VIRTUAL MEETING VIA ZOOM (Instructions)**

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**Ways to join this webinar**

Join by **computer or mobile device** and click on <https://zoom.us/j/96808529290>

or go to **ZOOM** and enter the **webinar ID: 968 0852 9290**

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

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1. Call to Order.
2. Approve the March 11, 2021 selectmen meeting minutes.
3. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)
4. Consider a renewal liquor license submitted by First Serve KPT Hospitality, Inc. d/b/a Mabel's Lobster Claw located at 124 Ocean Avenue.
5. Consider a renewal liquor license submitted by First Serve Edgewater, Inc. d/b/a Mabel's House (formerly Edgewater Inn) located at 126 Ocean Avenue.
6. Consider a renewal liquor license submitted by Seaside Hotel Associates Ltd Partnership d/b/a Nonantum Resort located at 95 Ocean Avenue.
7. Consider a renewal liquor license submitted by Chez Rosa LLC d/b/a Chez Rosa Bistro located at Building D on Cross Street and Union.
8. Consider a hotel mini-bar liquor license submitted by Yachtsman Hospitality LLC d/b/a Yachtsman Hotel and Marina Club located at 57 Ocean Avenue.
9. Consider a hotel mini-bar liquor license submitted by Hidden Pond LLC d/b/a Hidden Pond located at 354 Goose Rocks Road.
10. Discussion of Cape Porpoise Pier repairs.
11. Review final fiscal year 2022 budgets and make recommendations.
12. Annual appointment of Town officers.

13. Discussion of proposed Zoning Ordinance amendment.
14. Discussion of Fourth of July Fireworks.
15. Consider proposal of a contest for the creation of a Town flag to commemorate Kennebunkport's bicentennial (2021).
16. Accept the donation of \$1,000 from the Goose Rocks Beach Fire Company to the nurse's general account.
17. Other Business.
18. Approve the March 25, 2021, Treasurer's Warrant.
19. Adjournment.

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# AGENDA ITEM DIVIDER

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Town of Kennebunkport  
Board of Selectmen Meeting VIA Zoom  
March 11, 2021  
6:00 PM

**MINUTES**

**Selectmen attending via Zoom:** Allen Daggett, Patrick Briggs, Sheila Matthews-Bull, Edward Hutchins and D. Michael Weston.

Budget Board members attending via Zoom: April Dufoe, Michelle Powell, Grace Adams, Dan Beard, David Betses, Jon Dykstra, Allan Evelyn, David James, Kathryn Leffler, Dimitri Michaud, H. Stedman Seavey, Steven Turner.

**Others attending via Zoom:** Laurie Smith, Jennifer Lord, Tracey O’Roak, David Powell, Alison Kenneway, Mike Claus, Chris Simeoni, Eric Labelle, Werner Gilliam, and others.

**1. Call to Order.**

Selectman Daggett called the meeting to order at 6:01 PM. He took roll call of Selectmen present: Allen Daggett, Patrick Briggs, Sheila Matthews-Bull, Edward Hutchins, and D. Michael Weston.

April Dufoe called the meeting of the Budget Board to order at 6:02 PM. She took a roll call of members present: April Dufoe, Michelle Powell, Grace Adams, Dan Beard, David Betses, Jon Dykstra, Kathryn Leffler, H. Stedman Seavey, and Steven Turner. Allan Evelyn, David James, and Dimitri Michaud joined the meeting after roll call.

**2. Joint meeting with Budget Board for remaining fiscal year 2022 department operation budgets.**

Proposed FY 22 operational budgets were presented for Solid Waste, Public Health, Welfare, Shellfish Conservation, Public Restrooms, Public Works, Utilities, Street Lights, Recreation, GRB Advisory Reserve, Contingency and Debt Service.

**Motion** by Allan Evelyn seconded by Ki Leffler to adjourn the Budget Board meeting at 7:23 PM. **Voted:** 12-0. **Motion passed.**

**3. Approve the February 25, 2021 selectmen meeting minutes.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs to approve the February 25, 2021 selectmen meeting minutes. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, and Daggett. Selectman Hutchins recused himself. **Voted:** 4-0. **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.)**

There were none.

**5. Appoint Municipal Bureau of Motor Vehicle Agent.**

**Motion** by Selectman Weston seconded by Selectman Briggs to appoint Jamie Mitchell as the Municipal Bureau of Motor Vehicle Agent, effective March 18, 2021. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

**6. Review suggested revisions to Short-Term Rental Ordinance by town attorney.**

Final revisions to the proposed Short-Term Rental Ordinance were reviewed.

**Motion** by Selectman Weston seconded by Selectman Hutchins to place the Short-Term Rental ordinance on the June Town Meeting Warrant. **Roll Call Vote:** Briggs, Weston, Hutchins, and Daggett. Selectman Matthews-Bull recused herself. **Voted:** 4-0. **Motion passed.**

**7. Review suggested revisions to the Animal Control Ordinance by town attorney.**

Final revisions to the Animal Control Ordinance were reviewed.

Tracy McGovern thanked the Beach Advisory Committee and Board for their work. She asked that the Board reconsider the winter off-leash hours.

**Motion** by Selectman Hutchins seconded by Selectman Weston to place the Animal Control ordinance on the June Town Meeting Warrant. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

**8. Consider Dock Square parking lot fees for 2021.**

Laurie Smith, Town Manager, advised that staff is recommending the hourly fee for the parking lot remain at \$4 per hour for 2021.

**Motion** by Selectman Weston seconded by Selectman Briggs to set the Dock Square Parking Lot hourly fee at \$4 per hour for 2021. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

**9. Authorize Quitclaim Deed for Map 027, Block 001, Lot 001B.**

Town Manager, Laurie Smith advised that this property was foreclosed upon in January for non-payment of real estate taxes. At this point, all taxes, fees, and interest have been paid by the bank.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Weston to authorize a Quitclaim Deed for the above referenced property. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

**10. Accept the following donations to the Carol Cook Garden:**

- \$5 from Michelle McGuire
- \$5 from Alison Giggieri
- \$5 from Mackenzie Hartung
- \$5 from Kristin Graczyk
- \$5 from Erin Higgins
- \$5 from Meg Spencer
- \$5 from Michelle Fleagle

**Motion** by Selectman Matthews-Bull seconded by Selectman Hutchins to accept the above donations to the Carol Cook Garden. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

**11. Other Business.**

Laurie Smith advised that Hyundai is requiring acceptance of the leases with the specific year, make, model and VIN numbers. The motion at the previous meeting lacked the specific information because it was not available at that time.

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull to enter into an agreement with Rowe Westbrook to lease two 2020 Hyundai Kona vehicles for use by the Public Health Office and the Codes & Planning Department with VIN numbers KM8K53AG0LU073045 and KM8K53AG3LU094004. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

Werner Gilliam, Director of Planning and Development, gave an overview of current residential mixed-use allowances within several zones in town. He proposed adding residential mixed-use to the Dock Square Zone and increase the number of residential units from two to four.

The Selectmen were all in favor. Werner will draft some language and bring it down to the next meeting.

**12. Approve the March 11, 2021, Treasurer's Warrant.**

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull to approve the March 11, 2021 Treasurer's Warrant. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

**13. Adjournment.**

**Motion** by Selectman Hutchins, seconded by Selectman Briggs to adjourn. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

The meeting adjourned at 7:48 PM.

Submitted by,  
Tracey O'Roak  
Administrative Assistant

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# AGENDA ITEM DIVIDER

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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**

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

### Application for an On-Premises License

*All Questions Must Be Answered Completely. Please print legibly.*

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

Legal Business Entity Applicant Name (corporation, LLC): <b>First Serve KPT Hospitality Inc.</b>	Business Name (D/B/A): <b>Mabel's Lobster Claw</b>
Individual or Sole Proprietor Applicant Name(s): <b>n/a</b>	Physical Location: <b>124 Ocean Ave Kennebunkport 04046</b>
Individual or Sole Proprietor Applicant Name(s): <b>n/a</b>	Mailing address, if different: <b>PO Box 630 Kittery ME 03904</b>
Mailing address, if different from DBA address: <b>PO Box 630, Kittery ME 03904</b>	Email Address: <b>office@robertsmainegrill.com</b>
Telephone # Fax #: <b>203.434.7205 207.439.2447</b>	Business Telephone # Fax #: <b>207.967.2562 n/a</b>
Federal Tax Identification Number: <b>83-2758399</b>	Maine Seller Certificate # or Sales Tax #: <b>1196980</b>
Retail Beverage Alcohol Dealers Permit: <b>n/a</b>	Website address: <b>mabelslobster.com</b>

1. New license or renewal of existing license?  New Expected Start date: \_\_\_\_\_  
 Renewal Expiration Date: **04/10/2021**

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

Food: **776,000** Beer, Wine or Spirits: **194,000** Guest Rooms: **n/a**

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
- Malt Liquor (beer)  Wine  Spirits

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# AGENDA ITEM DIVIDER

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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 [ ] No [ ]

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

Legal Business Entity Applicant Name (corporation, LLC): First Serve Edgewater Inc.
Business Name (D/B/A): Mabel's House
Individual or Sole Proprietor Applicant Name(s): n/a
Physical Location: Kennebunkport 126 Ocean Ave, 04046
Individual or Sole Proprietor Applicant Name(s): n/a
Mailing address, if different: PO Box 630, Kittery ME 03904
Mailing address, if different from DBA address: PO Box 630 Kittery ME 03904
Email Address: office@robertsmaine.grill.com
Telephone # Fax #: 207-967-3315 207-439-2447
Business Telephone # Fax #: 207-967-3315 207-439-2447
Federal Tax Identification Number: 83-3157714
Maine Seller Certificate # or Sales Tax #: 1196973
Retail Beverage Alcohol Dealers Permit: n/a
Website address: mabelshouse.com

1. New license or renewal of existing license? [ ] New Expected Start date:
[X] Renewal Expiration Date: 04/10/2021

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: zero \* did not open due to COVID
Beer, Wine or Spirits: zero \* did not open due to COVID
Guest Rooms: 12

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
[X] Malt Liquor (beer) [X] Wine [X] Spirits

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# AGENDA ITEM DIVIDER

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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 [ ] No [ ]

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

Legal Business Entity Applicant Name (corporation, LLC): SEASIDE HOTEL ASSOCIATES LTD PARTNERSHIP
Business Name (D/B/A): NONANTUM RESORT
Individual or Sole Proprietor Applicant Name(s):
Physical Location: 95 OCEAN AVENUE KENNEBUNKPORT, ME 04046
Individual or Sole Proprietor Applicant Name(s):
Mailing address, if different: PO BOX 2626 KENNEBUNKPORT, ME 04046
Mailing address, if different from DBA address: 220 MAINE MAW ROAD SO. PORTLAND, ME 04104
Email Address: STAY@NONANTUMRESORT.COM
Telephone # Fax #: 207-741-2131 207-741-9208
Business Telephone # Fax #: 207-967-4050 N/A
Federal Tax Identification Number: 01-0493637
Maine Seller Certificate # or Sales Tax #: 0237544
Retail Beverage Alcohol Dealers Permit:
Website address: WWW.NONANTUMRESORT.COM

1. New license or renewal of existing license? [ ] New Expected Start date:
[ X ] Renewal Expiration Date: 4-12-21

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: \$ 556,802 Beer, Wine or Spirits: \$ 192,822 Guest Rooms: \$ 1,690,892

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
[X] Malt Liquor (beer) [X] Wine [X] Spirits

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# AGENDA ITEM DIVIDER

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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): <u>Chez Rosa LLC</u>	Business Name (D/B/A): <u>Chez Rosa Bistro</u>
Individual or Sole Proprietor Applicant Name(s): <u>Vazmin Saraya Jean</u>	Physical Location: <u>Kennebunkport, ME</u> <u>Building 10 on Cross Street and Union</u>
Individual or Sole Proprietor Applicant Name(s): <u>Kyle Albert Robinson</u>	Mailing address, if different: <u>04046</u> <u>P.O. Box 621, Kennebunkport, ME.</u>
Mailing address, if different from DBA address: <u>328 Flag Pond Rd, Saco, ME 04072</u>	Email Address: <u>ky.rosal6@gmail.com</u>
Telephone #                      Fax #: <u>970-930-5440</u>	Business Telephone #                      Fax #: <u>207-204-0183</u>
Federal Tax Identification Number: <u>84-2194197</u>	Maine Seller Certificate # or Sales Tax #: <u>1204621</u>
Retail Beverage Alcohol Dealers Permit: <u>N/A</u>	Website address: <u>www.chezrosabistro.com</u>

1. New license or renewal of existing license?     New                      Expected Start date: ~~01/20/2021~~  
     Renewal                      Expiration Date: 04/20/2021

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:  
 Food: \$329,365.50    Beer, Wine or Spirits: \$115,251.00    Guest Rooms:       

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
- Malt Liquor (beer)     Wine     Spirits

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# AGENDA ITEM DIVIDER

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Bureau of Alcoholic Beverages & Lottery Operations  
 Liquor Licensing & Enforcement Division  
 8 State House Station,  
 Augusta, ME 04333-0008  
 Phone: (207) 624-7220  
 Fax: (207) 287-3434  
 Email inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)



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

**Hotel Mini-bar Application**

PRESENT LICENSE EXPIRES: \_\_\_\_\_

**Fee Schedule**

**Hotels with a current Liquor License**.....\$100.00  
 Number of Mini-bars requested 30 X \$5.00 @ Mini-bar = 150 (not to exceed \$900.00)  
**Hotels without a Liquor License**.....\$200.00  
 Number of Mini-bars requested \_\_\_\_\_ X \$10.00 @ Mini-bar = \_\_\_\_\_  
**Filing Fee**.....\$10.00

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

<b>Corporation Name:</b> <u>Yachtsman Hospitality, LLC</u>	<b>Business Name (D/B/A)</b> <u>Yachtsman Hotel and Marina Club</u>
<b>APPLICANT(S)</b> –(Sole Proprietor) <b>DOB:</b>	<b>Physical Location:</b> <u>57 Ocean Ave</u>
<b>DOB:</b>	<b>City/Town State Zip Code</b> <u>Kennebunkport, ME 04046</u>
<b>Address</b>	<b>Mailing Address</b> <u>2 Livewell Dr., Suite 203</u>
<b>City/Town State Zip Code</b>	<b>City/Town State Zip Code</b> <u>Kennebunk, ME 04043</u>
<b>Telephone Number Fax Number</b> <u>207-967-1519 207-967-1516</u>	<b>Business Telephone Number Fax Number</b> <u>207-967-2511</u>
<b>Federal I.D. #</b> <u>82-2988557</u>	<b>Seller Certificate #: or Sales Tax #:</b> <u>1190016</u>
<b>Email Address: Please Print</b> <u>Licenses@Kecmaine.com</u>	<b>Website:</b> <u>www.yachtsmanlodge.com</u>

1. Is applicant a corporation, limited liability company or limited partnership? YES  NO

If Yes, please complete Corporate Information Required for Business Entities who are licensees.

2. If manager is to be employed, give name: Justin Grimes

3. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

4. Business records are located at: 2 Livewell Dr., Suite 203, Kennebunk, ME 04043

5. Is/are applicants(s) citizens of the United States? YES  NO

6. Is/are applicant(s) residents of the State of Maine? YES  NO

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# AGENDA ITEM DIVIDER

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Bureau of Alcoholic Beverages & Lottery Operations  
 Liquor Licensing & Enforcement Division  
 8 State House Station,  
 Augusta, ME 04333-0008  
 Phone: (207) 624-7220  
 Fax: (207) 287-3434  
 Email inquiries: MaineLiquor@Maine.gov



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

## Hotel Mini-bar Application

PRESENT LICENSE EXPIRES: \_\_\_\_\_

### Fee Schedule

**Hotels with a current Liquor License**.....\$100.00

Number of Mini-bars requested 46 X \$5.00 @ Mini-bar = 230 (not to exceed \$900.00)

**Hotels without a Liquor License**.....\$200.00

Number of Mini-bars requested \_\_\_\_\_ X \$10.00 @ Mini-bar = \_\_\_\_\_

**Filing Fee**.....\$10.00

### ALL QUESTIONS MUST BE ANSWERED IN FULL

<b>Corporation Name:</b> <u>Hidden Pond, LLC</u>	<b>Business Name (D/B/A)</b> <u>Hidden Pond</u>
<b>APPLICANT(S)</b> -(Sole Proprietor) <b>DOB:</b>	<b>Physical Location:</b> <u>354 Goose Rocks Rd</u>
<b>DOB:</b>	<b>City/Town</b> <b>State</b> <b>Zip Code</b> <u>Kennebunkport ME 04046</u>
<b>Address</b> <u>2 Livewell Dr., Suite 203</u>	<b>Mailing Address</b> <u>2 Livewell Dr., Suite 203</u>
<b>City/Town</b> <b>State</b> <b>Zip Code</b> <u>Kennebunk, ME 04043</u>	<b>City/Town</b> <b>State</b> <b>Zip Code</b> <u>Kennebunk, ME 04043</u>
<b>Telephone Number</b> <b>Fax Number</b> <u>207-967-1519 207-967-1516</u>	<b>Business Telephone Number</b> <b>Fax Number</b> <u>207-967-6550</u>
<b>Federal I.D. #</b> <u>26-0629869</u>	<b>Seller Certificate #:</b> <b>or Sales Tax #:</b> <u>1131323</u>
<b>Email Address:</b> <b>Please Print</b> <u>licenses@krcmaine.com</u>	<b>Website:</b> <u>www.hiddenpondmaine.com</u>

1. Is applicant a corporation, limited liability company or limited partnership? YES  NO

If Yes, please complete Corporate Information Required for Business Entities who are licensees.

2. If manager is to be employed, give name: Justin Grimes

3. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

4. Business records are located at: 2 Livewell Dr., Suite 203, Kennebunk, ME 04043

5. Is/are applicants(s) citizens of the United States? YES  NO

6. Is/are applicant(s) residents of the State of Maine? YES  NO

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# AGENDA ITEM DIVIDER

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## TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

MAINE'S FINEST RESORT

**To:** Laurie Smith  
**From:** Michael Claus, Public Works Director *Michael W Claus*  
**Date:** March 22, 2021  
**Re:** Cape Porpoise Pier Repair Recommendation

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In response to the collapse of the Cape Porpoise Pier granite headwall adjacent to the dingy float ramp I have worked with Chris Mayo, Eric Labelle and Barney Baker of Baker Design Consultants to stabilize the headwall. We have received a proposal from Prock Marine to stabilize the headwall with steel sheet piling and stone fill material based on a design by Baker Design Consultants. This repair will provide a stable at the collapse area and can be safely constructed without danger to Prock Marine workers and Fisherman using the Dingy float. I would note that trying to stabilize the collapsed granite without using this sheet piling method would require workers to work around the collapse area with no protection from continued shifting of the granite block. This proposal will involve Prock working from a barge to drive sheet piling and tying the piling to the pier decking which will brace the existing granite from further movement.

I have attached the Baker Design Consultants repair drawings and the Prock Marine repair proposal. I recommend that the Town Manager be authorized to negotiate a repair contract with Prock Marine based on this proposal and drawings by Baker Design Consultants. I have checked with our Codes Department and MaineDEP and this work can proceed as an emergency repair without a MaineDEP Permit by Rule.



67 Front Street • Rockland, Maine 04841  
TEL: 207.594.9565 • FAX: 207.594.9566  
www.prockmarinecompany.com  
EEO/AA

Town of Kennebunkport  
6 Elm Street  
Kennebunkport, ME 04046  
Attn: Mike Claus, Public Works Director  
Via email: mclaus@kennebunkportme.gov

3/22/2021

**RE: Emergency Sheet Pile Installation, Cape Porpoise Pier**

Prock Marine Company is pleased to provide the following estimate to provide emergency repairs to the cape porpoise pier. All work in accordance with Baker Design Consultants email dated 3/22/2021 (attached), and the following:

**Mobilization/Demobilization:** Although we have a barge coming to the area to install piling at Chicks Marina, we cannot spare that equipment for the time required to complete these repairs. As such, we have included the cost to mobilize/demobilize another barge from/to Rockland.

**Provide/Drive Sheet Pile:** We will provide and drive (7) pairs of pzc13 sheet pile, 30' long, and fasten these sheets through the inner corrugation through timber blocking to the outside stringer of the existing pier. Sheet pile will be trimmed even with deck elevation after fastening. Also included in this price is the cost to install guide piles for the dinghy dock.

**Provide/Place Stone:** We will provide and place approximately 35CY of 8" minus stone behind the new sheet pile. Stone will be placed from deck through the corrugations in the sheet pile. This item also includes placement of owner supplied granite blocks at each end of the sheet pile as shown on the plan. Please note, we plan to place these blocks via barge mounted crane and are assuming they will lay on bottom as shown.

Mobilization/Demobilization:	\$ 22,000.00
Provide/Drive Sheet Pile:	\$ 55,000.00
Provide/Place Stone:	\$ 13,000.00
<b>Total:</b>	<b>\$ 90,000.00</b>

Thank you for the opportunity to provide this quote. If you have any questions, please contact me at (207) 252-4925.

Sincerely,

Shawn Toohey  
Project Manager

Theodore Prock  
PRESIDENT

Kevin Prock  
VICE PRESIDENT

Eric Prock  
SECRETARY

Derek Prock  
TREASURER

r:\1\18-45 case outside pier-lamex\sheet\18-45 case outside pier-lamex\sheet\structure repair.dwg 3/22/2021



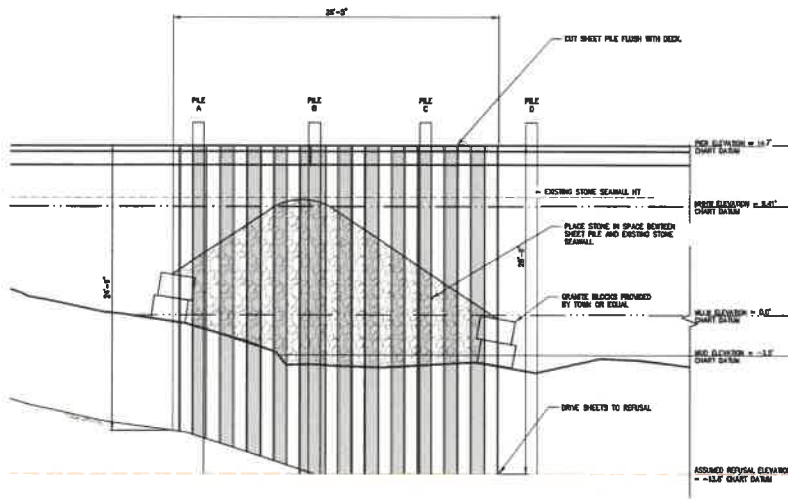
REPAIR PLAN



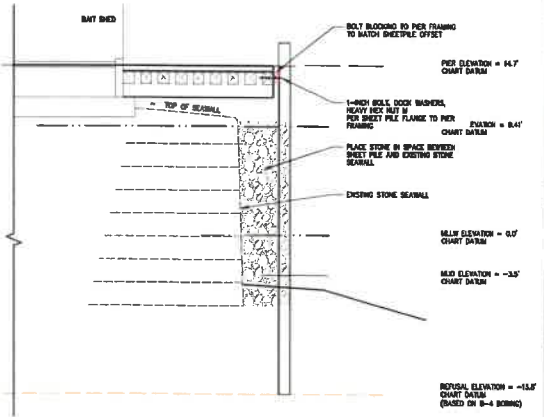
SHEET TITLE		REPAIR PLAN	
DESIGNED BY	MB	DRAWN BY	JAC
CHECKED BY	MB	SCALE	AS SHOWN
PROJECT		SEAWALL STABILIZATION	
DATE		MARCH 2021	
CONTRACT NO.		18-58	
SHEET NO.	R-1	REV.	A

BAKER DESIGN CONSULTANTS  
 Civil, Marine, and Structural Engineering  
 10000 150th Street, Suite 1000, Richmond, BC V6V 2G9, Canada  
 Tel: 604.273.1234 Fax: 604.273.1235

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ELEVATION VIEW 1



ELEVATION VIEW 2



<b>BAKER DESIGN CONSULTANTS</b> Civil and Structural Engineering	
SHEET TITLE: <b>PIER ELEVATION AND SECTION</b> CLIENT: CAPE PERPETUA PROJECT: SEAWALL REPAIR HAWAIIAN STATE DEPARTMENT	DESIGNED BY: JAC DRAWN BY: JAC CHECKED BY: JAC SCALE: AS SHOWN
DATE: MARCH 2021 CONTRACT NO.: 18-08 SHEET NO. OF: <b>R-2</b> A	



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# AGENDA ITEM DIVIDER

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Town of Kennebunkport						
	2021		2022		2022	2022
	Budget with carryforwards	Manager	BOS	BB	Article	
Operating						
01 - Administration	1,091,670.00	1,067,650.00				
05 - Zoning Board Of Appeals	625.00	1000.00				
07 - Conservation Commission	1,350.00	1,350.00				
08 - Growth Planning Committee	2,500.00	2,500.00				
09 - Legal fees	68,000.00	68,000.00				
10 - Insurance	249,768.00	250,350.00				
11 - Community Development	29,946.00	34,818.00				
12 - Planning & Development	473,460.00	653,101.00			2,078,769.00	
01 - Police dept	1,799,857.00	1,826,888.00				
02 - Communications	544,428.00	554,774.00				
03 - Fire dept	411,010.00	418,831.00				
04 - KEMS	165,000.00	175,000.00				
05 - Emergency Management	1,500.00	1,500.00				
06 - Animal Control	11,840.00	11,840.00				
07 - Harbormaster	41,432.00	41,797.00			3,030,630.00	
01 - Solid Waste	513,367.00	589,380.00				
02 - Health	171,339.00	169,076.00				
03 - Welfare	3,335.00	3,335.00				
04 - Social Services	23,868.00	23,118.00				
07 - Shellfish	3,002.00	3,002.00				
10 - Public Restrooms	34,000.00	34,000.00			821,911.00	
01 - Highway dept	1,003,802.00	1,039,500.00				
03 - Utilities	146,000.00	141,000.00				
04 - Shade Tree	52,436.00	39,718.00				
05 - Street Lights	35,500.00	32,000.00				
06 - Cemetery	14,599.00	14,599.00			1,266,817.00	
01 - Recreation	299,101.00	297,143.00				
02 - Graves Library	155,000.00	155,000.00				
03 - Cape Porpoise Library	14,550.00	14,550.00				
04 - Parsons Way	3,500.00	3,800.00				
05 - GRB Advisory	46,000.00	49,165.00				
07 - Contingency	85,000.00	178,182.00				
01 - Miscellaneous	10,663.00	6,350.00			704,190.00	

Town of Kennebunkport					
	2021	2022	2022	2022	2022
	Budget with carryforwards	Manager	BOS	BB	
01 - Debt Service	977,466.00	973,058.00			
Capital Outlay					
01 - Administration	0.00	5,000.00			
02 - Police	44,314.00	48,800.00			
03 - Communications	250,000.00	250,000.00			
04 - Fire Reserve	120,000.00	210,000.00			
06 - Highway	124,000.00	116,000.00			
09 - Road Improvement	230,100.00	414,000.00			
11 - Sidewalk Construction	70,000.00	105,000.00			
20 - Special Projects	58,500.00	50,000.00			
39 - Piers	300,000.00	200,000.00			2,371,858.00
<b>Expense Totals:</b>	<b>9,681,828.00</b>	<b>10,274,175.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,274,175.00</b>
overlay	114,639.00	114,639.00			
Education	11,447,719.00	11,905,628.00			
County tax	1,150,725.00	1,185,247.00			
	22,394,911.00				
Carry forwards	(127,864.00)				
	22,267,047.00				

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# AGENDA ITEM DIVIDER

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## KENNEBUNKPORT TOWN CLERK

**To:** Laurie Smith, Town Manager  
**From:** Tracey O'Roak, Town Clerk  
**Date:** April 1, 2020  
**Re:** Appointed Town Officers

The following is a list of Town Officers to be appointed for the upcoming year. Please consider for the March 25<sup>th</sup> Selectmen's agenda. Thank you.

Animal Control Officer	Deborah Higgins
Assessor's Agent	Rebecca R. Nolette
Code Enforcement Officer	Werner D. Gilliam
Asst. Code Enforcement Officer	Gregory W. Reid
Asst. Code Enforcement Officer	Andrew Welch
Plumbing Inspector	Werner D. Gilliam
Asst. Plumbing Inspector	Gregory W. Reid
Asst. Plumbing Inspector	Andrew Welch
Constable	Jamie L. Mitchell
Emergency Management Director	Craig A. Sanford
Fire Chief	John C. Everett
Fire Inspector	John C. Everett
Harbor Master-Cape Porpoise	Christopher Mayo
Harbor Master-Kennebunk River	Christopher May (Interim)
Health Officer	Alison Z. Kenneway
Public Access Officer	Jamie L. Mitchell
Registrar of Voters	Jamie L. Mitchell
Road Commissioner	Michael W. Claus
Shellfish Warden	Everett Leach
Street Naming & Numbering Delegate	John C. Everett
Tax Collector	Laurie A. Smith
Town Clerk	Jamie L. Mitchell
Town Forester	Patrick A. Briggs
Treasurer	Jennifer L. Lord
Tree Warden	John Ripton

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# AGENDA ITEM DIVIDER

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# TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

March 22nd, 2021

**Memo:** Residential Mixed Use Revisions June 2021

**From:** Werner Gilliam, CFM Director of Planning and Development

**To:** Laurie Smith, Town Manager/ Board of Selectmen

Based upon our discussion I would like to present the proposed amendments to the Residential Mixed-Use standards.

Notable changes include:

- Allowance for RMU in the Dock Square Zone.
- Increase of residential units from two to 4.
- Reduce the restriction regarding only one principal building per lot.

Other important things to note:

- Dock Square has always been a mixed-use zone, allowing both residential and commercial uses; this change merely allows them to be in the same building.
- Dwelling units are required to be occupied as primary residences, not short-term rentals.
- Current ordinance performance standards require parking for the residential components of residential mixed use.

# PROPOSED AMENDMENT TO THE KENNEBUNKPORT LAND USE ORDINANCE CONCERNING RESIDENTIAL MIXED USE STRUCTURES

Shall an ordinance entitled “2021 Amendment to the Kennebunkport Land Use Ordinance concerning residential mixed use structures be enacted? (A true copy of which is on file in the Town Clerk’s Office and is incorporated by reference.)

[Note of Explanation: This amendment would allow Residential mixed use as a conditional use within the Dock Square Zone as well as increase the number of residential units from 2 to 4. All other residential mixed-use standards remain in effect.]

Note: Underlined language is proposed to be inserted and words ~~stricken out~~ are proposed to be removed. All other portions of the ordinance are proposed to remain unchanged.

## Article 240-2.2: DEFINITIONS:

RESIDENTIAL MIXED USE: A primary use to which a principal building may be devoted which blends and combines a residential use with a commercial use. ~~located within no more than one principal building on a lot.~~ For purposes of minimum lot size calculations, outside of the Shoreland Zone, a Residential Mixed Use as defined shall be considered a single use.

## Article 240-4.5: ZONE REGULATIONS:

Add to Dock Square Zone as a Conditional Use subject to Site Plan Review:

4.5 Dock Square Zone: Residential Mixed Use

## Article 240-7.13 RESIDENTIAL MIXED USE

G. The number of dwelling units permitted with a commercial use as identified in the definition of Residential Mixed Use shall be limited to ~~two~~ four.



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# AGENDA ITEM DIVIDER

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## ***Kennebunkport Flag Design Challenge***

We are proposing a flag design contest to represent our community in a fun and distinct way. The competition would encourage anyone to enter a submission from students to local artists and everyone in between.

*Why a flag contest?* As we celebrate Kennebunkport's bicentennial year, a flag would be a symbol of our past, present, and future. A beautifully designed Town flag is an opportunity to represent our community - something to be displayed by residents and businesses alike.

*What are the criteria?* The five basic principles for flag design (according to NAVA – North American Vexillological Association) are:

- Keep it Simple (so simple that a child can draw it from memory)
- Use meaningful symbolism representing your community
- Use 2-3 basic colors (red, blue, green, black, yellow, white, purple, gray, orange)
- No lettering or seals (never use writing or town seal)
- Be distinctive (never duplicate other flags)

*What is the deadline?* We would like to unveil the flag this summer. In order to select a design and manufacture flags in time, we will need to receive submissions via email by May 31<sup>st</sup>.