

TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda
September 23, 2021 @ 6:00 PM
VIRTUAL MEETING VIA ZOOM**

Ways to join this webinar:

Join by **computer or mobile device** and click on: <https://us06web.zoom.us/j/82723467118>
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1. Call to Order.
2. Approve the September 9, 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. Public hearing to adopt the MMA Model Ordinance GA Appendices A–F for the period October 1, 2021–September 30, 2022.
5. Appoint Denise Brown as Treasurer.
6. Appoint Elizabeth Johnson to the Growth Planning Committee.
7. Award bid for Wastewater dewatering equipment evaluation, selection and bid administration.
8. Adoption of Short-Term Rental rules, regulations, and fees.
9. Engineering and Final Design of Infrastructure for Village Parcel.
10. Other business.
11. Approve the September 23, 2021, Treasurer's Warrant.
12. Adjournment.

AGENDA ITEM DIVIDER

Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
September 9, 2021
6:00 PM

MINUTES

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

Others attending via Zoom: David Powell, Tracey O’Roak, Michael Claus, Eric Labelle, Christopher Simeoni, Jamie Mitchell, Jono Anzalone of KCI, and Barry Sheff of Woodard & Curran.

1. Call to Order

Selectman Matthews-Bull called the meeting to order at 6:00 PM. She took roll call of Selectmen present: Allen Daggett, Patrick Briggs, Michael Weston, Edward Hutchins, and Sheila Matthews-Bull.

2. Approve the August 26, 2021.

Motion by Selectman Briggs, seconded by Selectman Daggett to approve the August 26, 2021, selectmen meeting minutes. **Roll Call Vote:** Briggs, Weston, Daggett and Matthews-Bull. Selectman Hutchins abstained as he wasn’t at the meeting.

Voted: 4-0. **Motion passed.**

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.)

There were no public comments.

4. Public Hearing to consider a new Victualer’s License application submitted by Kennebunkport Captains Collection d/b/a AWOL Kennebunkport, 34 Main Street.

Motion by Selectman Daggett, seconded by Selectman Weston, to open the public hearing. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull.

Voted: 5-0. **Motion passed.**

There were no public comments.

Selectman Matthews-Bull closed the public hearing.

Motion by Selectman Hutchins seconded by Selectman Daggett, to approve a new Victualer’s License application submitted by Kennebunkport Captains Collection d/b/a AWOL Kennebunkport, 34 Main Street. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

5. Consider renewal liquor license submitted by Asador LLC d/b/a The Lost Fire, 62 Mills Road.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to approve the renewal liquor license application submitted by Asador LLC d/b/a The Lost Fire, 62 Mills Road. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted: 5-0. Motion passed.**

6. Appoint Tracey O'Roak as Constable with a term to expire March 2022.

Laurie Smith, Town Manager, and Jamie Mitchell, Town Clerk, explained that the Town Clerk has always held the title of Constable in order to post election warrants to meet statutory requirements. Legal recommendations have recently encouraged the Town to consider appointing a separate Constable to avoid any perceived conflicts between the Clerk, who prepares the warrant, and the one who posts it.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to appoint Tracey O'Roak as Constable with a term to expire March 2022. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted: 5-0. Motion passed.**

7. Appoint Interim Treasurer.

Laurie Smith, Town Manager, explained that the Treasurer is a statutory position that must be filled in order to sign legal documents for the Town. Jennifer Lord recently resigned which left the position open. The recommendation is to appoint Laurie Smith as interim Treasurer until a new full-time Finance Director on Board.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to appoint Laurie Smith as interim Treasurer with a term to expire October 15, 2021. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted: 5-0. Motion passed.**

8. Appoint the following individuals to the Conservation Commission:

- a. Susanne Wolff with a term to expire July 2023 and
- b. Karen Hall with a term to expire July 2024

Motion by Selectman Hutchins, seconded by Selectman Briggs, to appoint Susanne Wolff and Karen Hall to the Conservation Commission for the recommended terms. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted: 5-0. Motion passed.**

9. **Appoint Peter Hussey to the Shade Tree Committee with a term to expire July 2022.**

Motion by Selectman Hutchins, seconded by Selectman Briggs, to appoint Peter Hussey to the Shade Tree Committee with a term to expire July 2022. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

10. **Award bid for Wastewater dewatering equipment evaluation, selection and bid administration.**

Eric Labelle, Town Engineer, explained the dewatering process and the technology required as well as the bid process. Questions on the assumptions in the proposal were discussed. Barry Sheff of Woodard & Curran answered some of the concerns.

This item was tabled pending further information.

11. **Award bid for replacement of failed HVAC system in Wastewater Headworks/lab building.**

Chris Simeoni, Deputy Public Works Director, gave background on the failed HVAC system that broke down unexpectedly. They are looking to go with a heat pump type system.

Motion by Selectman Weston, seconded by Selectman Daggett, to award the bid for the replacement of failed HVAC system in Wastewater Headworks/lab building to Lessard HVAC for \$13,775. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

12. **Discussion on proposal of sale of property to Kennebunkport Climate Initiative (KCI) and updated infrastructure estimate from Acorn Engineering.**

Laurie Smith, Town Manager, reviewed the process that the Town has taken up to this point involving the Village Parcel, including the most recent infrastructure estimate from Acorn Engineering.

Jono Anzalone spoke on behalf of the Kennebunkport Climate Initiative and advised that the Board of KCI is willing to give the Board of Selectmen time to evaluate the information.

Public Comment:

James McMann asked about an offer that KCI had from the Kennebunkport Land Trust. Jono Anzalone advised that they didn't discuss putting their headquarters on the KCT property because they wanted to keep their entities and missions separate.

Wes asked why realtors have not been included in the sale of lots in the Village Parcel. Selectman Weston stated that any development done with the Village Parcel will be with a developer that can absorb the infrastructure cost.

September 9, 2021, BOS Meeting Minutes

Robin Phillips spoke and encouraged more meetings about this project over the winter months to give the public time to learn about the plans.

Pam Morgan, a member of the KCI Board, and also a resident of the town, asked if KCI would be willing to pay to help pay for some of the infrastructure with others in the Village Parcel paying for their share. Selectman Weston advised that there aren't any other lot owners to share the cost with.

James McMann asked if lease options have been explored. Selectman Weston advised that has not been explored.

Motion by Selectman Weston, seconded by Selectman Hutchins, to proceed with Scope B of the engineering (final design of the roadway and utilities) with Acorn Engineering. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

13. Consider request for a new sidewalk along Main Street from the Crow Hill area to the village of Cape Porpoise.

Heather Storlazzi Ward asked what the process would be regarding installing a sidewalk on Route 9 between the Police Department and Cape Porpoise Village. The area has a lot of walkers. Selectman Hutchins gave some background and advised that a sidewalk has been installed from Consolidated School to Crow Hill. It is not a raised sidewalk, but it is striped for bikers/walkers. Mike Claus, Public Works Director, advised that the Town could ask the MDOT to help with funding. There is no guarantee they will give money for pedestrian improvements. He said that it could be added to the long-range planning. His department is currently working on a sidewalk for Wildes District Road. The way that project proceeds could give an idea of what to expect for funding if adding a sidewalk to Route 9.

Laurie Smith advised that they would add it to the capital plan.

14. Short-term rental implementation update.

Werner Gilliam, Director of Planning, and Jamie Mitchell, Town Clerk, gave updates on the various pieces of this project.

The cap was discussed, and it was suggested that the first quarter of the year would be sufficient to gather information necessary to determine how many new licenses would be allowed.

Laurie Smith, Town Manager, advised that the fees will be discussed and set at the next meeting.

15. Other business.

a. Legal Opinion on School Board recall provisions.

Laurie Smith, Town Manager, advised that the legal opinion obtained indicated that the Town Ordinance would prevail over State Law and, therefore, School Board members can be recalled.

b. Designate Voting Delegate for MMA Annual Business Meeting.

Motion by Selectman Hutchins, seconded by Selectman Weston to nominate Laurie Smith, Town Manager, to be the voting delegate for the MMA Annual Business Meeting.

16. Approve the September 9, 2021, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Daggett to approve the September 9, 2021, Treasurer's Warrant. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

17. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Briggs to adjourn. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.** Meeting adjourned at 8:20 p.m.

Submitted by,
Tracey O'Roak
Administrative Assistant

AGENDA ITEM DIVIDER

2021-2022 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2021 to September 30, 2022.**

APPENDIX A - OVERALL MAXIMUMS

| <u>County</u> | <u>Persons in Household</u> | | | | | |
|---------------|-----------------------------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| YORK | \$1,016.00 | \$1030.00 | \$1293.00 | \$1615.00 | \$1896.00 | \$1971.00 |

NOTE: For each additional person add \$75 per month.
 (The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

| <u>Number in Household</u> | <u>Weekly Maximum</u> | <u>Monthly Maximum</u> |
|----------------------------|-----------------------|------------------------|
| 1 | \$ 58.14 | \$ 250.00 |
| 2 | 106.74 | 459.00 |
| 3 | 153.02 | 658.00 |
| 4 | 194.19 | 835.00 |
| 5 | 230.70 | 992.00 |
| 6 | 276.74 | 1,190.00 |
| 7 | 306.05 | 1,316.00 |
| 8 | 349.77 | 1,504.00 |

NOTE: For each additional person add \$188 per month.

APPENDIX C - HOUSING MAXIMUMS

| <u>Number of Bedrooms</u> | <u>Unheated</u> | | <u>Heated</u> | |
|---------------------------|-----------------|----------------|---------------|----------------|
| | <u>Weekly</u> | <u>Monthly</u> | <u>Weekly</u> | <u>Monthly</u> |
| 0 | \$201.00 | \$863.00 | \$224.00 | \$963.00 |
| 1 | \$201.00 | \$863.00 | \$225.00 | \$968.00 |
| 2 | \$243.00 | \$1047.00 | \$284.00 | \$1221.00 |
| 3 | \$307.00 | \$1318.00 | \$356.00 | \$1431.00 |
| 4 | \$356.00 | \$1529.00 | \$417.00 | \$1793.00 |

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

[For use when adopting a new version of the GA ordinance or amending the body of the ordinance – not solely adoption of updated appendices]

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 enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 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)

[Send a copy of the enactment page and ordinance 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: September 3, 2021
Subject: Revision to Updated GA Ordinance and Maximums

Enclosed please find the following items:

- MMA's updated (September 2021) "**General Assistance Ordinance**"
- MMA's new (October 1, 2021–September 30, 2022) "**General Assistance Ordinance Appendices**" (A – H).
- "**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*).
- "**GA Reference Guide**" which is intended to be a quick reference sheet for use by Administrators when determining eligibility.

Updates

Please note that updates have been made to the General Assistance Ordinance, Appendix A and Appendix C. A discrepancy was discovered in the calculation of certain maximums and MMA has corrected and updated those appendices. Please use the corrected and attached documents for determination of General Assistance eligibility.

MMA GA Model Ordinance

The enclosed Maine Municipal Association (MMA) GA Model Ordinance has been updated as of September 3, 2021, for use by your municipality. This new ordinance, **once adopted by Municipal Officers**, will replace any existing GA Ordinance used by your municipality. Unlike the Appendices, you are not required to adopt the updated MMA Model Ordinance, though you are strongly encouraged to do so as it contains the most current information regarding General Assistance law.

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 – H. 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.

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 GA maximums and/or ordinance.

OVERALL MAXIMUMS

| Persons in Household | | | | | |
|----------------------|---------|---------|---------|---------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| \$1,016 | \$1,030 | \$1,293 | \$1,615 | \$1,896 | \$1,896 |

Household of 6 = \$1,971

* Add \$75 for each additional person

FOOD MAXIMUMS

| Persons | Weekly | Monthly |
|---------|----------|---------|
| 1 | \$58.14 | \$250 |
| 2 | \$106.74 | \$459 |
| 3 | \$153.02 | \$658 |
| 4 | \$194.19 | \$835 |
| 5 | \$230.70 | \$992 |
| 6 | \$276.74 | \$1,190 |
| 7 | \$306.05 | \$1,316 |
| 8 | \$349.77 | \$1,504 |

Add \$188 per month for each + person

HEATING FUEL

| Month | Gallons | Month | Gallons |
|-----------|---------|----------|---------|
| September | 50 | January | 225 |
| October | 100 | February | 225 |
| November | 200 | March | 125 |
| December | 200 | April | 125 |
| | | May | 50 |

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.

HOUSING MAXIMUMS

| BEDROOM | UNHEATED | | HEATED | |
|---------|----------|---------|--------|---------|
| | Weekly | Monthly | Weekly | Monthly |
| 0 | \$201 | \$863 | \$224 | \$963 |
| 1 | \$201 | \$863 | \$225 | \$968 |
| 2 | \$243 | \$1,047 | \$284 | \$1,221 |
| 3 | \$307 | \$1,318 | \$356 | \$1,531 |
| 4 | \$356 | \$1,529 | \$417 | \$1,793 |

PERSONAL CARE & HOUSEHOLD SUPPLIES

| 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 |

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:

| 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 |

***New - Appendix H Revisions

Burial Maximum: \$1,475
Cremation Maximum: \$1,025

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:

| Number in Household | Weekly | Monthly |
|---------------------|---------|----------|
| 1 | \$14.00 | \$60.00 |
| 2 | \$15.70 | \$67.50 |
| 3 | \$17.45 | \$75.00 |
| 4 | \$19.90 | \$86.00 |
| 5 | \$23.10 | \$99.00 |
| 6 | \$25.00 | \$107.00 |

NOTE: For each additional person add \$7.50 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:

| Number in Household | Weekly | Monthly |
|---------------------|---------|----------|
| 1 | \$20.65 | \$89.00 |
| 2 | \$23.75 | \$102.00 |
| 3 | \$27.70 | \$119.00 |
| 4 | \$32.25 | \$139.00 |
| 5 | \$38.75 | \$167.00 |
| 6 | \$41.00 | \$176.00 |

NOTE: For each additional person add \$10.00 per month.

1-800-442-6003

2021-2022 GA Overall Maximums – Revised (9/2/21)

Metropolitan Areas

| COUNTY | Persons in Household | | | | |
|---|----------------------|-------|-------|-------|-------|
| | 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 | 783 | 909 | 1,163 | 1,447 | 1,979 |
| Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago | 963 | 1,023 | 1,331 | 1,773 | 1,904 |
| Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales | 754 | 811 | 1,042 | 1,335 | 1,652 |
| 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 | 748 | 750 | 992 | 1,243 | 1,357 |
| 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 | 1,197 | 1,352 | 1,751 | 2,267 | 2,770 |
| Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich | 828 | 981 | 1,195 | 1,575 | 1,777 |

Appendix A
Effective: 10/01/21-09/30/22

| 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 | 1,016 | 1,030 | 1,293 | 1,615 | 1,896 |
| York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York | 1,173 | 1,230 | 1,620 | 2,096 | 2,805 |

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

Non-Metropolitan Areas

Persons in Household

| COUNTY | 1 | 2 | 3 | 4 | 5* |
|---------------------------|-----|-----|-------|-------|-------|
| Aroostook County | 655 | 717 | 840 | 1,132 | 1,254 |
| Franklin County | 690 | 737 | 846 | 1,119 | 1,497 |
| Hancock County | 844 | 880 | 1,058 | 1,334 | 1,462 |
| Kennebec County | 776 | 794 | 990 | 1,299 | 1,387 |
| Knox County | 800 | 807 | 990 | 1,316 | 1,406 |
| Lincoln County | 877 | 895 | 1,123 | 1,397 | 1,806 |
| Oxford County | 771 | 775 | 947 | 1,337 | 1,555 |
| Piscataquis County | 665 | 715 | 883 | 1,172 | 1,412 |
| Somerset County | 716 | 751 | 969 | 1,263 | 1,354 |
| Waldo County | 920 | 925 | 1,101 | 1,376 | 1,883 |
| Washington County | 717 | 721 | 937 | 1,173 | 1,268 |

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

2021-2022 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, 2021, those amounts are:

| Number in Household | Weekly Maximum | Monthly Maximum |
|----------------------------|-----------------------|------------------------|
| 1 | \$ 58.14 | \$ 250.00 |
| 2 | 106.74 | 459.00 |
| 3 | 153.02 | 658.00 |
| 4 | 194.19 | 835.00 |
| 5 | 230.70 | 992.00 |
| 6 | 276.74 | 1,190.00 |
| 7 | 306.05 | 1,316.00 |
| 8 | 349.77 | 1,504.00 |

Note: For each additional person add \$188 per month.

2021-2022 GA Housing Maximums – Revised (9/2/21) (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **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 should be 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

| Aroostook County | | Unheated | | Heated | |
|-------------------------|---------------|-----------------|---------------|----------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 119 | 510 | 142 | 612 | |
| 1 | 125 | 536 | 156 | 670 | |
| 2 | 141 | 608 | 183 | 785 | |
| 3 | 198 | 853 | 249 | 1,070 | |
| 4 | 212 | 913 | 274 | 1,180 | |

| Franklin County | | Unheated | | Heated | |
|------------------------|---------------|-----------------|---------------|----------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 127 | 545 | 150 | 647 | |
| 1 | 129 | 556 | 160 | 690 | |
| 2 | 143 | 614 | 184 | 791 | |
| 3 | 195 | 840 | 246 | 1,057 | |
| 4 | 269 | 1,156 | 331 | 1,423 | |

| Hancock County | | Unheated | | Heated | |
|-----------------------|---------------|-----------------|---------------|----------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 161 | 691 | 184 | 791 | |
| 1 | 161 | 691 | 190 | 818 | |
| 2 | 189 | 812 | 229 | 986 | |
| 3 | 241 | 1,037 | 291 | 1,250 | |
| 4 | 255 | 1,095 | 316 | 1,359 | |

| Kennebec County | | Unheated | | Heated | |
|------------------------|---------------|-----------------|---------------|----------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 145 | 623 | 168 | 723 | |
| 1 | 145 | 623 | 170 | 732 | |
| 2 | 173 | 744 | 213 | 918 | |
| 3 | 233 | 1,002 | 283 | 1,215 | |
| 4 | 237 | 1,020 | 299 | 1,284 | |

Appendix C

Effective: 10/01/21-09/30/22

Non-Metropolitan FMR Areas

| Knox County | | Unheated | | Heated | |
|---------------------------|---------------|-----------------|---------------|----------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 150 | 647 | 174 | 747 | |
| 1 | 150 | 647 | 174 | 747 | |
| 2 | 173 | 744 | 213 | 918 | |
| 3 | 237 | 1,019 | 287 | 1,232 | |
| 4 | 242 | 1,039 | 303 | 1,303 | |
| Lincoln County | | | | | |
| Lincoln County | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 168 | 724 | 192 | 824 | |
| 1 | 168 | 724 | 194 | 833 | |
| 2 | 204 | 877 | 244 | 1,051 | |
| 3 | 256 | 1,100 | 305 | 1,313 | |
| 4 | 335 | 1,439 | 396 | 1,703 | |
| Oxford County | | | | | |
| Oxford County | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 144 | 618 | 167 | 718 | |
| 1 | 144 | 618 | 167 | 718 | |
| 2 | 163 | 701 | 203 | 875 | |
| 3 | 242 | 1,040 | 291 | 1,253 | |
| 4 | 276 | 1,188 | 338 | 1,452 | |
| Piscataquis County | | | | | |
| Piscataquis County | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 117 | 501 | 165 | 609 | |
| 1 | 119 | 512 | 165 | 652 | |
| 2 | 146 | 627 | 201 | 811 | |
| 3 | 200 | 862 | 288 | 1,086 | |
| 4 | 241 | 1,037 | 333 | 1,312 | |
| Somerset County | | | | | |
| Somerset County | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 131 | 563 | 154 | 663 | |
| 1 | 131 | 563 | 160 | 689 | |
| 2 | 168 | 723 | 209 | 897 | |
| 3 | 225 | 966 | 274 | 1,179 | |
| 4 | 230 | 987 | 291 | 1,251 | |

Non-Metropolitan FMR Areas

| Waldo County | | Unheated | | Heated | |
|---------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 178 | 767 | 202 | 867 | |
| 1 | 178 | 767 | 202 | 867 | |
| 2 | 199 | 855 | 239 | 1,029 | |
| 3 | 251 | 1,079 | 300 | 1,292 | |
| 4 | 353 | 1,516 | 414 | 1,780 | |

| Washington County | | Unheated | | Heated | |
|--------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 131 | 564 | 154 | 664 | |
| 1 | 131 | 564 | 154 | 664 | |
| 2 | 161 | 691 | 201 | 865 | |
| 3 | 204 | 876 | 253 | 1,089 | |
| 4 | 210 | 901 | 271 | 1,165 | |

Metropolitan FMR Areas

| Bangor HMFA | | Unheated | | Heated | |
|--------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 147 | 630 | 170 | 730 | |
| 1 | 166 | 714 | 197 | 847 | |
| 2 | 213 | 917 | 254 | 1,091 | |
| 3 | 267 | 1,150 | 317 | 1,363 | |
| 4 | 375 | 1,612 | 436 | 1,876 | |

| Cumberland Cty. HMFA | | Unheated | | Heated | |
|-----------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 188 | 810 | 212 | 910 | |
| 1 | 193 | 828 | 223 | 961 | |
| 2 | 252 | 1,085 | 293 | 1,259 | |
| 3 | 343 | 1,476 | 393 | 1,689 | |
| 4 | 357 | 1,537 | 419 | 1,801 | |

| Lewiston/Auburn MSA | | Unheated | | Heated | |
|----------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 140 | 601 | 163 | 701 | |
| 1 | 143 | 616 | 174 | 749 | |
| 2 | 185 | 796 | 226 | 970 | |
| 3 | 241 | 1,038 | 291 | 1,251 | |
| 4 | 299 | 1,285 | 360 | 1,549 | |

Appendix C
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Metropolitan FMR Areas

| Penobscot Cty. HMFA | Unheated | | Heated | |
|-------------------------------------|-----------------|----------------|---------------|----------------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 138 | 595 | 162 | 695 |
| 1 | 138 | 595 | 162 | 695 |
| 2 | 173 | 746 | 214 | 920 |
| 3 | 220 | 946 | 270 | 1,159 |
| 4 | 230 | 990 | 292 | 1,254 |
| Portland HMFA | | | | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 243 | 1,044 | 266 | 1,144 |
| 1 | 269 | 1,157 | 300 | 1,290 |
| 2 | 350 | 1,505 | 390 | 1,679 |
| 3 | 458 | 1,970 | 508 | 2,183 |
| 4 | 559 | 2,403 | 620 | 2,667 |
| Sagadahoc Cty. HMFA | | | | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 157 | 675 | 180 | 775 |
| 1 | 183 | 786 | 214 | 919 |
| 2 | 221 | 949 | 261 | 1,123 |
| 3 | 297 | 1,278 | 347 | 1,491 |
| 4 | 328 | 1,410 | 389 | 1,674 |
| York Cty. HMFA | | | | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 201 | 863 | 224 | 963 |
| 1 | 201 | 863 | 225 | 968 |
| 2 | 243 | 1,047 | 284 | 1,221 |
| 3 | 307 | 1,318 | 356 | 1,531 |
| 4 | 356 | 1,529 | 417 | 1,793 |
| York/Kittery/S. Berwick HMFA | | | | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 237 | 1,020 | 260 | 1,120 |
| 1 | 237 | 1,020 | 272 | 1,168 |
| 2 | 320 | 1,374 | 360 | 1,548 |
| 3 | 418 | 1,799 | 468 | 2,012 |
| 4 | 567 | 2,438 | 628 | 2,702 |

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 | \$14.00 | \$60.00 |
| 2 | \$15.70 | \$67.50 |
| 3 | \$17.45 | \$75.00 |
| 4 | \$19.90 | \$86.00 |
| 5 | \$23.10 | \$99.00 |
| 6 | \$25.00 | \$107.00 |

NOTE: For each additional person add \$7.50 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 | \$20.65 | \$89.00 |
| 2 | \$23.75 | \$102.00 |
| 3 | \$27.70 | \$119.00 |
| 4 | \$32.25 | \$139.00 |
| 5 | \$38.75 | \$167.00 |
| 6 | \$41.00 | \$176.00 |

NOTE: For each additional person add \$10.00 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

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

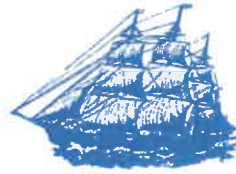
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- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

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.

AGENDA ITEM DIVIDER



KENNEBUNKPORT WASTEWATER DEPARTMENT

MEMORANDUM

Date: September 23, 2021

To: Laurie Smith

From: Eric J. Labelle, P.E., Principal Project/Process Engineer

Re: Agenda item for September 24 Selectmen's Meeting, Revised Dewatering Engineering Proposals

On the September 9 Selectmen's meeting concerns were raised about the Woodard Curran proposal frequently using the term "assumed". I have since met with the firms Vice President, Barry Sheff, and he has removed and inserted clarifying language.

Below are the key changes:

Process Mechanical Design will include the following

- The demolition and replacement will occur one unit at a time to allow for dewatering operations to be maintained through construction without the need for temporary facilities or temporary dewatering during construction. It is our understanding that the new centrifuges will be 100% redundant units. (Assumption removed)
- The polymer systems will be included as part of the pre-procurement package with the centrifuges, typical scope for the centrifuge manufacturers. (Assumption removed)
- We will complete pump type selection during a desktop evaluation with Town staff and will either be a progressive cavity pump (to match the existing technology), a rotary lobe pump, or a double disk pump system. (Assumption removed)
- Existing Drain System – The existing drain system in the building will be reviewed to confirm it is properly vented and has capacity to connect the centrate drains of the (2) new centrifuges along with drains from up to (2) new conveyors. (Assumption removed)
- Water System – The existing potable/non-potable water systems will be reviewed to confirm sufficient flow and pressure to meet the needs of the (2) new centrifuges and (2) new polymer feed systems along with flushing connections on up to (2) new conveyors. The existing system will be reviewed

to determine if upgrades or an additional water booster pump is required, however belt presses use more water than centrifuges and thus upgrades are Heating/Ventilation & Air Conditioning (HVAC) Design will include the following: not anticipated. (Assumptions removed)

Heating/Ventilation & Air Conditioning (HVAC) Design will include the following:

- Assess the required ventilation rates in the Dewatering Room and Garage Bay (Sludge Container Area) in accordance with current NFPA 820 (2020) code requirements. The evaluation will look at the current HVAC systems and provide a recommendation for modifications and upgrades. The Basement Pump Gallery Ventilation system (Dewatering Feed Pump Area) will remain and will not be modified as part of this project. (Assumption removed)
- Evaluation of the existing heating system in conjunction with code required ventilation of the Dewatering Room & Garage Bay. It is assumed the existing heating system has sufficient capacity. **(Assumption remaining – this is to be confirmed during design as current codes require 6 air exchange per hour which is greater than the past code)**
- Provide a recommendation for incorporation of future odor control provisions and connection locations to dewatering equipment and conveyors. An odor study (liquid phase/vapor phase) and design of an odor control system is not part of this project and provisions will be included such that it can be added in the future if desired. (Assumption removed)

Electrical Design will include the following

- The Town has completed a preliminary evaluation and determined that the existing electrical service, switchgear, motor control center(s), and generator have the ability to support the new dewatering equipment. We will conduct a review of existing equipment to confirm the Town's preliminary determination, and review Town provided electrical usage data for the most recent 12-month period. We will provide a plan and recommendation for 480-volt power distribution to the (2) new centrifuges. (Assumptions removed)

Controls Design will include the following:

- We will prepare Pre-Procurement Bid Package such that the centrifuge manufacturer will provide a vendor control panel to run (2) centrifuges, (2) dewatering feed pumps/pressure switches, (2) sludge feed flow meters/remote transmitters, (2) sludge conveyors and associated I/O, and (2) polymer feed systems and associated I/O; starting and stopping dewatering operations will be planned/designed to occur locally in the dewatering room.

Structural & Architectural Design will include the following:

- Design of concrete support piers for (2) new centrifuges. We will evaluate the existing floor slab to confirm it will support the new static and dynamic loads associated with the new dewatering equipment and ancillary equipment. We

have assumed that the second-floor slab of the existing building can support the new centrifuges as well as new pipe, duct, or conveyor discharge penetrations without additional structural beam or special building modifications. **(Assumptions remain – Dynamic loads are to be evaluated)**

- Design of a plan for installation of (2) new centrifuges to the second floor of the building. We will design for a maximum of (2) temporary openings in the exterior wall, provisioning for demolition and removal of existing equipment and installation of new equipment. We will evaluate the existing wall to determine if it can support the plan without a specialized shoring and bracing system design; specialized shoring and bracing design is not included in this scope. (Assumptions removed)
- Design of a sludge cake container bay on the ground floor in the garage bay. It is assumed that the existing floor slab can support the loads associated with the new sludge cake container, and a container will be specified which will fit through the existing overhead doors in the garage bay. **(Assumption remains – containers location is on ground level with a standard container width of 7.5 feet)**
- Design of (2) overhead monorail beams with (2) electric hoist systems for maintenance of (2) centrifuges. It is assumed that the existing dewatering room has sufficient ceiling headroom for maintenance clearances associated with the centrifuge. (Assumptions removed)
- Additional assumptions have been removed.

Site Civil: All work will occur within existing buildings and site work modifications will be limited to a new concrete sludge cake container bay entrance pad to the Garage Bay area. No survey work is included in this scope. (Assumption removed)

- Site Civil work will review vehicle turning and maneuvering clearances for loading and offloading of a sludge cake container. We will utilize Town provided scalable record drawings of the site to confirm access. (Assumption removed)

Permitting: All required permits and permit fees will be the responsibility of the Contractor or Town, if needed. (Assumption removed)

Stormwater: No modifications to the existing stormwater and drainage systems at the WWTF site are included in this scope. (Assumption removed)

We are comfortable with the modified language of the proposal. The price proposal remains the same.

Based on the pricing, we would recommend awarding to Woodard Curran for a price of \$139,000.

A budget of \$150,000 was approved from Capital Reserves for the dewatering design in the Fall of 2020.



August 26, 2021
Revised September 17, 2021

Eric Labelle, PE
Principal Project/Process Engineer
Town of Kennebunkport Wastewater Department
6 Elm Street
Kennebunkport, ME 04046

RE: Wastewater Treatment Facility – Dewatering Upgrades Design Engineering Proposal

Dear Eric:

Thank you for taking the time to meet with us on Friday, August 20, 2021 to discuss your upcoming Sludge Dewatering System upgrades. The insight and background you provided to us has allowed us to gain an understanding of the key drivers, the project scope, and the Town's goals for this project. We have recently completed similar dewatering projects in Maine including City of Ellsworth Bayside Road WWTF upgrades (GEA Westfalia), Presque Isle Utilities District (Centrisys) and Freeport Sewer District (Centrisys); we understand the challenges of this project and offer our experience solving them. The following proposal includes our understanding of the project background, needs, drivers, and a scope of services for design and bidding services for this work.

PROJECT UNDERSTANDING & BACKGROUND It is our understanding that the Town desires to demolish and replace its (2) existing Belt Filter Presses (BFPs) with (2) new centrifuges in a 100% redundant Lead/Standby configuration, to be located within the existing building. We understand that the need and driver for this upgrade is that the Town will no longer be dewatering and composting biosolids for offsite disposal as has been the current practice at the WWTF for some time. It is our understanding that the Town's insurance provider will not provide coverage if this method for biosolids processing and disposal continues. The Town has reviewed processing and disposal requirements with local waste management companies, and sludge cake solids content of 18-20% (minimum) is required for landfill disposal at this time. The current BFPs cannot reliably meet this requirement and a change in dewatering technology is needed. It is also our understanding that the Town has identified funding for this project through the Maine Clean Water State Revolving Fund (CWSRF) and the Town has a total budget of \$1.5M for construction; this budget has the potential to be impacted if existing WWTF infrastructure is found to be unable to support or accommodate the new dewatering equipment.

DEWATERING CENTRIFUGE PILOT TESTING Over the past few months, the Town has pilot tested (3) centrifuge manufacturers as well as screw press manufacturers at the WWTF. The (3) centrifuge manufacturers were GEA Westfalia Separator, Alpha Laval and Centrisys CNP. Based on the results of the pilot testing, all (3) centrifuge manufacturers can meet the Town's required sludge dewatering performance to allow for offsite disposal of sludge cake. The screw press pilot test results indicated that this technology could not meet the Town's required performance for offsite disposal and thus the Town has decided to pursue a centrifuge as the technology of choice for the sludge dewatering system upgrades. Per our past discussions, we commend this pilot testing process and up-front work the Town has done; an



important first step to ensure this project and the dewatering technology selection meets the Town's needs in the most economical way both up-front and long-term.

ENGINEERING SCOPE OF SERVICES

We propose the following services to complete the project work; we have broken this work out in Tasks to include the evaluation of the centrifuge manufacturer's proposals, as well as the completion of subsequent design and bidding phase services.

Task 1 – Centrifuge Equipment Manufacturer Selection & Pre-Procurement

As mentioned on our site visit with you, we recommend an evaluated bid pre-procurement process be conducted as the next step to select the final centrifuge manufacturer. We have successfully used this approach in the past on projects of similar nature with centrifuge equipment. The goal of the evaluation is to identify the best up-front cost and lowest life cycle cost for the Town. This work will include the following:

- **Pilot Test Reporting:** Review of the pilot testing reports from the (3) centrifuge manufacturers, as provided by the Town.
- **Pre-Procurement Kickoff Meeting:** Conduct an initial Kickoff Meeting with your team to clarify and confirm project goals and objectives with respect to the centrifuge equipment; and ensuring key evaluation criteria from your team are included in the bid package for the centrifuge manufacturers.
- **Centrifuge Operating Criteria:** We will establish operating criteria for the centrifuge equipment in conjunction with your desired approach to operations. We will review data provided by the Town on current and future sludge processing requirements and confirm the required dewatering capacity for the new centrifuges. In partnership with the Town, we will jointly determine performance criteria including sludge cake solids, polymer consumption, filtrate capture rate, and sludge feed capacity to the new centrifuges.
- **Pre-Procurement Bid Package:** We will provide an evaluated bid package for the (3) centrifuge manufacturers to provide formal bidding, to include the following criteria: Up-front Purchase Price, Total Net Present Value Life Cycle Cost, System Operability & Reliability, Warranty, Technical Support, and Experience.
 - The package will include a draft submission to the Town for review, as well as the Maine Department of Environmental Protection (ME DEP) for their review as part of the project funding.
 - The work will include incorporation of (1) round of review comments from your team and ME DEP into the Pre-Procurement documents.
- **Pre-Procurement Bidding:** This task will include formal bidding of the pre-procurement package to the (3) centrifuge manufacturers. It is anticipated that a bid period of three weeks will be required for this process. This work includes W&C responses to bidders' questions and issuance of up to (2) formal addenda, as needed.
- **Pre-Procurement Bid Evaluation:** This task will include W&C review of up to (3) submitted bids, along with preparing a bid recommendation for the Town's use and review.

Task 2 – Preliminary Design

- **Design Kickoff Meeting:** Conduct an initial Design Kickoff Meeting with your team to clarify and confirm project goals and objectives.



- Design Site Visit: Perform (1) site visit by the project manager, project engineer, structural engineer, HVAC engineer, electrical engineer, and controls engineer to review existing conditions and obtain information to complete evaluation of the dewatering system and necessary supporting systems.
- Design Basis Report (DBR): As part of the Preliminary Design, the following items will be evaluated and included in a DBR. The DBR will include a chapter for applicable items associated with the project for each trade of work including Structural/Architectural, Process Mechanical, HVAC, Plumbing, Electrical, Controls, and Site Civil. The DBR will include a plan for maintenance of dewatering operations through construction as well as a plan for construction sequencing for trades that are impacted. The DBR will also include a 30% Opinion of Probable Construction Cost (OPCC).
 - Provide one workshop meeting to review findings and the proposed design basis. Town comments from the meeting will be incorporated into the Draft DBR.
 - Prepare a draft DBR and distribute to the Town for review.
 - Following Town Review & Comments on the draft DBR submit an electronic stamped copy to ME DEP for their review.
 - Provide (1) round of responses to DBR comments (if any) from ME DEP and issue a final DBR.
- Process Mechanical Design will include the following:
 - Demolition of the (2) existing BFP's and replacement with (2) new centrifuges. The demolition and replacement will occur one unit at a time to allow for dewatering operations to be maintained through construction without the need for temporary facilities or temporary dewatering during construction. It is our understanding that the new centrifuges will be 100% redundant units.
 - Demolition of the existing polymer systems and replacement with (2) new liquid emulsion polymer systems. The polymer systems will be included as part of the pre-procurement package with the centrifuges, typical scope for the centrifuge manufacturers.
 - Demolition of the (2) existing dewatering feed pumps and replacement with (2) new variable speed dewatering feed pumps. We will complete pump type selection during a desktop evaluation with Town staff and will either be a progressive cavity pump (to match the existing technology), a rotary lobe pump, or a double disk pump system. The recommendations of the chosen centrifuge manufacturer on their preferred pump type will also be considered and coordinated.
 - Existing Belt Conveyor – Evaluate the existing belt conveyor for refurbishment and/or demolition and replacement with a new conveyor (either a screw type or a belt type).
 - Leveling Conveyor – Design of a screw type leveling conveyor with up to (3) discharge ports to evenly distribute dewatered sludge cake into a roll off container in the existing garage bay below the dewatering room.
 - Associated process piping and valve modifications for (2) dewatering feed pumps, (2) polymer systems, wash water to both centrifuges, conveyor drains, and dewatering centrate.
 - Existing Drain System – The existing drain system in the building will be reviewed to confirm it is properly vented and has capacity to connect the centrate drains of the (2) new centrifuges along with drains from up to (2) new conveyors.



- Water System – The existing potable/non-potable water systems will be reviewed to confirm sufficient flow and pressure to meet the needs of the (2) new centrifuges and (2) new polymer feed systems along with flushing connections on up to (2) new conveyors. The existing system will be reviewed to determine if upgrades or an additional water booster pump is required, however belt presses use more water than centrifuges and thus upgrades are not anticipated.
- Heating/Ventilation & Air Conditioning (HVAC) Design will include the following:
 - Evaluation of the existing HVAC in the Dewatering Room and Garage Bay area and design of a new ventilation system for the Dewatering Room and Garage Bay to bring the spaces up to current code.
 - Assess the required ventilation rates in the Dewatering Room and Garage Bay (Sludge Container Area) in accordance with current NFPA 820 (2020) code requirements. The evaluation will look at the current HVAC systems and provide a recommendation for modifications and upgrades. The Basement Pump Gallery Ventilation system (Dewatering Feed Pump Area) will remain and will not be modified as part of this project.
 - Evaluation of the existing heating system in conjunction with code required ventilation of the Dewatering Room & Garage Bay. It is assumed the existing heating system has sufficient capacity.
 - Provide a recommendation for incorporation of future odor control provisions and connection locations to dewatering equipment and conveyors. An odor study (liquid phase/vapor phase) and design of an odor control system is not part of this project and provisions will be included such that it can be added in the future if desired.
- Electrical Design will include the following:
 - The Town has completed a preliminary evaluation and determined that the existing electrical service, switchgear, motor control center(s), and generator have the ability to support the new dewatering equipment. We will conduct a review of existing equipment to confirm the Town's preliminary determination, and review Town provided electrical usage data for the most recent 12-month period. We will provide a plan and recommendation for 480-volt power distribution to the (2) new centrifuges.
 - Power wiring and electrical loads will be evaluated for the following:
 - (2) New Variable Speed Dewatering Feed Pumps
 - (2) New Sludge Cake Conveyors
 - New HVAC Equipment for the Dewatering Room & Garage Bay area (Sludge Container)
 - Electric Heat (if any) that is used or required as part of the HVAC evaluation previously stated
 - (2) New Centrifuges
 - Control Wiring Design will include the following:
 - (2) New Variable Speed Dewatering Feed Pumps including Discharge Pressure Switches
 - (2) New Centrifuges
 - (2) New Conveyors
 - (2) New Dewatering Feed Flow Meters/Transmitters
 - (2) New Polymer Feed Systems



- New HVAC Equipment for the Dewatering Room & Garage Bay area (Sludge Container)
- Controls Design will include the following:
 - Existing Control System: Review of the existing control panels and communications systems at the WWTF site and their ability to receive additional status and control signals from the new dewatering system and related components.
 - It is assumed that the existing communications systems at the WWTF can support additional status signals and alarms from the new dewatering system, and new ethernet or fiber optic communications systems are not required back to the Administrative spaces.
 - Control system integration including PLC programming, OIT programming, and HMI screen development of any existing control panels, OITs and SCADA computers are not part of this scope.
 - We will prepare Pre-Procurement Bid Package such that the centrifuge manufacturer will provide a vendor control panel to run (2) centrifuges, (2) dewatering feed pumps/pressure switches, (2) sludge feed flow meters/remote transmitters, (2) sludge conveyors and associated I/O, and (2) polymer feed systems and associated I/O; starting and stopping dewatering operations will be planned/designed to occur locally in the dewatering room.
- Structural & Architectural Design will include the following:
 - Design of an aluminum stair and platform system for maintenance and access around (2) new centrifuges.
 - Design of concrete support piers for (2) new centrifuges. We will evaluate the existing floor slab to confirm it will support the new static and dynamic loads associated with the new dewatering equipment and ancillary equipment. We have assumed that the second-floor slab of the existing building can support the new centrifuges as well as new pipe, duct, or conveyor discharge penetrations without additional structural beam or special building modifications.
 - Design of a plan for installation of (2) new centrifuges to the second floor of the building. We will design for a maximum of (2) temporary openings in the exterior wall, provisioning for demolition and removal of existing equipment and installation of new equipment. We will evaluate the existing wall to determine if it can support the plan without a specialized shoring and bracing system design; specialized shoring and bracing design is not included in this scope.
 - Design of a sludge cake container bay on the ground floor in the garage bay. It is assumed that the existing floor slab can support the loads associated with the new sludge cake container, and a container will be specified which will fit through the existing overhead doors in the garage bay.
 - Design of an exterior concrete pad and rail system for offloading and loading the sludge cake container.
 - Design of (2) overhead monorail beams with (2) electric hoist systems for maintenance of (2) centrifuges. It is assumed that the exiting dewatering room has sufficient ceiling headroom for maintenance clearances associated with the centrifuge.



- **Site Civil:** All work will occur within existing buildings and site work modifications will be limited to a new concrete sludge cake container bay entrance pad to the Garage Bay area. No survey work is included in this scope.
 - Site Civil work will review vehicle turning and maneuvering clearances for loading and offloading of a sludge cake container. We will utilize Town provided scalable record drawings of the site to confirm access.
- **Permitting:** All required permits and permit fees will be the responsibility of the Contractor or Town, if needed.
- **Stormwater:** No modifications to the existing stormwater and drainage systems at the WWTF site are included in this scope.

Task 3 – Final Design

- Prepare final drawings and specifications indicating the scope, extent, and character of the work to be performed by the Contractor.
- Visit the site as needed to assist in preparing the final drawings and specifications.
- Prepare for and conduct a 60% design review workshop with the Town. Prepare and distribute meeting minutes and incorporate (1) round of edits and comments from the Town.
- Prepare a Draft set of 100% Drawings, OPCC and technical specifications which include the project funding CWSRF front end requirements. Submit the Draft 100% design package (Drawings, Specifications, and OPCC) to the Town for review.
- Prepare for and conduct a final design review workshop with the Town. Prepare and distribute meeting minutes and incorporate (1) round of edits and comments from the Town into the documents.
- Following Town review and incorporation of Town comments; submit the 100% Design package to ME DEP for their review. Incorporate (1) round of edits and comments from the ME DEP into the documents.
- Provide 100% stamped set of Bid Documents (Drawings & Specifications) to the Town and ME DEP.

Task 4 – Bidding

- Assist the Town in advertising for and obtaining bids for the work, assist the Town in issuing assembled design, contract, and bidding-related documents to prospective contractors, and, where applicable, and maintain a record of prospective contractors to which documents have been issued. It is assumed the Town will submit Bid Advertisements to local papers and pay all fees as needed.
- Conduct a Pre-Bid meeting on site for the project and include a pre-bid agenda and include notes from a pre-bid walkthrough.
- Prepare and issue up to (2) addenda as appropriate to clarify, correct, or change the issued documents.



- Attend the bid opening, prepare bid tabulation sheets to meet the Town’s schedule, and assist the Town in evaluating bids, assembling final conformed construction contracts for the work for execution by the Town and Contractor, and in issuing the Notice of Award. Value engineering and scope modifications following bid opening are not included in this proposal.

Task 5 – Construction Phase (excluded from Proposal)

- Construction phase services including but not limited to: submittal reviews, RFI responses, and on-site construction inspection.
- Record Drawings.
- Control system programming/integration.
- Startup assistance and oversight of centrifuge startup and performance testing.
- Monthly Contractor Pay Applications, project closeout, certified payrolls, AIS documentation, and required monthly submissions to ME DEP.

SCHEDULE

Woodard & Curran is prepared to begin work upon Authorization to Proceed and offers the following schedule for consideration.

| Task 1 – Centrifuge Equipment Manufacturer Selection & Pre-Procurement | | |
|---|--|--|
| | Draft | Final |
| Pre-Procurement Documents | 30 Days following Authorization to Proceed | 7 Days following Town and ME DEP Comments |
| Task 2 – Preliminary Design | | |
| | Draft | Final |
| Design Basis Report | 60 Days following Selection and Award of Centrifuge Manufacturer | 7 Days following Town and ME DEP Comments |
| Task 3 – Final Design | | |
| | Draft | Final |
| 60% Design Review Workshop | 45 Days following the Final Design Basis Report Submission | N/A |
| 100% Design Deliverable | 60 Days following Town Comments on 60% Design Review Workshop | 7 Days following Town and ME DEP Comments on the 100% Design Draft |
| Task 4 – Bidding | | |
| Bidding | Anticipate minimum 30 Day Bid Period | |
| Bid Review and Recommendation | 7 Days following Bid Opening | |

FEE

Woodard & Curran proposes to perform the work described in this proposal on a lump sum basis, invoiced monthly based upon percentage of work complete, in the amount of \$139,000, excluding Task 5 Construction Phase. Monthly invoices will include a summary of services provided during the invoice period.



TERMS AND CONDITIONS


The proposed work will be performed according to the Standard Terms & Conditions executed on January 4, 2021 between the Town of Kennebunkport, ME and Woodard & Curran.

CLOSING

If this proposal is acceptable, please sign a copy of this letter and return to me. We very much appreciate the opportunity to work with you and the Town, and look forward to a successful project.

Very truly yours,

WOODARD & CURRAN


Barry Sheff, PE
Senior Principal


Megan McDevitt, PE
Senior Project Manager

BS

AUTHORIZATION TO PROCEED

Town of Kennebunkport

By: _____

Title: _____

Accepted this ____ Day of _____ 2021

AGENDA ITEM DIVIDER

Memorandum

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: Short Term Rental Ordinance
Dt: September 20, 2021

In order to implement the short-term rental ordinance, the Selectmen need to establish the fees. The ordinance requires a two-tiered system based upon the number of bedrooms in the rental. Tier 1 is the fee for 0-3 bedrooms. Tier 2 is the fee for 4+ bedrooms. From the beginning, the Selectmen have stated the fees should cover the costs to administer the licensing.

Actual costs to administer will become apparent once we have fully implemented the ordinance. One of the reasons for this is we need an exact number of licenses in town. The software licensing fee is directly tied to the number of licenses. Currently, our costs are at \$30,000 for software, although that could increase upwards to \$50,000. Our on-line payment fees are conservatively estimated at \$7,000. Lastly, other technology costs are estimated at \$5,000.

Known fees include the annual software licensing of \$50,000, along with technology costs of \$5,000. The more unknown costs are the amount of staff time that will be needed to address the various components of licensing and inspection. The following staff will be impacted by the new license: Code Enforcement, Town Clerk, Police, Fire, and Town Manager. I estimate these costs will be between \$62,000 and \$122,000.

These estimates combined with the software and technology costs put our estimates of administration between \$104,000 to \$184,000 annually. Based upon this our recommendation for fee ranges are as follows:

Scenario A Fees:

Tier I: \$250
Tier II: \$500

Scenario B Fees:

Tier I \$325
Tier II: \$575

Scenario C Fees:

Tier 1: \$500
Tier 2: \$700

Memorandum

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re Short Term Rental Transition Year
Dt: September 20, 2021

As we have discussed, the goal for fall 2021 is to license everyone who currently owns a property with rental history of at least 14 calendar days in 2021, 2020 or 2019. Staff is recommending an application submission deadline of approximately December 1st to give our staff time to review the licenses in hopes that the first week of January 2022 all previous rental owners have a license in hand.

The reality is that staff may need some additional time to catch up with applicants who have challenging applications or who may require attention for other reasons. This could, for example, be examining whether particular properties are exempt from the licensing provisions.

The desire is to be able to report to the BOS in March or April with how many short-term rental licenses were issued in town and how many are from the GRB map area.

The question remains as to whether the Selectmen will open up "new licensing" in 2022 for properties that have changed ownership or do not have a history of past rentals. Staff have reviewed the transition period issues and see three possible scenarios:

1. No new licenses are given in 2022. New licensing will occur in fall of 2022 for the 2023 calendar year.
2. In April/May we open up licenses for GRB area properties **only** because there is no cap at GRB.
3. In April the Selectmen set the cap and in May we open up licenses for all areas of town through a waiting list protocol.
 - i. The waiting list application period is established and opened in January 2022, and we take licenses on a first come first serve basis.

TOWN OF KENNEBUNKPORT GOOD NEIGHBOR GUIDE: A POLICY AND PROCEDURE GUIDE FOR GUESTS IN SHORT-TERM RENTALS

WELCOME to the Town of Kennebunkport. We hope you enjoy your time in our beautiful community. Just a reminder that your rental is located in a residential community. Many of your neighbors must rise early in the morning. As such, we are providing you with the following policies and procedures which should be followed to ensure not only a successful vacation/visit to our community, but also will respect our residents' quiet and peaceful enjoyment of their neighborhoods.

Failure to comply with the policies as set forth may result in fines and or penalties for you, the renter, as well as the property owner. If you have any questions about the information contained in this document, we recommend you reach out to the property owner directly for clarification.

ENJOY YOUR STAY!

BEACH USE

The Town of Kennebunkport has two beaches in our community. Goose Rocks located adjacent to King's Highway, and accessible by Dyke Road and/or New Biddeford Road requires parking Permits are from Memorial Day weekend through Labor Day and can be purchased at the kiosks located at the GRB General Store and at Proctor Ave. Colony Beach is a smaller beach, with first come, first serve public parking located on Ocean Avenue across from the luxurious Colony Hotel.

For more information regarding beach rules & regulations please visit: [Beach Information/ Town of Kennebunkport, ME](https://www.kennebunkportme.gov/sites/g/files/vyhlif3306/f/uploads/2021_beach_brochure.pdf)
([kennebunkportme.gov](https://www.kennebunkportme.gov))

EVENTS & OCCUPANCY

Large events such as weddings and family reunions can have negative impacts on residential neighborhoods and may be governed by other ordinances in the Town. Please check with the property owner and your vacation home's policies before planning large gatherings at your short-term rental.

PARKING

Parking for your rental is limited to on-premises parking with an approved parking plan that can be provided to you by the property owner.

NOISE

Guests should be considerate and respectful of the neighbors' right to quiet and peaceful enjoyment. Loud or excessive noise, especially between the hours of 10PM and 6AM are not permitted.

TRASH/RECYCLING

All trash and recycling must be in proper receptacles and placed curbside no sooner than 3:00 pm the day before pickup, or 6:30 am the morning of. You should confirm with the property owner which day of the week trash is picked up is for your location. More information can also be found on the Town's website at:

<https://www.kennebunkportme.gov/solid-waste-recycling>

PETS

All pets are required to be on leashes whenever they are in un-enclosed areas or on public streets. You are required to pick up and dispose of their waste and excessive/frequent noise or trespassing on neighbor's property is not permitted. For specific information regarding dogs on the beaches, please visit:

https://www.kennebunkportme.gov/sites/g/files/vyhlif3306/f/uploads/2021_beach_brochure.pdf

EMERGENCY:

In the event of an emergency, dial **911**.

For non-emergency issues, the Kennebunkport Police Department number is: (207) 967-4243.