



TOWN OF KENNEBUNKPORT, MAINE

Board of Selectmen Agenda April 8, 2021 @ 6:00 PM VIRTUAL MEETING VIA ZOOM ([Instructions](#))

Ways to join this webinar

Join by **computer or mobile device** and click on <https://zoom.us/j/94181175121>
or go to [ZOOM](#) and enter the **webinar ID**: 941 8117 5121

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

International numbers available: <https://zoom.us/u/acU08Di7rE>

1. Call to Order.
2. Joint Meeting with Budget Board to review June town meeting warrant and vote on warrant articles.
3. Approve the March 25, 2021 selectmen meeting minutes.
4. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)
5. Consider appointment to the Sewer Advisory Committee.
6. Award mower bid.
7. Accept proposal for Secondary Clarifier Upgrade.
8. Adoption of Wastewater Budget.
9. Review Policy Regarding Check Disbursement Prior to Expenditure Warrant Approval.
10. Consider request from Goose Rocks Beach Advisory Committee to expend \$500 to stake and twine the dunes; \$300 for stickers for the beach signs; and \$300 for a west end sign stating no storage of kayaks.
11. Accept a \$700 donation from an anonymous donor to the Kennebunkport Parks and Recreation scholarship fund for summer recreation camp.

12. Accept the following donations to the Carol Cook Garden
 - \$150 from the Kennebunkport Conservation Trust
 - \$5 from Laura Thompson
 - \$5 from Mackenzie Hartung
 - \$5 from Emily Case
 - \$5 from Amara Noel
 - \$5 from Chelsea Mack
 - \$5 from Sarah Jokinen
 - \$5 from Michele Bundy
 - \$5 from Courtney Rice
 - \$5 from Dawn Therrien
 - \$5 from Karen Namiotka
 - \$5 from Maureen DiGiovanni
 - \$5 from Meg Spencer
13. Other Business.
14. Approve the April 8, 2021, Treasurer's Warrant.
15. Executive Session per (MRSA 1, §405-6E) for discussion of disposition of real estate.
16. Adjournment.

TOWN OF KENNEBUNKPORT

**WARRANT
ANNUAL TOWN MEETING
June 8 and 12, 2021**

State of Maine

County of York, SS

To: Jamie Mitchell, Constable of the Town of Kennebunkport, in the County of York, State of Maine.

GREETINGS:

You are hereby required in the name of the State of Maine to notify and warn the voters of the Town of Kennebunkport in said County of the Town Meeting described in this warrant.

To the voters of Kennebunkport: You are hereby notified that the Annual Town Meeting of this municipality will be held at Village Fire Station, located at 32 North Street, in said Town on Tuesday, the eighth (8th) day of June A.D. 2021, at 8:00 o'clock in the forenoon for the purpose of acting on Articles numbered one (1) and one a (1a) as set out below. The polls for voting on Article 1 shall be opened immediately after the election of the Moderator at 8:00 a.m. on June 8, 2021, and shall close at 8:00 p.m. While the polls are open, the Registrar of Voters will hold office hours to accept the registration of any person eligible to vote, to accept new enrollments, and to make any necessary corrections or changes to any names or addresses on the voting list. The continuation of said meeting will be held in the gymnasium of the Consolidated School building in said Town on Saturday, the twelfth (12th) day of June A.D. 2021, at 9:00 o'clock in the forenoon for the purpose of acting on Articles numbered 2 through 14 as set out below.

ARTICLE 1a. To choose a Moderator to preside at said meeting.

ARTICLE 1. To elect under the provisions of Title 30-A, M.R.S.A. Section 2528, the following Town Officers: two (2) Selectmen, Assessors, and Overseers of the Poor, for a term of three years; one (1) Director of R.S.U. #21, for a term of three years; one (1) Trustee of Kennebunk, Kennebunkport and Wells Water District, for a term of three years; and one (1) Beach Advisory Committee At-Large Member, for a term of three years; and to vote on the following referendum questions 1-3.

For each Question 1 through 3, a certified copy of the proposed ordinance is on file in the Town Clerk's Office and is incorporated by reference into each Question.

**QUESTION 1
AMENDMENT TO THE ANIMAL CONTROL ORDINANCE**

Shall an ordinance entitled “June, 2021 Amendment to the Animal Control Ordinance” be enacted?

[Note of explanation: This amendment adjusts the times dogs may be present on the beach, and when a leash must be utilized in an effort to maintain the federal protection of the piping plovers and their known habitat on Goose Rocks Beach.]

**QUESTION 2
SHORT TERM RENTAL ORDINANCE**

Shall an ordinance entitled “An Act to establish a Short-Term Rental Ordinance” be enacted?

[Note of explanation: This amendment seeks to require disclosure and licensing of short-term rentals operated within the Town of Kennebunkport, and ensure that residential neighborhoods are not unduly impacted by the operation of short-term rentals within the Town.]

**QUESTION 3
AMENDMENT TO THE LAND USE ORDINANCE**

Shall an ordinance entitled “June, 2021 Amendment to the Kennebunkport Land Use Ordinance Concerning Residential Mixed Use Structures be enacted?

[Note of explanation: This amendment allows for the mixed use of commercial and residential dwellings in Dock Square.]

Article 2: To see if the Town will vote to approve the following:

- A. To authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town to sell and dispose of Real Estate acquired by the Town for nonpayment of taxes thereon, and to execute quitclaim deeds on such terms as they deem advisable, and to authorize the Treasurer to discharge unmatured liens on payment of taxes, interest and costs.
- B. To authorize the Town Treasurer, with the advice and approval of the Municipal Officers on behalf of the Town, to waive the foreclosure of any tax lien mortgage by recording a waiver of foreclosure in the York County Registry of Deeds for any real estate title to which they deem not in the best financial interest of the Town to hold, said authorization to waive not to prevent the Town Treasurer, with the advice and approval of the Municipal Officers, from later foreclosing on said tax lien pursuant to law, as they deem advisable.

- C. To make all real and personal property taxes due and payable upon presentment of bills and to charge five percent (5.00%) per annum on the first half if unpaid after September 10, 2021 (or 45 days after the date of commitment if commitment is after July 28, 2021) and on the second half if unpaid after March 10, 2022.
- D. To set the interest rate to be paid by the town on abated taxes at four percent (4.00%) for the fiscal year 2022.
- E. To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers establishing a “tax club” payment plan for commercial and/or residential real estate property taxes. *(Explanation: This article allows the Town to establish a tax club for citizens, similar to a Christmas club. Citizens establish a payment plan so that they can make monthly payments throughout the year without risk of penalties or interest charges.)*

Selectmen recommend adoption of this article– Voted ___.

Article 3: To see if the Town will vote to approve the following:

- A. To pay for tax abatements and applicable interest granted during the fiscal year of 2021/2022 from Overlay. *(Explanation: The Selectmen, as Assessors, are authorized to raise Overlay under Title 36 MRSA section 710 but require voter authorization to spend Overlay. Overlay cannot be more than 5% of the Tax Commitment.)*
- B. To authorize the Selectmen to apply for, accept and expend from the following categories of funds as provided by the State of Maine: Municipal Revenue Sharing, Educational Certification Block Grant, Educational Tax Relief Grant, Public Library State Aid, Urban Rural Road Initiative Program, Civil Emergency Funds, Snowmobile Registration Funds, Tree Growth Reimbursement, General Assistance Reimbursement, Veterans Exemption Reimbursement, Department of Economic & Community Development Grant Program, Maine Emergency Management Agency, Homestead Exemption Reimbursement, and all other state and federal grants and funds including, when necessary, the authority to sign grant contracts, documents or other paperwork?
- C. To see if the Town will vote to authorize the Selectmen to carry forward unencumbered surplus fund balances on June 30, 2021 for the purposes originally appropriated and to the extent they deem advisable, such determination to be made at a properly noticed meeting of the Board of Selectmen.

Selectmen recommend adoption of this article– Voted ___.

Budget Board recommends adoption of this article – Voted ___.

Article 4: To see if the Town will vote to approve the following:

- A. To authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A. § 506.

- B. To authorize the Selectmen to accept easement deeds on behalf of the Town granting the Town the right to plant and maintain certain trees on private property located within the Town.
- C. To authorize the Selectmen to accept unconditional and conditional gifts of money or property on behalf of the Town, other than gifts of sewer extensions, subject to ratification by the Town at an annual or special town meeting held within one year of the Selectmen's acceptance, except that such ratification shall not be required for a donation of money to the Town to supplement a specific appropriation already made, to reduce the tax assessment, or to reduce the permanent debt.

Selectmen recommend adoption of this article– Voted ___.

Article 5: To see what sum the Town will vote to raise and appropriate for General Government Program expenses.

Amount requested: \$2,078,769.

Selectmen recommend adoption of this article– Voted ___.

Budget Board recommends adoption of this article – Voted ___.

Article 6: To see what sum the Town will vote to raise and appropriate for Public Safety Program expenses.

Amount requested: \$3,030,630.

Selectmen recommend adoption of this article– Voted ___.

Budget Board recommends adoption of this article – Voted ___.

Article 7: To see what sum the Town will vote to raise and appropriate for Health & Welfare Program expenses.

Amount requested: \$821,911.

Selectmen recommend adoption of this article– Voted ___.

Budget Board recommends adoption of this article – Voted ___.

Article 8: To see what sum the Town will vote to raise and appropriate for the Public Works Program expenses.

Amount requested: \$1,266,817.

Selectmen recommend adoption of this article– Voted ___.

Budget Board recommends adoption of this article – Voted ___.

Article 9: To see what sum the Town will vote to raise and appropriate for Recreation, Culture, Contingency and Miscellaneous Program expenses.

Amount requested: \$704,190.

Selectmen recommend adoption of this article– Voted .

Budget Board recommends adoption of this article – Voted .

Article 10: To see what sum the Town will vote to raise and appropriate for Capital Expense & Reserve Account and Debt Service Payments.

Amount requested: \$2,471,858.

Selectmen recommend adoption of this article– Voted .

Budget Board recommends adoption of this article – Voted .

Article 11: Do you favor authoring the Board of Selectmen to issue general obligation bonds or notes in the name of the Town of Kennebunkport in a principal amount not to exceed \$1,000,000 for a term of approximately five (5) years, which bonds or notes may be callable, and to use the proceeds of said bonds or notes to pay for costs of public safety radio communications improvements and upgrades, including installing two new transmit and receive towers; all new radio equipment needed for the new towers and the existing tower at the Police Department; replacing all mobile and portable radios; and a new console in Dispatch?

Town of Kennebunkport Financial Statement

1. Total Town Indebtedness

Bonds Outstanding and Unpaid	\$13,002,850
Bonds authorized but Unissued	\$ -0-
Bonds to be Issued if this Article is Approved	<u>\$ 1,000,000</u>
Total	\$14,002,850

2. Estimated Costs of Proposed Bonds

At an estimated interest rate of .75%, for a 5-year term, the estimated costs of this bond issue will be:

Principal	\$1,000,000.00
Interest	<u>20,576.60</u>
Total Debt Service	\$1,020,576.60

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service or the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Jennifer L. Lord, Treasurer

Selectmen recommend adoption of this article– Voted .

Budget Board recommends adoption of this article – Voted .

Article 12: Do you favor authoring the Board of Selectmen to issue general obligation bonds or notes in the name of the Town of Kennebunkport in a principal amount not to exceed \$6,000,000 for a term of approximately 20 years, which bonds or notes may be callable, and to use the proceeds of said bonds or notes to pay for costs of wastewater capital projects, including replacement of three pump stations, rehabilitation of clarifiers, replacement of belt filters, and installation of dewatering equipment?

Town of Kennebunkport Financial Statement

1. Total Town Indebtedness

Bonds Outstanding and Unpaid	\$13,002,850
Bonds authorized but Unissued	\$ -0-
Bonds to be Issued if this Article is Approved	<u>\$ 6,000,000</u>
Total	\$19,002,850

2. Estimated Costs of Proposed Bonds

At an estimated average interest rate of 1.73%, for a 20-year term, the estimated costs of this bond issue will be:

Principal	\$6,000,000.00
Interest	<u>1,433,415.00</u>
Total Debt Service	\$7,433,415.00

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service or the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Jennifer L. Lord, Treasurer

Selectmen recommend adoption of this article– Voted .

Budget Board recommends adoption of this article – Voted .

Article 13: To see if the town will vote to authorize the transfer of a 1989 KME Avenger 75ft. Ladder Truck, VIN #1K9AF4284KN058168, commonly known as “Kennebunkport Ladder 4”, from the town of Kennebunkport Fire Department to the Atlantic Volunteer Engine Company with the condition that if the Atlantic Volunteer Engine Company sells said “Ladder 4”, all proceeds of the sale will be used towards the purchase of firefighting or rescue equipment, approved by the Fire Chief and to be owned by the Town.

Selectmen recommend the amount requested - Voted .

Article 14: To see if the Town will vote to appropriate the sum of \$2,892,120 from estimated non-property tax revenues to reduce the property tax commitment, together with all categories of funds, which may be available from the federal government, and to also use \$225,000 from undesignated fund balance and \$325,000 from Capital Projects Reserve Account to reduce the property tax commitment.

Selectmen recommend adoption of this article– Voted _____.
Budget Board recommends adoption of this article – Voted _____.

HEREOF FAIL NOT TO MAKE DUE SERVICE of this Warrant and a return of your doing thereon, at a time and place of said meeting.

GIVEN UNDER OUR HANDS this 22nd day of April 2021, Kennebunkport, Maine.

Edward W. Hutchins, II

Michael Weston

Allen A. Daggett

Sheila W. Matthews-Bull

Patrick A. Briggs

A majority of the Selectmen of the Town of Kennebunkport, Maine

A true attested copy of the warrant attest:

Jamie Mitchell, Town Clerk

Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
March 25, 2021
6:00 PM

MINUTES

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

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

1. Call to Order.

Selectman Daggett called the meeting to order at 6:05 PM. He took roll call of Selectmen present: Allen Daggett, Patrick Briggs, Sheila Matthews-Bull, Edward Hutchins, and D. Michael Weston.

2. Approve the March 11, 2021 selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the March 11, 2021 selectmen meeting minutes. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted: 5-0. 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 none.

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.

Motion by Selectman Hutchins seconded by Selectman Matthews-Bull to approve a renewal liquor license submitted by First Serve KPT Hospitality, Inc. d/b/a Mabel’s Lobster Claw located at 124 Ocean Avenue. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted: 5-0. Motion passed.**

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.

Motion by Selectman Hutchins seconded by Selectman Briggs to approve a renewal liquor license submitted by First Serve Edgewater, Inc. d/b/a Mabel’s House (formerly Edgewater Inn) located at 126 Ocean Avenue. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted: 5-0. Motion passed.**

- 6. Consider a renewal liquor license submitted by Seaside Hotel Associates Ltd Partnership d/b/a Nonantum Resort located at 95 Ocean Avenue.**

Motion by Selectman Hutchins seconded by Selectman Matthews-Bull to approve a renewal liquor license submitted by Seaside Hotel Associates Ltd Partnership d/b/a Nonantum Resort located at 95 Ocean Avenue. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

- 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.**

Motion by Selectman Hutchins seconded by Selectman Briggs to approve a renewal liquor license submitted by Chez Rosa LLC d/b/a Chez Rosa Bistro located at Building D on Cross Street and Union. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

- 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.**

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull to approve a hotel mini-bar liquor license submitted by Yachtsman Hospitality LLC d/b/a Yachtsman Hotel and Marina Club located at 57 Ocean Avenue. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

- 9. Consider a hotel mini-bar liquor license submitted by Hidden Pond LLC d/b/a Hidden Pond located at 354 Goose Rocks Road.**

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve a hotel mini-bar liquor license submitted by Hidden Pond LLC d/b/a Hidden Pond located at 354 Goose Rocks Road. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

- 10. Discussion of Cape Porpoise Pier repairs.**

Mike Claus, Public Works Director, reviewed the repairs required at the pier. Laurie Smith, Town Manager, advised that \$90,000 could be used from the pier reserve account that had been earmarked for the reconstruction of Cape Porpoise Pier. That \$90,000 would need to be replaced in order to fund the planned reconstruction and to match available grants. Ms. Smith proposed taking \$100,000 from Capital Reserve and adding it to the Pier Reserve for FY22.

Motion by Selectman Hutchins, seconded by Selectman Briggs to authorize a contract based on the quote from Prock Marine for \$90,000 from the pier reserve account. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

11. Review final fiscal year 2022 budgets and make recommendations.

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the Administration budget in the amount of \$2,078,769. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the Public Safety budget in the amount of \$3,030,630. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the Health & Welfare budget in the amount of \$821,911. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the Public Works' budget in the amount of \$1,266,817. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the Recreation budget in the amount of \$704,190. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the Debt Service and Capital Outlay budget in the amount of \$2,471,858. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

12. Annual appointment of Town officers.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins to approve the slate of Town officers as presented. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

13. Discussion of proposed Zoning Ordinance amendment.

Werner Gilliam, Planner, reviewed the proposed amendments to add Residential Mixed-Use standards in the Dock Square Zone.

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

14. Discussion of Fourth of July Fireworks.

Laurie Smith, Town Manager, informed the board that the fire works supplier is asking for a commitment within the next few weeks. Kennebunk officials are concerned about the Governor's executive orders and whether gatherings of this type will be allowed in July. Another concern is that high tide is around the time the fireworks would begin which will reduce space on the beach for spectators. In addition, Colony Beach parking lot will be closed this year for repairs so that will further reduce the space available for watching the fireworks. Kennebunk is still contemplating whether to proceed but would welcome our opinions. After discussion, it was decided to wait to see how Kennebunk decides to proceed.

15. Consider proposal of a contest for the creation of a Town flag to commemorate Kennebunkport's bicentennial (2021).

The idea for a town flag design contest was presented as a symbol of the Town's past, present and future. It would complement this year's bicentennial anniversary. A Town flag would be an opportunity to represent our community for residents and businesses alike.

The contest will be open to anyone who would like to make a submission. Criteria (according to the 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)

It was agreed to proceed and offer a prize to the winner. The deadline for submissions will be May 31st with an unveiling sometime during the summer.

16. Accept the donation of \$1,000 from the Goose Rocks Beach Fire Company to the nurse's general account.

Motion by Selectman Hutchins, seconded by Selectman Briggs to accept the donation of \$1,000 from the Goose Rocks Beach Fire Company to the nurse's general account. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

17. Other Business.

Laurie Smith, Town Manager, brought forward a proposal to wrap the two new Kona electric cars to identify them as Town vehicles. The design would have the town seal on the hood and doors with green design advertising on the sides.

Motion by Selectman Weston, second by Hutchins to wrap both Kona electric vehicles with the design presented. **Roll Call Vote:** Briggs, Weston, Hutchins, and Daggett. Matthews-Bull-nay. **Voted:** 4-0. **Motion passed.**

18. Approve the March 25, 2021, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the March 25, 2021 Treasurer's Warrant. **Roll Call Vote:** Briggs, Matthews-Bull, Weston, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

19. Adjournment.

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

The meeting adjourned at 6:58 PM.

Submitted by,
Tracey O'Roak
Administrative Assistant

Kennebunkport 2021 Mower Bid Review

Walker T27i Mower with 48" HD Collection Deck

FM Abbott, Waterboro

Bid Price \$12,946

Chad Little, Scarborough

Bid Price \$13,553

In our Equipment / Reserve Capital account we have a budget balance of \$14,837 to pay for a new mower. This mower replaces a 2008 John Deere Commercial Collection Mower with approximately 3,100 operation hours. The Walker mower has a deck and collection system set up for doing multiple lawn areas quickly. We utilize this mower for about 8 hours of run time per week during mowing season. Mowing areas and proposed mower purchase model are shown below. The fuel injection engine uses less fuel per hour than a carbureted engine. In speaking with local landscapers using this engine it has good power with low maintenance.

LOCATION	Area	MOW	X MOW YEAR	WEED
Cape Park	1.00 acres	60 mins	22	20 mins
30 North Street	0.75 acres	90 mins	22	30 mins
Highway	0.50 acres	60 mins	22	10 mins
Beachwood Park	0.50 acres	60 mins	22	90 mins
Silas Perkins Park	0.15 acres	30 mins	22	30 mins
Bush Lawn	0.20 acres	30 mins	22	20 mins
Police Dept.	0.25 acres	30 mins	22	30 mins
Dock Square Parking Lot	0.10 acres	30 mins	22	10 mins
Parsons Way	0.25 acres	30 mins	20	10 mins
Cape Fire	0.20 acres	20 mins	22	10 mins
Wildes Corner Triangle	0.05 acres	10 mins	22	
Arundel Road Triangle	0.05 acres	10 mins	22	
Town Office	0.05 acres	10 mins	22	20 mins
Atlantic Hall	0.05 acres	10 mins	22	

Kennebunkport 2021 Mower Bid Review



T27i Model Overview

A powerful air-cooled engine with EFI technology delivers a responsive, fuel-efficient performance. This mower provides powerful acceleration and throttle response. Built-in diagnostics and service light on the instrument panel simplify troubleshooting.

Type: Collection

Power: 26.5 HP

Engine: Kohler EFI

Ideal Application:

Commercial Properties, Multi-Unit Complexes

Key Attributes: Compact, Agile, Versatile

Decks: [Collection](#), [HD \(Recharge\)](#), [Mowing](#)

Popular Add-ons:

[Implement hitch](#)

[48" Blade Blade](#)

[Two Stage Snowblower](#)

[18" Chump](#)



Starting At
\$16,095* with: 48" Collection HD (DC48 2) deck
MSRP

Both bids we received are based on the same mower and heavy-duty collection deck. The only other Walker dealer in the area is MB Tractor out of Plaistow, NH and they do not get an in-state dealer discount from Walker for municipal sales. Our price quote is substantially discounted as a municipal sale. Our old John Deere mower will be utilized to mow rough areas such as the disc Golf Course next to Parsons Field. I recommend that the Town purchase the Walker 27i mower with 48"HD Collection Deck from the low bidder, FM Abbott of Waterboro for \$12,946.

By: Michael Claus, Kennebunkport Public Works Director

14,837

Nicole Evangelista

From: Mike Claus
Sent: Thursday, March 25, 2021 8:17 AM
To: jbrannen@chadlittleoutdoorpower.com; fmabbott@sacoriver.net;
smarra@mbtractor.com
Cc: Jen Lord; Nicole Evangelista; Laurie Smith; Rick Bleakney
Subject: Kennebunkport Quote Spec for Walker 27i Mower
Attachments: KPT Mower Quote 2021.pdf

Kennebunkport is requesting quotes for a 2021 Walker27i mower. Quote sheet and specification are attached. Quotes are Due by 1:00 pm on April 1st. I will make a recommendation to our Town Manager to purchase the mower that should be sent to the Board of Selectmen for approval at their April 8th meeting. If the mower quote is approved we can issue a Purchase Order on April 9th.

If you wish to submit your quote electronically you should not e-mail your quote to me. Please send any electronic quotes direct to our finance department at the following emails:

Jen Lord, Finance Director: jlord@kennebunkportme.gov

and

Nicole Evangelista, Assistant Treasurer: nevanalista@kennebunkportme.gov

They will make sure your quote is recorded. Feel free to call me (cell number below) if you have questions.

Michael Claus
Kennebunkport Public Works Director
207.391.3239

BID PROPOSAL FORM
MOWER Contract No. 2018-03

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday, April 1, 2021, 1:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid 2021 Walker T27i with 48" Deck

Bid for Specified Equipment \$ \$13,553.⁰⁰
(In Numbers)

Expected Delivery Time after Receipt of Purchase Order within 30 Days

NAME OF FIRM: Chad Little Outdoor Power Equipment

ADDRESS: 7 Glasgow Rd
Scarborough ME. 04074

AUTHORIZED SIGNATURE: Jeffrey A Branner

PRINT NAME AND TITLE: Jeffrey A Branner Sales

TELEPHONE: 207 - 883-9000 **DATE:** 3/26/21

Required Attachments: 1. Detailed Mower Manufacturer Specifications with Specified Options

END OF GENERAL INFORMATION SECTION

Section 3.01 Mower Specification

Walker 2021 T27i Mower with 48" HD (DC48-2) Collection Deck

Deck	HD (DC48-2)
Engine	<u>Kohler ECH749</u>
Fuel System	EFI
Cooling System	Air
Displacement	747 cc (45.6 cu. in.)
Max Power	26.5 HP @ 3600 RPM
Max Torque	40 ft-lbs
Fuel Capacity	4.7 gal (17.8 liter)
Seat	Comfort Seat
Weight	787 lbs (357 kg) ^[1] 1006 lbs (457 kg) ^[2]
Dimensions	50 in (127 cm)" H x 49.25 in (125 cm)" W x 93 in (236 cm)" L ^[2]

All other standard equipment and standard accessories included.

BID PROPOSAL FORM
MOWER Contract No. 2018-03

SUBMIT TO: Town Manager's Office
Town of Kennebunkport
6 Elm Street
P.O. Box 566
Kennebunkport, Maine 04046

BID DATE: Thursday, April 1, 2021, 1:00 p.m.

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for the above equipment and offers to furnish all labor, materials, equipment, supplies and related to do the work as detailed for the following lump sum price.

Model Bid MT 27ⁱ w/48' Deck

Bid for Specified Equipment \$ 12,946
(In Numbers)

Expected Delivery Time after Receipt of Purchase Order 30 DAYS

NAME OF FIRM: F.M. Abbott P.E.

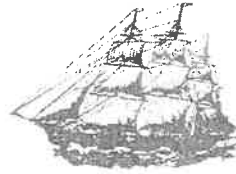
ADDRESS: 154 MAIN ST
PO BOX 330

AUTHORIZED SIGNATURE: E. WATERBORO, ME 04030

PRINT NAME AND TITLE: David Abbott

TELEPHONE: 207-247-5278 **DATE:** 3-25-21

Required Attachments: 1. Detailed Mower Manufacturer Specifications with Specified Options



KENNEBUNKPORT WASTEWATER DEPARTMENT

MEMORANDUM

Date: April 2, 2021

To: Laurie Smith

From: Chris Simeoni, Deputy Director Public Works

Re: Agenda item for April 8th Selectmen's meeting- Clarifier Project Engineering Agreement

We have received a proposal from Wright-Pierce for engineering services consisting of Bidding Administration and Construction Administration phases for the Secondary Clarifier Upgrade. (Please see attached.) The proposed Bidding Phase fee was \$5500.00 and the Construction Administration Phase fee was \$23,000.00 for a total fee of \$28,500.00. We would like to sole source this contract to Wright-Pierce as they are the firm that completed the final design for the upgrade. It would be unconventional to place this contract out to bid with other firms that did not complete the design work for the project.

AMENDMENT NO. 2
TO
AGREEMENT BETWEEN
TOWN OF KENNEBUNKPORT, MAINE
AND
WRIGHT-PIERCE
FOR
ENGINEERING SERVICES

This Amendment made the _____ day of _____, 2021, by and between the Town of Kennebunkport, Maine (hereinafter referred to as "Town"), and Wright-Pierce (hereinafter referred to as "Engineer").

WHEREAS, an Agreement was entered on November 1, 2018 between the Town and Engineer, which Agreement is entitled "Agreement".

WHEREAS, modifications to the Agreement are necessary to reflect that additional services and fee are required to facilitate bidding and construction administration services of the Secondary Clarifier Upgrade,

NOW, THEREFORE, in consideration of said Agreement and other good and valuable considerations, it is hereby agreed and acknowledged by and between Town and Engineer to amend the Agreement as follows:

1. The Agreement shall be amended to include this Amendment, a copy of which shall be attached thereto and made a part thereof.
2. Add the following after Exhibit A in the Agreement:

SCOPE OF SERVICES – SECONDARY CLARIFIER UPGRADE BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES

Task 1: Bidding Phase

1. Prepare advertisement for bid and coordinate the posting of the advertisement in a newspaper chosen by the Town. The cost for the advertisement will be paid directly by the Town.
2. Prepare electronic copy of the plans and specifications for distribution to prospective bidders and construction contract listing services.
3. Post digital images of plans and specifications on Engineer Plan Room webpage for viewing by interested parties. Provide digital copy of plans and specifications to bidders. Maintain the plan holders list and post to the Engineer Plan Room for viewing by interested parties.
4. Be the primary point of contact, and answer questions related to the bid documents and prepare addenda as necessary to clarify bid documents.
5. Conduct a pre-bid teleconference call in conjunction with Town staff to provide information on the project and answer bidder's questions. Prepare meeting minutes.
6. Attend bid opening, prepare bid tabulations and evaluate bids received.
7. Prepare a summary of the bid evaluation to the Town for consideration and provide results in a bid evaluation letter for the Town's use in Selectmen workshop and regular meetings. Submit to Maine DEP bid phase documentation required for Maine DEP contract approval.
8. Prepare three hard copies and one electronic copy (PDF) of the executed documents for the Town, Maine DEP and selected Contractor.

Task 2: Construction Phase - Secondary Clarifier Upgrade

1. Prepare for and attend pre-construction teleconference call with Town and Contractor. Issue an agenda and minutes of the meeting.
2. Prepare for and attend monthly construction meetings for a construction period of four months. Prepare and distribute agendas and minutes.
3. Review monthly construction schedule updates from the general contractor and track progress month to month.
4. Review shop drawing, O&M manuals, warranties and other contractor submittals for compliance with contract documents and SRF program requirements. Issue a digital copy to the contractor, Town, and other designated parties. Prepare and maintain an updated submittal log for document management during construction.
5. Review contractor's payment requisitions and confirm amounts requisitioned are consistent with work completed. Compile SRF payment requisitions for Maine DEP review and approval.
6. Conduct up to 4 inspections by Engineer office staff, as necessary, for observations, startups, etc. Coordinate all manufacturer's representative training and demonstration testing of equipment furnished under the general contract. Observe training and provide documentation.
7. Issue clarifications, RFIs, work change directives, deficiency notices, etc. as required.
8. Negotiate changes in scope, price and schedule as may be required and prepare necessary change order documentation.
9. Review certified payroll and provide Davis-Bacon Compliance Report to Town.

10. Conduct substantial completion inspection and prepare substantial completion certificate and punch list.
11. Prepare reproducible record drawings showing those deviations from the original Drawings and Specifications made during the construction phase based on marked-up prints, drawings and other data furnished by the Contractor to the Town and which Engineer considers significant.
 - a. Provide one set of 11x17 draft record drawings for review. Incorporate comments from Town. Provide two sets of 24x36 black line record drawing prints and one electronic (PDF) file.

PROJECT SCHEDULE – SECONDARY CLARIFIER UPGRADE

We have prepared a project schedule to depict the anticipated sequence and duration of the tasks comprising the project. We will work closely with the Town to adjust and refine this schedule to best meet the Town’s needs.

TASK	MILESTONE
Bidding Phase	March - April 2021
Contract Award	April 2021
Construction Phase	October 2021 – April 2022
1-year Warranty Period	April 2022 – April 2023

PROJECT FEE

We have developed a fee based on the proposed scope of services outline above. The table below summarizes the proposed fee for each task.

TASK	FEE
1. Bidding Phase	\$5,500
2. Construction Administration Phase	\$23,000
TOTAL FEE	\$28,500

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment to said Agreement as of the day and year first above written.

Town of Kennebunkport, Maine

Wright-Pierce

By: _____

By: _____

Title: Director of Public Works

Title: Executive Vice President

Date: _____

Date: _____

Maine Department of Environmental Protection

By: _____

Title: _____

Date: _____

PROPOSED SEWER DEPARTMENT BUDGET FY22

Account Number	Account	FY21	FY22	Inc/Dec	Percent Change
10-01	Salaries & Wages	\$489,003	\$483,772	(5,231.00)	-1.07%
10-10	Overtime	\$16,000	\$21,000	5,000.00	31.25%
12-01	FICA & Medicare	\$41,039	\$41,137	98.00	0.24%
12-02	MSRS	\$28,457	\$31,433	2,976.00	10.46%
12-03	ICMA	\$17,406	\$18,932	1,526.00	8.77%
12-04	RHSP	\$3,615	\$2,437	(1,178.00)	-32.59%
12-05	Health Plan BC-ME	\$151,589	\$105,903	(45,686.00)	-30.14%
12-06	Dues & Fees	\$500	\$500	0.00	0.00%
12-07	Travel (Mileage)	\$400	\$400	0.00	0.00%
12-08	Training & Education	\$3,000	\$3,000	0.00	0.00%
12-11	Vaccine	\$100	\$100	0.00	0.00%
12-12	Uniforms	\$4,500	\$3,500	(1,000.00)	-22.22%
12-16	HRA & Fees	\$9,290	\$7,220	(2,070.00)	-22.28%
15-01	Electricity	\$92,000	\$92,000	0.00	0.00%
15-02	Telephone	\$5,250	\$7,250	2,000.00	38.10%
15-03	Fuel Heating	\$5,560	\$7,040	1,480.00	26.62%
15-05	Water	\$1,323	\$1,323	0.00	0.00%
15-06	Internet	\$2,950	\$3,500	550.00	18.64%
20-01	Printing	\$800	\$800	0.00	0.00%
20-04	Advertising	\$500	\$500	0.00	0.00%
20-06	Expert / Professional Services	\$13,600	\$8,000	(5,600.00)	-41.18%
20-07	Audit	\$3,500	\$3,500	0.00	0.00%
20-08	Data Processing	\$2,000	\$3,000	1,000.00	50.00%
20-20	Maintenance - Wet Wells	\$6,000	\$7,000	1,000.00	16.67%
20-21	Maintenance-Contracts	\$5,150	\$5,150	0.00	0.00%
20-25	Radio & Alarms	\$2,950	\$2,950	0.00	0.00%
20-26	Licenses	\$4,100	\$4,100	0.00	0.00%
25-02	Workmen's Compensation	\$19,000	\$19,570	570.00	3.00%
25-03	Unemployment Insurance	\$1,876	\$1,933	57.00	3.04%
25-05	General Liability Insurance	\$12,210	\$9,200	(3,010.00)	-24.65%
25-07	Fleet Insurance	\$5,164	\$6,800	1,636.00	31.68%
25-10	Public Officials	\$1,548	\$1,950	402.00	25.97%
30-01	Office Supplies	\$1,800	\$1,800	0.00	0.00%
30-03	Vehicle Supplies	\$3,500	\$2,000	(1,500.00)	-42.86%
30-04	Postage	\$2,000	\$2,000	0.00	0.00%
30-05	Photocopier	\$2,400	\$2,400	0.00	0.00%
30-18	Hand Tools	\$3,840	\$3,840	0.00	0.00%
30-24	Gasoline	\$4,000	\$4,886	886.00	22.15%
30-25	Diesel	\$11,025	\$13,750	2,725.00	24.72%
30-27	Composting	\$4,750	\$4,750	0.00	0.00%
30-28	Collection System	\$18,000	\$32,000	14,000.00	77.78%
30-29	Chemicals Process	\$12,600	\$16,000	3,400.00	26.98%
30-30	Lab Supplies	\$12,000	\$12,000	0.00	0.00%
30-31	Safety Equipment	\$5,800	\$6,500	700.00	12.07%

Budget Request

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
12-08 Training & Education	3,000.00	2,885.00	3,000.00	300.00	0.00	3,000.00	0.00	.00%
To pay for training that is required by the Maine DEP & the U.S. EPA. The Maine Wastewater Control Association, NEWPCA, and JETCC sponsor most of the training.								
12-11 Vaccine	100.00	0.00	100.00	0.00	0.00	100.00	0.00	.00%
To pay for vaccinations required for the staff.								
12-12 Uniforms	3,500.00	2,331.54	4,500.00	875.15	0.00	3,500.00	-1,000.00	-22.22%
To purchase winter jackets and replace employee uniforms. Decreased as winter jackets purchased in FY 21.								
12-16 HRA & Fees	8,406.00	3,770.63	9,290.00	1,610.17	7,139.00	7,220.00	-2,070.00	-22.28%
This benefit changes from year to year. The budgeted amount is an estimate based on prior years and expected time accrued. Decreased to reflect projected actual.								
15-01 Electricity	90,000.00	82,082.10	92,000.00	59,355.17	0.00	92,000.00	0.00	.00%
The estimated costs for electricity to operate the treatment plant, pump stations, and the old Highway Garage on Beachwood Avenue.								
15-02 Telephone	5,000.00	5,484.29	5,250.00	4,125.36	0.00	7,250.00	2,000.00	38.10%
Treatment plant phones, toll calls (business phone lines, toll calls, pagers, cell phones). Increased to reflect additional cell reimbursement for the engineer and projected actual.								

Utilities

Budget Request

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Sewer CONT'D								
20-26 Licenses	4,000.00	3,027.87	4,100.00	2,686.98	0.00	4,100.00	0.00	.00%
To pay for all the licenses that are now required for the operation of the Sewer Dept. (Compost License, Compost Inspection Fee, Compost Annual Reporting Fee, Annual WW Discharge Fee, Plant Operators (5), Boiler & Air Tank Inspection, Water Quality IMP. Fund, Tier 2 Chemical Reporting).								
Insurance								
25-02 Workers Comp	23,680.00	19,062.18	19,000.00	16,974.32	19,570.00	19,570.00	570.00	3.00%
Sewer Department's share of the premium. Increased due to updated proportion cost share formula.								
25-03 Unemployment	2,413.00	559.82	1,876.00	334.48	1,933.00	1,933.00	57.00	3.04%
Sewer Department's share of the premium. Increased due to updated proportion cost share formula.								
25-05 Liability	7,720.00	3,096.98	12,210.00	8,595.28	9,200.00	9,200.00	-3,010.00	-24.65%
Sewer Department's share of the premium. Decreased due to updated proportion cost share formula.								
25-07 Fleet	4,396.00	1,853.10	5,164.00	5,062.36	6,800.00	6,800.00	1,636.00	31.68%
Sewer Department's share of the fleet insurance policy. Increased due to updated proportion cost share formula.								

Budget Request

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 47-01 Enterprise Funds / Sewer CONTD								
30-29 Chemicals Process	10,600.00	10,146.74	12,600.00	15,507.92	0.00	16,000.00	3,400.00	26.98%
<p>To purchase the chemicals used for the operation of the treatment plant: Sodium Hypochlorite, Sodium Bisulfite, Polymer, Potassium Iodide. Polymer is used on the belt filter press in the production of bio solids. Sodium Hypochlorite is used to disinfect the effluent from the treatment plant. Sodium Bisulfate is used to remove the chlorine from the effluent before it is discharged into the river. Potassium Iodide is used in the chlorine meters. Increased to reflect projected costs.</p>								
30-30 Lab Supplies	12,000.00	8,407.78	12,000.00	6,705.04	0.00	12,000.00	0.00	.00%

Laboratory equipment and supplies required to do testing required by the Maine D.E.P. and the U.S. EPA. We also use this account to pay for any testing that has to be done by outside laboratories. Testing Costs: Metal's, PCB'S Sludge, Metal's, PCB'S Compost, Salmonella, Priority Pollutants, Effluent Toxicity Testing. The rest of the budget (\$5,700) is used for miscellaneous equipment and supplies. Every five years we have to do four effluent toxicity tests.

Budget Request

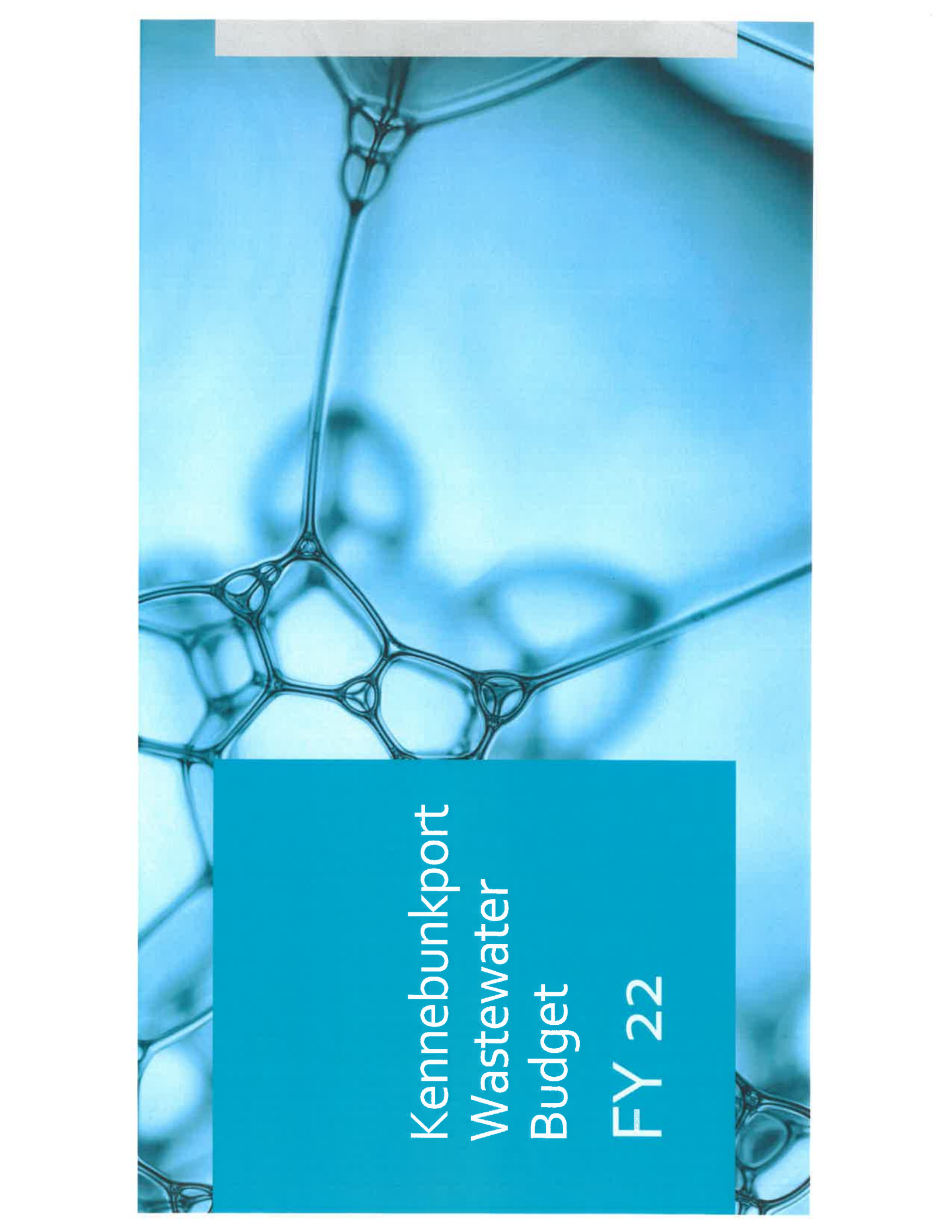
Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial	2022 Manager	Man Req vs"		Man Req vs Curt Bud Change %
							Curr Bud	Change \$	
Dept/Div: 47-01 Enterprise Funds / Sewer CONT'D									
Purchases									
60-04 Capital Equipment	126,050.00	135,864.00	62,940.00	0.00	0.00	96,000.00	33,060.00		52.53%
Bypass pump \$48,000; fall protection PS wet wells \$10,000; CL17 \$5,000; portable generator \$2,500; and PS 12 foundation repair/PLC controls update. Increased due to planned projects.									
60-05 Capital Reserve	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00		100.00%
Sewer	1,250,052.00	1,179,471.31	1,237,623.00	829,880.04	785,521.00	1,265,943.00	28,320.00		2.29%

Budget Request

Revenue

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Initial	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
01 Sewer Enterprise / Sewer Investment Income	20,000.00	24,751.08	6,000.00	8,376.25	0.00	4,000.00	-2,000.00	-33.33%
Income earned on invested funds. Decrease due to banking relationship change.								
03 Sewer Transfers In	35,642.00	35,642.00	35,527.00	35,527.00	0.00	35,527.00	0.00	.00%
Debt portion raised from property tax (principal \$33,125 and interest \$2,402).								
04 Sewer Miscellaneous	4,000.00	1,436.62	0.00	0.00	0.00	0.00	0.00	.00%
Miscellaneous revenues for sewer.								
05 Current Sewer Fees	1,155,410.00	1,165,252.40	1,161,096.00	0.00	0.00	1,191,416.00	30,320.00	2.61%
Sewer user fees.								
06 Delinquent Sewer Fees	0.00	5,353.91	0.00	2,021.00	0.00	0.00	0.00	.00%
07 Sewer Abatements	0.00	-1,402.86	0.00	0.00	0.00	0.00	0.00	.00%
09 Sewer Interest	0.00	2,059.59	0.00	2,484.03	0.00	0.00	0.00	.00%
11 Application Fees	0.00	7,300.00	0.00	10,260.00	0.00	0.00	0.00	.00%
12 Sewer Fund Balance	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00	0.00	.00%
Amount to transfer to the general fund and the use for the transitional year.								
14 Water Pollution Reserve	0.00	35,000.00	0.00	52,500.00	0.00	0.00	0.00	.00%
16 Bond Proceeds	0.00	96,879.51	0.00	0.00	0.00	0.00	0.00	.00%
Sewer	1,250,052.00	1,372,272.25	1,237,623.00	111,168.28	0.00	1,265,943.00	28,320.00	2.29%



Kennebunkport
Wastewater
Budget
FY 22

The Crew





What do we do?

Responsible for all lab work and process control to effectively treat all incoming wastewater and meet discharge permit limits.

Responsible for completing all preventative maintenance and corrective maintenance on plant and collection system assets.

Responsible for responsibly disposing of wasted biosolids through our current composting operation.

Assist the Highway Department during road reconstruction and winter operations as needed.

Assist other departments as needed within our abilities.

Most notable line-item request changes

- Salaries and fringe benefits saw some minor changes as affected by cost or participation.
- Overtime line item was increased \$5,000.00 this year to reflect what had been spent during 2020. We have been experiencing more callouts due to equipment failure and/or malfunction.
- Telephone line item was increased \$2000,00.00 to reflect the addition of a phone reimbursement for Process/Project the Principal and addition of a data plan for a cellular modem at GRB PS 12.
- Heating fuel line item was increased \$1480.00 to reflect the increased contract price for heating oil and propane.
- Expert/Professional line item was reduced by \$5600.00 to reflect the additional amount that had been budgeted last year to complete the Spill Control and Countermeasures Plan.

Most notable line-item request changes

- The Wet well maintenance line item was increased \$1,000.00 this year to reflect the increased hourly vector truck costs.
- Insurance line items to include Workers' Compensation, Unemployment Insurance, General Liability and Fleet Insurance were adjusted to reflect actual current costs.
- Vehicle supplies line item was reduced \$1500,00.00 to reflect what was budgeted last year for the truck toolbox and fuel transfer tank.
- Gasoline item was increased \$886.00 this year to reflect the increased cost of gas. Diesel was increased \$2725.00 to reflect the increased fuel capacity of the new backup diesel generator and the increased cost of diesel fuel.

Most notable line-item request changes

- The collection system line item was increased \$14,000.00 to replace fencing at GRB PS 13,14 and 15 as the current stockade fencing and post are rotted. The replacement would be low maintenance vinyl fencing. We also want to re-purpose two old generators removed from the Chick's and Green Street pump station replacements for PS 13 and 14 at GRB.
- The safety equipment line item was increased by \$700.00 to replace our confined space tripod as our current tripod has a defective leg latching mechanism.
- The vehicle maintenance line item has been increased by \$2500.00 to reflect the purchase of a new hose for our sewer jetter. Our current hose is worn through the outside cover in places to reveal the steel belting inner structure. This needs to be replaced for safety reasons as it operates under extremely high pressure.

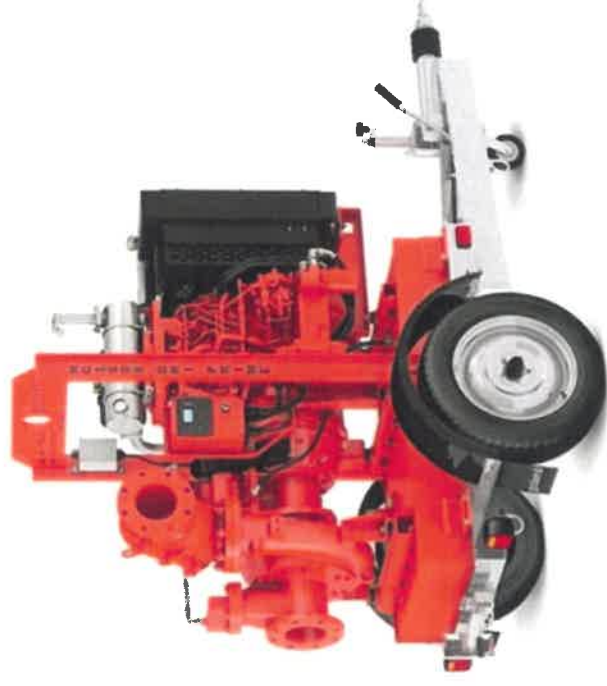
Most notable line-item request changes

- The final item is \$15,000.00 in a new line item for Capital Reserve. With \$300,000.00 in reserve money being spent on engineering for the next several capital projects, it becomes important to replenish this reserve for unforeseen equipment or infrastructure failures.

Operating Capital Request

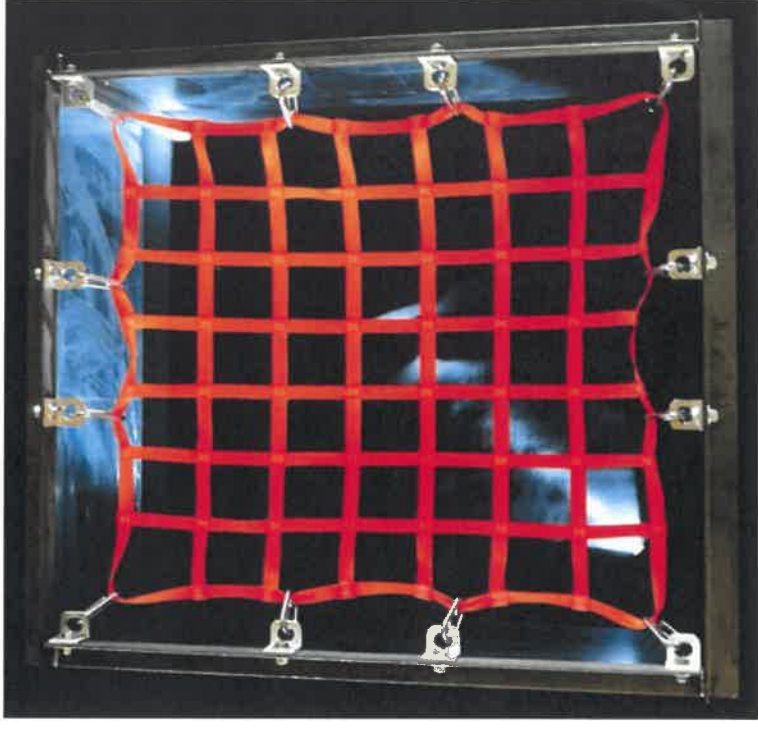
Bypass pump- Currently, we do not have the ability to bypass pump wastewater in any application. Although this pump would not be the answer in all applications, it would give us ability and options in many circumstances

Purchase price- \$48,000.00



Operating Capital Request

- Pump station wet well hatch fall/safety nets.
- We were recently advised by Maine Municipal that these are required.
- A total of 14 are required at this time for existing pump stations. The three stations proposed to be replaced this coming year will be installed as part of the replacement.
- Replacement cost- \$10,000.00



Operating Capital Request

- CL 17 Chlorine Analyzer- responsible for measuring chlorine residual in our final effluent.
- Our current analyzer was just calibrated for the current year. The tech advised the analyzer has deteriorated to a condition in which to replace it within the coming year.
- Replacement cost- \$5000.00



Operating Capital Request

- Portable generator- needed to power our submersible pump in the field.
- This setup is used to pump down residential grinder tanks that are surcharged so that pump repair/replacement can be completed.
- This setup allows us to avoid having to call a pump truck company to perform this.



Operating Capital Request

- Foundation- Goose Rocks Beach PS 12
- We are getting saltwater infiltration through the precast foundation section.
- A previous repair attempt from the interior was not successful, and excavation may be necessary to address the issue from the exterior.



A microscopic view of plant cells, showing a network of cell walls forming a honeycomb-like structure. The image is predominantly blue and teal. A solid teal rectangular area is positioned at the bottom, containing white text. A light beige rectangular area is at the top left.

Thank you for
your time!

Questions?...

**Town of Kennebunkport, Maine
Policy Regarding Check Disbursement Prior
To Expenditure Warrant Approval**

Purpose. This policy allows designated municipal officers (selectmen), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants, for wages and benefits, state fees, and school district costs only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits. Delegation of authority. Pursuant to 30-A MRSA § 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits only:

Current municipal officers. The municipal officers in office at the time of execution of this policy are:

Allen Daggett, Sheila Mathews-Bull, D. Michael Weston, Edward Hutchins, and Patrick Briggs.

Any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Deadline for bill submission

To be considered for payment on the next expenditure warrant, bills for payment must be received by the Treasurer of Kennebunkport at least two working days prior to the scheduled meeting of the Board of Selectmen at which an expenditure warrant signing is scheduled. The treasurer, may, at his/her discretion, present vouchers for payment after the deadline when time permits, or doing so is in the best interest of the town.

Effective date. This policy becomes effective on the date indicated below.

Lapse. This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

Dated: April 8, 2021

Municipal Officers:

Sheila Mathews-Bull

D. Michael Weston

Allen A. Daggett

Patrick A. Briggs

Edward W. Hutchins
