

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN
TUESDAY, JANUARY 26, 2016 – 6:15 P.M.
KENNEBUNK TOWN HALL
3rd FLOOR/ROOM 301
AGENDA**

REGULAR MEETING – 6:15 P.M.

Interview the following Candidate for Committees:

Madeleine Tunison	Festival Committee	Vacancies:	(2) Regular 2018 (1) Regular 2017 (1) Regular 2016 (1) Alternate 2016
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REGULAR MEETING – 6:30 P.M.

1. Call to Order & The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

2. Minutes (2-3 minutes)

- a. January 7, 2016 Special Meeting (Joint Meeting w/ Arundel, K'bunk, K'port & RSU 21)
- b. January 12, 2016 Regular Meeting

3. Items to be Signed (3-5 minutes)

- a. Items as Presented

4. Public Hearing(s)

- a. The Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**Brian and Shanna O'Hea d/b/a The Kennebunk Inn LLC
located at 45 Main Street
for a renewal of a Malt, Spirituous and Vinous Liquor License**

Town Manager's Note (not part of the public hearing notice):

Fire Department: no deficiencies noted in the annual inspection.

Police Department: no calls for service that would interfere with the renewal of the license.

MOTION: *To approve the renewal of a Malt, Spirituous and Vinous Liquor License for Brian and Shanna O'Hea d/b/a The Kennebunk Inn LLC.*

5. Public Comments (5-10 minutes)

6. Acknowledgements/Announcements (5 minutes)

- a. New Hire/Police Department – We are pleased to announce that Michael F. Nugent has been selected as the Deputy Chief of the Kennebunk Police Department. He started with the Town on January 11, 2016.

Michael is a veteran law enforcement officer, recently serving as Captain at Westbrook Police Department, where he has been since 1996. Prior to his law enforcement career, Michael served with the United States Army, active duty for 12 years and reservist for 10 years, retiring at the rank of Major. Michael holds a Bachelors degree in Criminology through Indiana University of Pennsylvania. Michael has attended the FBI-LEEDA Executive Seminar and FBI-LEEDA Command Institute for LE Executives.

Michael resides in Wells with his wife Diane.

Please join us in welcoming Michael to the Town of Kennebunk.

- b. Recreation Director Retiring – Brian Costello, Kennebunk’s long-time Recreation Director, has announced he will be retiring on April 22nd, after 30 years with the department.

Costello began his employment with the Parks and Recreation Department in March 1986 as a Program Assistant and Parks Maintenance Lead, becoming Director in June 1986. He has been instrumental in growing the Department’s programs to serve the diverse needs of the community.

Under his tenure, the number of department programs grew from just 45 with revenues totally \$26,000 to more than 500 this past year, generating over \$700,000 in revenues. Costello also led numerous improvements at many of the Town’s facilities. During his 30-year tenure, Brian built a highly professional recreation department that has adapted to the changing needs of the community.

We’d like to thank Brian for his outstanding service to the Town. His commitment to the youth, families and businesses was superb and will certainly be missed. We wish him the very best in his future endeavors.

7. Time Sensitive Business

- a. Award the Bid for the Sale of the Fire Department’s 1973 Dodge Brush Truck (3-5 minutes) – The Kennebunk Fire Rescue was approved to purchase a new brush truck in the current capital improvement program. This new vehicle will replace the 1973 Dodge “Brush 2” at the West Kennebunk Station and should arrive by the end of the month. The old brush truck (1973 Dodge, model W200, AWD) was put out for sealed bid on December 28, 2015 with bids due on January 21, 2016. The Truck was advertised on the Town’s website, Maine Municipal Association’s website, the Maine Fire Chiefs website, and Craigslist. The bid specifications (3 page document), can be viewed on our website by following this [link](#).

As you can see on the attached bid opening sheet, we had a tremendous response to our bid advertisement. The bids prices submitted ranged from \$101.00 to \$5,973.73. Our recommendation is to sell the vehicle to the highest bidder, Barry Moses from Kingston, NH, at a price of \$5,973.73.

MOTION: To award the sale of the 1973 Dodge M200 Brush Truck to Barry Moses from Kingston, NH at a price of \$5,973.73.

8. Old Business (2nd Reading)

- a. Discuss the 2016 Single Axle Dump Truck Bids (5 minutes) – In this year’s budget (2015-16), we allocated \$170,000 for a single axle dump truck. Bids specifications were sent out and the following bids were received:

Company	Bids	
Portland North Truck Center	Base Bid: (H.P. Fairfield Package)	\$164,404.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Portland North Truck Center	Base Bid: (Tenco/Messer Package)	\$187,830.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Portland North Truck Center	Base Bid: (Viking Cives Package)	\$165,265.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Tenco/Messer Package)	\$188,336.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (H.P. Fairfield Package)	\$164,910.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Viking Cives Package)	\$165,771.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
O’Connor Motor Co.	Base Bid: (H.P. Fairfield Package)	\$189,228.00
Portland, ME	Deduct Alt. 1 (allowance for trade-in)	0
	Add Alt. 1 (extended warranty)	\$11,289.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Tenco/Messer Package)	\$194,473.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (H.P. Fairfield Package)	\$171,047.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Viking Cives Package)	\$171,908.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Plow Equipment only:	Subtotal	
Viking Cives	Equip. less Chassis	\$77,285.00
Lewiston, ME	Viking package	

The Public Services Director recommends accepting the low bid from Portland North Truck Center (HP Fairfield Package) for \$164,404.00, without the extended warranty. The bid specifications (25 pages) can be viewed on our website by following this [link](#).

MOTION: To award the 2016 Single Axle Dump Truck to the low bidder, Portland North Truck Center, for the HP Fairfield Package at a price of \$164,404.00, without the extended warranty.

- b. Discuss the Three Dams Located on the Mousam River in Kennebunk (5-10 minutes) – At the last meeting, the Board discussed holding a joint workshop with the Kennebunk Light & Power District (KLPD) on options for the dams not listed in their current study. Our staff, consulting with KLPD, would develop the alternate options. The tentative date for a workshop is Tuesday, March 15th, pending KLPD confirmation.

Concerning the timing sequence for a straw vote and the Federal Energy Regulatory Commission (FERC) licensing requirements, a straw vote would need to be held in June versus November. Depending on the straw vote outcome, this would allow for a potential final vote with a funding commitment in November, 2016. The presidential election has the most voter turnout. This timeline would allow KLPD to meet the FERC deadline of March, 2017.

MOTION: To tentatively set the date of March 15th for a Joint Workshop with KLPD.

- c. Discuss the Time and Attendance Bids (5 minutes) – A new time and attendance system to replace the existing antiquated, non-integrated system currently used by the employees at Town Hall and Public Services was presented at the last meeting. Currently, manual data entry is required to get time data input for the Recreation department’s part-time employees and all employees in the Fire and Police departments. The new system can be used by all departments and provides accruals and attendance reporting for employees and supervisors.

The bid summary is shown below and a detailed listing of the bids/systems is attached in the packet for your review.

Company Name	BiznusSoft	KRONOS	Andrews Technology	Cincinnati Time of Maine
In-house	n/a	n/a	\$38,190.00	\$34,430.00
Software as a Service (SaaS) (Cloud) (As listed on bids)	\$97,800/12 months (500 employees; purchased clocks)	\$1,008.5/month (100 employees; leased clocks)	\$35,000/12 months (250 employees; purchased clocks)	\$1,573.90/month (402 employees; leased clocks)
SaaS (Restated as 250 employees per month for 12 months; purchased clocks)	\$82,800.00	\$35,625.00	\$35,000.00	\$17,911.00

After our review, the system that best meets our needs, at the least cost, is the Attendance on Demand system proposed by Cincinnati Time of Maine at a price of \$17,911.00. The budgeted amount for this purchase is \$15,000.00. The difference can be funded from the remaining budgeted monies for the current maintenance of the time clock system. We have the funds for this SaaS (cloud) approach for all departments except the link to the IMC system used by the Police. We would need to budget \$4,000 for the IMC conversion link in next year’s budget. This item was discussed with the Selectmen’s Finance Subcommittee at their meeting on January 5th and at the Board’s last meeting.

MOTION: To purchase the time and attendance software, Attendance on Demand, proposed by Cincinnati Time of Maine at a price of \$17,911.00 with funding from the capital operating budget.

- d. Discuss Various Special Events and Timing Thereof (10 minutes) – Over the course of one year, Kennebunk is host to approximately 40+ special events. These events are either non-profit organizations or Town events. Events of non-profit organizations that encumber the roadway total 17, while Town-sponsored events total eight. The remaining events do not impact the roadways. We are now receiving applications from businesses and individuals to hold events, i.e. road races, etc. on Town roads that would profit from the event (they are not a non-profit individual or group). A summary of all events held in 2015 is attached, providing insight into the potential conflicts by areas and dates.

At the last meeting, the Board requested a draft policy be written to regulate these events. A Special Event Policy has been drafted and is included in the packet. A quick summary of the draft includes these parameters:

- Areas covered in Town
- Priority ranking of which application is first
- Restrictions for road events and number of events on any given weekend
- Number of events allowed within a given area (Lower Village, Downtown, West Kennebunk)
- Events can only be reserved six months in advance
- All events must comply with the Special Events Application

MOTION: To move the discussion of the proposed policy to a second reading.

- e. Discuss the Pay-As-You-Throw Program and Bag Pricing (5-10 minutes) – Recently, the Selectmen’s Subcommittee on Solid Waste met to discuss the Pay-As-You-Throw (PAYT) program, Recycling, and the Transfer Station. The attached spreadsheet reflects the program’s history. Again, this year, a deficit will be realized in the enterprise fund for this program. This is a result of several factors: increased cost for collection, weight vs. volume collection, and the increased tipping fee. Also, we have not raised the price of bags for three years. That deficit can be eliminated by increasing the bag pricing or funding from the undesignated general fund or combination thereof. To better understand the non-compliance of users, a report is attached looking at two weeks in January indicting the percentage of households not using town bags. The non-compliance rate is under 1%. We currently place stickers on the containers of all violators alerting them of the violation. We will be sending printed cards to the homeowner in the coming weeks further highlighting the issue.

The estimated numbers to correct the deficit will be ready Tuesday evening. The four options are:

1. Increase the bag pricing to cover 100% of deficit on a yearly basis.
2. Supplement the shortfall using undesignated fund balance each year.
3. A combination of 1 and 2 above: Increase the bag pricing and supplement the shortfall using funds from the undesignated fund balance.
4. Place a warrant article before the voters in June eliminating the PAYT program, which would result in increasing the mil rate by an estimated “X” cents.

Note: If this program is eliminated, the cost for solid waste disposal will fluctuate on the total weight delivered to the tipping station. The potential issue in the future for this option will depend on how faithful the residents are in recycling. This increase in the tax rate will affect all property taxpayers, including those that do not participate in the program (businesses as well as residents who have chosen to use a private contractor).

MOTION:

- f. Discuss the 2016 TIF Operational Expenditures (5-10 minutes) –The Economic Development Committee has met with the Lower Village, Downtown and West Kennebunk Village Committees to discuss the operational expenditures. Attached are the proposed expenditures for 2016, which the committees support.

MOTION: To approve the proposed expenditures for 2016.

- g. Discuss Long-Term Capital TIF Infrastructure Projects (5-10 minutes) – The Economic Development Committee has reviewed the various projects by area with the Downtown, Lower Village and West Kennebunk Village Committees and has prioritized those items for discussion, funding and implementation. Attached is a summary of those possible projects, estimated cost, and statute references. More information is included concerning the balances within the TIFs and how they benefit the Town monetarily.

MOTION:

- b. Public Meeting Notice for Mathew J. Lanigan Bridge Replacement Meeting – Wednesday, February 10th at 6:00 p.m. in the Kennebunk High School Auditorium.

12. Executive Session(s)

- a. Discuss an Economic Development Matter with the Town Manager, Economic Development Director and Finance Director regarding an economic development matter where premature disclosure of the same would prejudice the competitive bargaining position of the Town relative to the same - Title 1 MRSA Sec. 405(6)(C)
- b. Discuss Salaries and Wages with the Town Manager, Finance Director and Human Resource Director - Title 1 MRSA Sec. 405(6)(A)

13. Adjournment

Special
Meeting
6:15 p.m.
(interviews)

Kathy Nolette

From: noreply@civicplus.com
Sent: Friday, January 22, 2016 12:22 PM
To: Kathy Nolette
Subject: Online Form Submittal: Committee Volunteer Form

Committee Volunteer Form

Step 1

Town of Kennebunk, Maine

Committee Volunteer Form

First Name madeleine

Last Name tunison

Street Address 20 Merrifield Drive

Mailing Address same

Daytime Phone #

Cell Phone #

E-Mail Address

Board/Committee/Commission Festival Committee
I wish to be considered for
appointment to:

Step 2

Term and Membership Status Alternate Membership Status (1-year term)

Do you currently serve on any
Town Committee? no

If so, please list the committee. Festival Committee

Years of Service Not currently serving

Occupation former real estate broker associate

Employer none/active retirement

List any Civic Organizations
to which you belong: newcomer to Kennebunk

Step 3

1. Do you have any questions about what the committee does or its mission?	Your principal mission? How many people serve on the committee? The difference between regular and alternate terms? Chose alternate but term could be adjusted.
2. Do you have any practical experience or formal education that would be related to the committee?	Former fund-raising and event planner in North Carolina. My real estate background gave me great practical experience working with people. My motto is "ask for what you want"--if you don't ask, you don't get.
3. Why would you like to be on the committee?	Great interest in bringing events to the community that add to the charm of Kennebunk. Feel I can offer enthusiasm, organizational skills and hard work. Love working with great people.
4. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings? Please note: Failure to attend three regular meetings in a row or 25% of all meetings in a six-month period may result in forfeiture of your position on the committee.	Though I do not have direct knowledge of how your committee works, I give 100% to what I commit to.
5. Do you have any conflict of interest that might involve either direct or indirect financial gain or other gain?	No financial gain. An indirect gain would be making new friends in the community.
6. Do you have anything you would like to add?	Kennebunk was always my first choice as to where I want to live. Now that it has finally happened, I want to serve and be a part of this great community. If the Festival Committee does not have an opening at this time, I still would volunteer on an individual basis where needed. I could also attend meetings if committee permits it until an opening occurs.

Thank you for volunteering to serve your community.

The Board of Selectmen will consider all applications. Once the form has been submitted to the Town Manager's Office, an informal meeting will be set up for you to meet the Selectmen. The Selectmen like to meet all candidates before appointing them to committees. Please note that not all committees have openings; however, vacancies occur on a regular basis. If the committee you wish to serve on does not have an opening at this time, you may still submit the form and your name will placed on a waiting list. You will be notified when an opening occurs on the committee. Thank you for considering serving the Town on one of the many Town committees.

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(MINUTES)

**Joint Meeting Minutes
Arundel Board of Selectmen
Kennebunk Board of Selectmen
Kennebunkport Board of Selectmen
RSU 21 School Board of Directors**

**Middle School of the Kennebunks
January 7, 2016 6:00-7:30 PM**

- Working Dinner
- Present for Kennebunk were: Selectmen Kevin Donovan, Richard Morin, Edward Karytko, Daniel Boothby, Christopher Cluff, Shiloh Schulte and Deborah Beal as well as Town Manager Barry Tibbetts and Finance Director Joel Downs.
- Welcome and Overview of the Meeting Outcomes:
 - Katie Hawes, Superintendent of School shared information about major budget drivers for FY 17 – A PowerPoint was shared with all. The drivers include debt service, personnel contracts, and incoming students with special needs. Reductions include contract with TAMS, and heating oil and other debt service. Possible reductions include Sea Road School – there will be an upcoming School Board discussion on January 25, 2016 and a full report by May/June 2016. Revenue includes Maine PERS Refund for Kennebunk and Kennebunkport. State subsidy and Federal Grants are unknown at this time. A full analysis of RSU 21 Programs was shared and the RSU 21 Budget Development Timeline. The timeline includes July-January – Comprehensive Program Review; November – January – Administrative Team Development and Review; January 4th – School Board Action on Finance Committee Recommendation of Budget Targets – 0%, 3%, Superintendent’s Recommendation; February-March – Finance Committee Review and Revision; March-May – Board of Directors Review and Revision; May 17th – District Budget Meeting and June 14th – Budget Validation Referendum.
 - Arundel, Keith Trefethen, Town Manger shared Arundel’s Budget Drivers. Municipal operating budget flat funded being proposed for 16/17, and capital expenditure for new town office.
 - Kennebunk, Barry Tibbetts, Town Manager shared Kennebunk’s Budget Drives. Contractual obligations, manpower (fire, police, public works, technicians), infrastructure (road paving, sidewalks, buildings (public works facility/transfer station) and Pay as You Throw (PAYT). Increases include education debt service, increase

in wages and benefits due to contractual agreements, increase in operation debt service, potential additional manpower, increase to utility costs, upgrades to technology infrastructure and security, potential loss in homestead exemption, and PAYT program status is being reviewed/determined. Draft capital includes: paving, road maintenance, vehicles and equipment in all divisions, building maintenance and renovation projects, transfer station improvements, drainage, sidewalks, bridges, and infrastructure in TIF districts. FY 17 Budget Schedule for Kennebunk – December 2015-January 2016 – Budget preparation; Feb 2,4,6,11,13 – Budget meetings/discussions; March – Budget Public Hearing, April 26, 2016 – Last day for 2nd reading of ordered referendum, and June 14th Town Vote.

- FY 17 Utilities (Kennebunk) – Kennebunk Light and Power District, Kennebunk Sewer District, and Kennebunk, Kennebunkport and Wells Water District.

Kennebunk Sewer District Capital Improvement Plan – Collection system rehabilitation, Doane’s Beach and grove, and pump station rehabilitation. Wastewater Treatment Facility – Upgrades to the plant to provide biological treatment capacity to meet regulatory requirement and town growth.

Kennebunk, Kennebunkport and Wells Water District recent cost drivers include – Increase in debt service (2013 through 2015), continual increases in energy, chemicals and supplies, major tank painting project in 2015. Cost savings and revenue enhancement initiatives include – reduction in workers compensation insurance cost, improved vehicle fleet efficiency, and designed and installed most capital improvement with in-house staff. Ongoing initiatives – Continue with lower cost employee health insurance plan, reduction of subcontractor services, collaborative chemical purchases with SMRWC, farming out of GIS and facilities maintenance services, selective harvesting of forest land, and maintain water tank site cell phone lease contracts.

- Kennebunkport, Laurie Smith, Town Manager – FY17 Major Budget Drives. Expenses include – increase in education debt

service, increase in wages and benefits due to contractual agreements, increase in operation debt service for wastewater and public safety, addition hours for code and planning personnel, increase in utility costs for public safety addition, and upgrade to technology infrastructure and security. Capital – draft capital list, historical commitment, experiencing increased in equipment purchases prices, infrastructure needs and costs are growing in roads and sidewalks, infrastructure needs in wastewater treatment will likely be supported by tax dollars, and building and maintenance and renovation projects are increasing with aging facilities. Budget Revenues – no increase in state revenues, potential increase in building permit revenue, increased excise tax revenues, and loss in valuation for homestead exemption increase. Budget Schedule – November –December – department review of current and proposed budgets; December 10- Board of Selectmen will submit priorities and special requests; January 8 – All department budget requests are submitted to Finance; January 29 – Budget board social service agency recommendations are given to town manager; February 26 – town manager submits capital and operating budget to the Board of Selectmen and Budget Board; March 3-April 14 – Budget Board and Selectmen review operational and budgets; Board of Selectmen meeting to sign the warrant; June 14 – annual town meeting – elections, and June 18 – annual town meeting – Consolidated School.

- Follow up on September Dine and Discuss
 - Kids go to closest school – shared enrollment projections, discussed existing kids who attend our other schools, and Master Facilities Committee. The next area of focus is Arundel middle schoolers to MSK.
 - Shared public safety – Kennebunk and Kennebunkport evaluated cost of patrolling Arundel and Kennebunk and Arundel reviewed previous study. The next area of focus is a collaborative recreation program/early and often connections for kids across towns.
 - Shared purchasing and grounds service – fuel costs, paper would also increase cost to leave collaborative, cleaning and mowing would add a person to either Kennebunk or RSU, possible Kennebunkport and RSU, and Kennebunk joined RSU Insurance Meetings. The next area of focus is to look for efficiencies and opportunities to maximize recreation departments.
 - Communication follow-up – monthly meetings and 2nd Dine and Discuss.

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN MINUTES
JANUARY 12, 2016 – 6:30 P.M.**

REGULAR MEETING

1. CALL TO ORDER

On January 12, 2016, at 6:30 p.m., in Room 301 of the Town Hall, Kevin Donovan, Chairman of the Board of Selectmen for the Town of Kennebunk, called to order the Regular Meeting of the Board of Selectmen. Present were Selectmen Donovan, Boothby, Karytko, Beal, Morin, and Cluff. Absent was Selectman Schulte.

Also in attendance were Town Manager Barry Tibbetts and Finance Director Joel Downs.

2. MINUTES

- a. December 22, 2015 Regular Meeting.
- b. January 7, 2016 Special Meeting (Joint Meeting w/ Arundel, K'bunk, K'port & RSU 21)
The minutes were not available at this time.

There were no changes or comments.

A motion was made to accept the minutes from the December 22, 2015 Regular Meeting.

MOVED: Cluff
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

3. ITEMS TO BE SIGNED – None.

The Chair proceeded to the next item.

4. PUBLIC HEARING(S)

- a. The Chair opened a hearing to act on the following renewal of a Malt, Spirituous and Vinous Liquor License and renewal of a Special Amusement Permit:

**MOGO Holdings d/b/a Pedros
located at 181 Port Road
for a Malt, Spirituous and Vinous Liquor License
AND
Special Amusement Permit**

Information is available in the Town Clerk's Office.

Town Manager's Note (not part of the public hearing notice):

Fire Department: no deficiencies noted in the annual inspection.

Police Department: no calls for service that would interfere with the renewal of the license.

There were no Board or public comments.

A motion was made to approve the renewal of a Malt, Spirituous and Vinous Liquor License and renewal of a Special Amusement Permit for MOGO Holdings d/b/a Pedros.

MOVED: Karytko
SECONDED: Cluff
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

- b. The Chair opened a hearing to act on the following renewal of a Malt, Spirituous and Vinous Liquor License and renewal of a Special Amusement Permit:

**US Hotels New England LLC d/b/a White Barn Inn
located at 37 Beach Avenue
for a Malt, Spirituous and Vinous Liquor License
AND
for a Special Amusement Permit**

Information is available in the Town Clerk's Office.

Town Manager's Note (not part of the public hearing notice):

Fire Department: no deficiencies noted in the annual inspection.

Police Department: no calls for service that would interfere with the renewal of the license.

There were no Board or public comments.

A motion was made to approve the renewal of a Malt, Spirituous and Vinous Liquor License and renewal of a Special Amusement Permit for US Hotels New England LLC d/b/a White Barn Inn.

MOVED: Cluff
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

- c. The Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

The discussion of carry forward fund balances remaining in accounts with unexpended funds (from FY14-15 to FY15-16).

Town Manager's Note (not part of the public hearing notice):

In accordance with the Town's Charter, Section 3.06, the Board of Selectmen, after a public hearing, may carry forward funds remaining in accounts with unexpended balances as of June 30, 2015. The books and records for the general fund are nearly closed, with the one of the final steps in this process being the identification of funds to be carry forward from fiscal year 2014-2015 into fiscal year 2015-2016.

DISCUSSION:

Karytko asked Finance Director Downs if this money would be allocated for the same accounts after being carried over. Downs replied that it depends on what is going on with the committees. He then read through

who they have identified with specific projects and donations. Selectman Morin asked for the total amount. Downs replied \$133,134.75.

There were no public comments.

A motion was made to carry forward fund balances remaining in accounts with unexpended funds (from FY 14-15 to FY 15-16).

MOVED: Donovan
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

5. PUBLIC COMMENTS

Merton Brown, Town Clerk – Brown stated that Maine does not have a presidential primary. He explained that if people wish to indicate which candidate they support, they would need to be enrolled in one of the three parties and attend their caucus. Brown listed dates and locations of some of the upcoming caucuses and explained the procedure. He encouraged people to call the Town Clerk's office to verify that they are enrolled in a party.

Brown reminded the community that it is time to register dogs if they have not. Beginning February 1st, a fine will occur for those who have not done this.

Resident Lionel Menard – has heard that the Sewer District may not have the referendum up for a resident vote regarding the sewer expansion and renovation. Menard believes this is a mistake and it will affect everyone in Town including those who do not have public sewer. He requested the Board to make a formal request to the people who handle the Sewer District to have a public vote. Donovan stated that this will affect the schools and the Town Hall services and he thinks this suggestion is a good one. Karytko mentioned that it would affect everyone because of the tax bill. This item will be added as an agenda item for a future Board meeting.

The Chair proceeded to the next item.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS – None.

The Chair proceeded to the next item.

7. TIME SENSITIVE BUSINESS

- a. Accept a Donation for the Emergency Fuel Assistance Fund – The Town recently received a \$1,000.00 donation from Jim and Betsy Fitzgerald for the Town's Emergency Fuel Assistance Fund.

A motion was made to accept the donation from Jim and Betsy Fitzgerald and send a letter thanking them for their very generous donation.

MOVED: Donovan
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

- a. Hear a Brief Update on the December 27 29 & 30 Storm – The last storm had some unusual weather, which presented some different approaches to the treatment and clearing of the roads and sidewalks. The department did experience a few breakdowns in equipment that prolonged/delayed some snow removal. Overall, the roads were well maintained. Staff will be present to share a quick overview of the storm.

DISCUSSION:

Eric Labelle, Public Services Director, discussed the plan for tonight's storm. Labelle explained that the last storm went well and described the issues that came up. Karytko mentioned that he had received a call from a business owner regarding the parking areas on Main Street not being cleared in a timely manner. He asked if there were any way to manipulate the schedule and have one or two smaller plows clean up before business hours. Labelle responded that he did hear of that feedback and the two vehicles that were down are up now. The Board asked Labelle if he has sufficient staff and he responded that he does.

There were no public comments.

The Chair proceeded to the next item.

- b. Set the Budget Meeting Dates for the 2016-17 Proposed Budget – Each year, the Selectmen and Budget Board hold joint meetings to discuss the upcoming budget. The proposed dates for review of the 2016-17 proposed budget are as follows:

Meeting #1	Tuesday, February 2	6:00 pm to 9:00 pm
Meeting #2	Thursday, February 4	6:00 pm to 9:00 pm
Meeting #3	Saturday, February 6	8:30 am to 11:30 am
Meeting #4	Thursday, February 11	6:00 pm to 9:00 pm
Tentative - Meeting #5	Saturday, February 13	8:30 am to 11:30 am
Tentative - Meeting #6	Tuesday, February 16	6:00 pm to 9:00 pm

DISCUSSION:

Cluff mentioned that he had not seen a budget priority list. Tibbetts responded that he had chosen topics that were mentioned over the last year. Downs stated that the budget book would not be available until the Friday before the first meeting.

A motion was made to approve the Budget Meeting dates listed above.

MOVED: Cluff
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

- c. Discuss the Bids for a Three Ton Trailer Mounted Portable Asphalt Recycler & Hot Box– The Board discussed this purchase at their meetings on December 8 and 22.

A hot box is used to heat, reheat, reclaim and recycle asphalt materials for patching and potholing. This will aid the crew in maintaining better quality roads year-round, particularly during the winter months and will allow our staff to be considerably more efficient in the repair of the roads.

This purchase was originally proposed in the current budget but was removed during budget discussions last year to lower the overall capital budget.

After further review, we believe funding for this item could come from savings realized on capital fund purchases made during fiscal years 2012 through 2015. The total available is \$25,955.00. The capital items previously purchased included tractors, mowers, skid steer, trailer, street sweeper, and dump/plow truck. The alternative would be to fund this in this year's coming budget.

Our recommendation is to purchase a new Three Ton Trailer Mounted Portable Asphalt Recycler & Hot Box from Viking Cives at a price of \$24,685.00 with funds coming from the capital budget savings summary of \$25,955.00.

The following bids were received for this purchase:

	<u>New</u>	<u>Used</u>
H.P. Fairfield LLC, Scarborough, ME	\$30,999.00 3-ton unit	\$30,499.00 3-ton unit
Viking Cives, Lewiston, ME	\$24,685.00 3-ton unit	\$26,685.00 4-ton unit

DISCUSSION:

Tibbetts explained that the hot box was discussed during the Board of Selectmen's Finance Subcommittee meeting held on January 5th. He further explained that the hot box will be used to fill potholes and will save time for the Town workers in not having to pick up and deliver asphalt. Tibbetts stated that the money to pay for this is a reallocation from the capital budget in the amount of \$25,955 from money within the capital budget. Used equipment did not price out any lower. Tibbetts is requesting to move ahead or wait and set money aside.

Karytko asked about future uses for this equipment. Tibbetts explained that the equipment can also be used for replacing culverts and reheating asphalt, which costs \$100 - \$150 a ton. Cluff asked about the allocation of these funds being done properly. Tibbetts explained that all the funds were approved in the capital plan are set aside for equipment. The funds are from bonded and cash allocations. Karytko asked if the staff will have a problem using this equipment. Labelle explained that staff should not have a problem with equipment and the upside is the ability to reheat material resulting in less waste. Boothby asked if this money, that is already budgeted, can be placed back into the budget. Tibbetts replied that it can. Morin stated that Woodhaven is in bad shape and this item could help there and has been reviewed by the Finance Committee and is appropriate.

Resident John Poletto asked the Board if this type of equipment can be rented first to ensure it is what the Town needs. Tibbetts responded that the Town did look at purchasing the equipment used and that other municipalities that have this type of equipment keep it for a very long time.

A motion was made to approve the purchase of a new Three Ton Trailer Mounted Portable Asphalt Recycler & Hot Box from Viking Cives at a price of \$24,685.00 with funds coming from the capital budget savings summary of \$25,955.00.

MOVED: Cluff
SECONDED: Karytko
DISCUSSION: Morin mentioned that Resident Polotto had a good idea and explained since Eric Labelle is comfortable with this the motion was made. Tibbetts further explained that they did use a test machine and have talked to other towns. Poletto mentioned that no offense was taken.
VOTE: 5 in favor, 1 opposed (Boothby), 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

8. OLD BUSINESS (2ND READING)

Information in the next article requested that this be item be tabled until the February 9th meeting. The Board did not discuss this item.

- d. Discuss a Consent Agreement for 2 Marsh View Avenue – The Board heard the presentation on this item at their meetings on December 8 and 22. This consent agreement is between the Town and the owners of 2 Marsh View Avenue, John and Jennifer McDonald regarding a violation in the fall of 2014 involving the unauthorized removal of trees in the Shoreland/Resource Protection districts as well as the removal of one tree on the neighboring property.

At the December 22nd meeting, the Board asked the Code Enforcement Officer, Paul Demers, for a revised plan, which is included in the Board packet. Please note that the plan now only reflects the actual restoration that would be acceptable to address the violation. The plan is the result of numerous conversations with DEP-endorsed arborists that are familiar with the violation process in other communities. The plant types and sizes have been reviewed to provide sufficient buffer restoration and are spaced to provide optimum opportunity for them to survive and do well in the long term.

A copy of the consent agreement that was included in the last packet is also included in the Board packet.

The homeowner is away on business for the month on January and has requested moving this final meeting discussion to February 9th.

MOTION: To move this discussion/decision to February 9th when the homeowner can be present.

OR

If the Board does not wish to move this discussion to the next meeting, the motion could be as follows:

MOTION: To require the updated plan be implemented and a fine of \$ _____ including attorney fees of \$ _____ be assessed, and authorize the Code Enforcement Officer to sign the consent agreement.

The Chair proceeded to the next item.

- e. Discuss the Draft of the Board of Selectmen's Strategic Plan Survey Questions – Included in the Board packet, is a revised questionnaire for your review. This survey would be administered via email in preparation for the Board's strategic plan session. Would the Board want the website address placed in the tax bill mailer for greater exposure or use existing emails, cable TV, and local press to get the questionnaire out? We should allow 2 to 3 weeks for the completion of the survey once it is released.

Based on our current schedule of meetings (including budget sessions) and the tax bill mailing, I am recommending the strategic plan session be scheduled on a Saturday morning in March (possibly on the 5th or 12th).

DISCUSSION:

Cluff stated that sending out the survey mailer with the tax bill is worth the wait. Tax bill mailers will be going out the first part of March. Tibbetts thought the date was earlier so the meeting will need to be moved out in order to give time for completion of the survey. Downs explained that adding the notice to the tax bill is easy and inexpensive.

There were no public comments.

A motion was made to include a survey notice with the tax bills and decide on a meeting date later.

MOVED: Cluff
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

9. NEW BUSINESS (1ST READING)

- a. Discuss the Three Dams Located on the Mousam River in Kennebunk – As you are aware, Kennebunk Light & Power District released their dam study in November. Since then, the Town has received a number of inquiries and emails (included in the Board packet) from residents about the possible dam removals. Would the Board like staff to review the study and provide comments on the impact/non-impact of the current options presented in the study, along with additional options for a future workshop? The first potential workshop date would be Tuesday, March 15, 2016.

DISCUSSION:

Cluff mentioned that he would like the full Board and staff who are relevant from the Kennebunk Light & Power District to attend this workshop. Tibbetts stated that he will reach out to KLPD. Cluff wants to make sure the Town has a good understanding and it is KLPD's responsibility.

Resident Bob Girard encouraged the Board to hold the workshop. He stated he feels things are being rushed. Donovan stated that the Board of Selectmen does not have the authority to make the decision about the dams; the dams are owned by the Kennebunk Light and Power District. If this happens, he would like to come out of a workshop with three proposals for a Town vote at the Presidential election. Donovan further explained that the workshop is simply to find out where KLPD stand with the certification and decertification. The Board will not be making the decision.

Resident Donna Teague hopes the workshop will help people understand the consequences of the proposals. She would like to hear from the sewer, water and tax assessment offices as to how this dam removal will affect the Town. Donovan explained they will come up with some proposals that will go on a non-binding referendum and people will need to study.

Resident Lois Copeland stated that she supports Tibbetts and the Board in their efforts to respond and thinks the workshop is a great first step.

Resident Chauncey Copeland agrees and applauds the efforts to have workshops and walk through the options. Copeland asked if the workshop is open to the public. Tibbetts replied that it is and will be televised. Beal suggested holding the workshop in another area due to anticipated high attendance. Tibbetts mentioned it can be held in the auditorium.

Resident Ward Hanson asked the Board what is to stop KLPD from taking dams down before the workshop. Donovan again explained that until KLPD relinquishes the dams, there is nothing they can do.

Resident John Polletto asked if the KLPD and the Board will be getting information from other towns with similar situations. Donovan replied that KLPD has done this but the Board will not.

Resident Lois Copeland asked if residents will be notified if the dams are to be deconstructed before the Town can intervene. Donovan responded that the Town has a good relationship with the KLPD and would be surprised if there were no notifications.

A motion was made to move to a second reading on January 26th and have the workshop televised.

MOVED: Donovan
 SECONDED: Cluff
 DISCUSSION: None
 MODIFICATIONS: None
 VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

b. Discuss the Time and Attendance Bids – This is for a new time and attendance system to replace the existing antiquated non-integrated system, which is currently used by the employees at Town Hall and Public Services. Manual data entry is required to get time data input for the Recreation department’s part-time employees and all employees in the Fire and Police departments. This new system can be used by all departments and provides accruals and attendance reporting for employees and supervisors.

Bids were requested and four bids were received and opened in September. The top two systems were further analyzed by staff from various departments with live demonstrations to ensure the systems met all criteria.

The bid summary is shown below and a detailed listing of the bids/systems was included in the Board packet for your review.

Company Name	BiznusSoft	KRONOS	Andrews Technology	Cincinnati Time of Maine
In-house	n/a	n/a	\$38,190.00	\$34,430.00
Software as a Service (SaaS) (Cloud) (As listed on bids)	\$97,800/12 months (500 employees; purchased clocks)	\$1,008.5/month (100 employees; leased clocks)	\$35,000/12 months (250 employees; purchased clocks)	\$1,573.90/month (402 employees; leased clocks)
SaaS (Restated as 250 employees per month for 12 months; purchased clocks)	\$82,800.00	\$35,625.00	\$35,000.00	\$17,911.00

After our review, the system that best meets our needs, at the least cost, is the Attendance on Demand system proposed by Cincinnati Time of Maine at a price of \$17,911.00. The budgeted amount for this purchase is \$15,000.00. The difference can be funded from the remaining budgeted monies for the current maintenance of the time clock system. We have the funds for this SaaS (cloud) approach for all departments except the link to the IMC system used by the Police. We would need to budget \$4,000 for the IMC conversion link in next year's budget. This item was discussed with the Selectmen's Finance Subcommittee at their meeting on January 5th.

DISCUSSION:

Tibbetts explained that this item was discussed at last year's budget meeting. He went on to explain that they looked at bids in two perspectives; one being cloud-based and the other in-house. The lowest bid is from a cloud-based solution. The new system offers advantages such as elimination of manual data entry and offers more flexibility with time clocks. Not included in the price listed is a \$4,000 charge for a conversion link for the police system connection.

Karytko asked why is the Town going with a new system. Carolyn Hughes, HR Director, explained the current system is slow, inefficient, costs time and money. She also stated that the time clocks have been going down and the current software vendor is slowly withdrawing support. Some departments need to enter information manually. Karytko then asked if the new software can track different functions. Hughes replied that the new system will have the capability to use different job codes linking them back to the payroll system and because it is a cloud-based system, we will be able to have the data faster to check overtime, etc. Boothby asked if there is an escape clause if the Town is unhappy. Hughes answered that the software is billed monthly; the largest cost is the implementation. She further explained that the system is also available to be purchased if the Town decides to do so.

There was no public comment.

A motion was made to move this item to a second reading on January 26th.

MOVED: Karytko

SECONDED: Cluff

DISCUSSION: None

MODIFICATIONS: None

VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

c. Discuss Two Events for Kennebunk in 2016 – Both of these events would be coordinated with the Festival Committee using subcommittees and would occur in the summer of 2016.

1. **1776 Re-enactment Camp (New Event)**

This would occur on Friday, June 24 at 4:00 p.m., all day Saturday, June 25 and ending on the morning of Sunday, June 26.

The event would have demonstrations of revolutionary life, marching drills, musket demonstrations, and activities for children and families. The revolutionary soldiers would camp out at Parsons Field. They would be responsible for set-up, functioning and clean up. The Festival

Committee would assist with coordinating the event and provide \$1,000.00 (from their committee budget) to offset costs for this event.

2. Portland Symphony Orchestra (PSO)

A group of local residents would like to bring back the PSO this summer, on Thursday, July 28th at the Waterhouse Center.

The subcommittee "Music on Main Street" would raise all the necessary donations for this event. They would be a subcommittee under the Festival Committee. We would need to close Main Street, as we did for last year's performance. The committee would handle all announcements.

DISCUSSION:

Tibbetts explained that the Festival Committee likes the idea of the 1776 Re-enactment Camp but is hesitant going forward until the Board has had a chance to review. The Re-enactment Camp has requested to have camping and a fire pit. The Festival Committee does not think they have the authority to approve. Since the following item is regarding events, Cluff suggested discussing it first before deciding on this item. The Board agreed.

A motion was made to move this to a second reading pending the development of a policy by staff.

MOVED: Donovan

SECONDED: Karytko

DISCUSSION: Karytko asked if the date will impact any baseball games. Tibbetts responded that baseball ends by that time. Beal asked if issues from previous events at Parsons Field have been worked out. She has concerns around alcohol and open flames. Tibbetts explained it will be reviewed. Karytko asked what the \$1,000 is for. Tibbetts explained that it is the cost to host the re-enactment camp. Nancy Galloway and Lynn Abelson, co-chairs of the Festival Committee, came to the podium. They explained that they were hoping David Littleton, from the re-enactment camp, would attend tonight's meeting in order for the Board to ask questions. Parsons Field is in a residential area and the Festival Committee is concerned with additional costs over the \$1,000 to host this event. They further explained that they are looking for Board input. Boothby mentioned that if the Festival Committee is not happy with the Board's decision, they can still refuse. Beal mentioned that is a lot to ask the committee in monitoring the event. Beal also would like to hear the benefits to the Town. Festival Committee does approve of the Music on Main Street event.

MODIFICATIONS: None

VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

- d. Discuss Various Special Events and Timing Thereof – Over the course of one year, Kennebunk is host to approximately 40+ special events. These events are either non-profit organizations or Town events. The number of events from non-profit organizations that encumber the roadway to a certain extent is 17. While Town-sponsored events that encumber the roadway total eight. The remaining events do not impact the roadways. A summary of all events was included in the Board packet.

When we receive a request to hold a special event on public or private property that will affect the standard and ordinary use of Town-owned property, public streets, rights-of-way or sidewalks, and/or which requires additional levels of town services, we ask the requestor to fill out a special event application. This helps us evaluate the impact of the event and determine any associated costs they may require. This includes, but is not limited to, fairs, festivals, carnivals, sporting events, foot races/walks,

bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture/commercial filming. Special events do not include regular park activities, functions held on school properties that are sponsored by the school district, or regular work being performed by Town agencies. The special event application was included in the Board packet for your review.

As applications for special events are received, a few questions have arisen over this past year.

- How many events do we want in Kennebunk that affect our roadways?
- How many events should be held on any one weekend?

We have predominately received requests for special events from non-profits (seeking to fundraise), however, we are now receiving applications from businesses and individuals to hold events, and i.e. road races, etc. on Town roads that would profit from the event (they are not a non-profit individual or group).

The Town could regulate these events with a policy; a policy regulating some broad parameters might be appropriate. How would the Board like to proceed?

DISCUSSION:

Tibbetts explained that there has been an increase of requests to hold events in Kennebunk. He is concerned with the impact this can have to the community. There will be 17 town events this year, which will be held on Town property. Tibbetts' concern is with events such as road races, which require roads to be closed down. Tibbetts has spoken with the Town attorney and was told the Board can regulate events with a Board policy. Tibbetts is looking at events that are not impacting the town vs. those that are and has recently received requests for events from private individuals to raise money for their business. Boothbay asked if Tibbetts can come up with a draft policy. Cluff stated that a policy is a great idea but be careful not to have it too cumbersome, which may deter people from having events.

After discussion of motions, the Board agreed to go to a second reading for both (c) and (d) when a draft of the policy is ready. Tibbetts is hoping to have this by the next meeting on January 26th.

Resident Betsy Smith mentioned that she has encountered event volunteers by her property and was unaware of an event taking place. She requested notification to be added to the policy. The Board responded that her request is reasonable.

A motion was made to move this to a second reading pending the development of a policy by staff.

MOVED: Donovan

SECONDED: Karytko

DISCUSSION: None

MODIFICATIONS: None

VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

- f. Discuss the Pay-As-You-Throw Program and Bag Pricing – Recently, the Selectmen's Subcommittee on Solid Waste met to discuss the Pay-As-You-Throw (PAYT) program, Recycling, and the Transfer Station. The spreadsheet, which was included in the Board packet, reflects the program's history. This year a deficit will be realized in the enterprise fund for this program. We have not raised the price of bags for three years. That deficit can be eliminated by increasing the bag pricing or supplementary funding from the general fund.

DISCUSSION:

Tibbetts explained that the spreadsheet included in the Board documents dates back to 2006. The challenge has been volume vs. weight calculation. Cluff stated that as of October 31, 2015, there is a loss of \$36,000 and will be approximately \$100,000 by June. Morin recalled a discussion of having bags in place for a year and then determining how to assess fees. He also stated that he does not understand the barrels that the Town had to supply and the bags. He recommends putting back on the tax rolls or assess a user fee. Morin is not in favor of adjusting anything yet because there is no data going forward. Donovan responded that he also recalls discussion of holding bags for a year and then review. Karytko stated that he has heard people are using the system but not using bags and asked if misuse, when discovered, is being tracked. Cluff mentioned that orange tags are placed on the handles of the barrels if not bagged correctly. Karytko requested reviewing the report of those who have been tagged. Tibbetts stated that he will send the reports to Karytko. Morin mentioned that the Board needs to either subsidize the program or raise bag prices today to get through the year and expressed his unhappiness with the program. Cluff explained that the bags are a more equitable solution. Donovan noted with recycling up, people are using fewer bags. Downs mentioned the fixed cost is the actual pick up fee, which is \$299,400.

Resident Steve Bowley thought that the program was supposed to save residents money. Cluff explained that the price for the previous waste management company was going up and the contract was ending. Donovan mentioned that they need to come up with a plan to take care of this. Bowley asked the value of the containers that were swapped out. Tibbetts explained that there is no value and they are to be reissued when new homes are built. The cost of the barrels was included in the contract and the Town has paid for them. There is no value. It was part of the original deal. Tibbetts explained the town needed to go out to get smaller ones. Cluff mentioned that when we run out of that stock, the committee discussed adding a fee to new home construction. Morin thinks the public is willing to consider a lift fee. Beal asked if there is a capability to lift and bill each individual household. Morin suggested a quarterly billing.

Karytko asked if a workshop should be set up. Morin thought the subcommittee was going to bring a resolution to the Board. Cluff suggested making readjustments to bags and reconvene the subcommittee later. Tibbetts suggested asking the voters to make the decision in June of no bags or add to mil rate. Beal would like clear information on the mil rate so people can make an educated decision. Downs mentioned that they are looking at the coming year and the loss is approximately \$85,000.

A motion was made to move this item to a second reading on January 26th with a recommendation from the finance director on pricing including three options.

MOVED: Cluff
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

- g. Discuss the 2016 TIF Operational Expenditures – The Economic Development Committee has met with the Lower Village, Downtown and West Kennebunk Village Committees to discuss the operational expenditures. Included in the Board packet are the proposed expenditures for 2016.

DISCUSSION:

Cluff asked about Mat Eddy's, the Economic Development Director, salary amount being listed. Tibbetts explained that 100% of his salary is now taken out of the TIF. Morin asked if there was a meeting to discuss the size of the TIFs and how to generate the projects. Tibbetts replied that at the last discussion, the Board requested the EDC to come up with a list of projects for review. Morin stated that there is not enough data to move this to a second reading because there are no dollar amounts listed. Eddy stated that they were charged to look at potential projects in order to help the Board go through the decision process. Karytko mentioned that it is difficult to weigh the listed projects against other projects without a dollar amount and the list has these items in the priority that the committees decided upon. Board members noted some items had not been on the previous list. Eddy explained they were new. Beal stated that TIFs are not for life and will mature. Beal recommends reviewing now so when the impact happens, the Town is not left with large expenses. The Board discussed their concern that the projects listed did not have descriptions.

Donovan discussed moving both the 2016 TIF operational expenditures and the long-term capital TIF infrastructure to second readings. In addition, have individual members of the board review what is listed and if they have comments, changes, additions or deletions, bring forward at that time and vote. Cluff requested including the balances in the packet for review.

A motion was made to move this item to a second reading on January 26th.

MOVED: Donovan
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

- h. Discuss Long-Term Capital TIF Infrastructure Projects– The Economic Development Committee has reviewed the various projects by area with the Downtown, Lower Village and West Kennebunk Village Committees and has prioritized those items for discussion, funding and implementation. The listing was included in the Board packet for your review.

A motion was made to move this item to a second reading on January 26th.

MOVED: Donovan
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

The Chair proceeded to the next item.

- i. Discuss Any Other Business – None.

The Chair proceeded to the next item.

10. SELECTMEN'S COMMENTS

- a. Subcommittee Reports (if any) – Cluff – the Solid Waste Subcommittee has met to talk about trash. Additionally, the Finance Subcommittee has met to discuss things on tonight's agenda and on tax acquired property and how they want to move on that.
- b. Individual Selectmen Comments

Selectman Boothby

- Would like to know where they are in the budget. Use to get a sheet as to where we are quarterly. Tibbetts will get that for him. Morin mentioned that the Finance Committee did review the budget sheet.

Selectman Karytko

- The American Legion has a program for recycling used flags. Place them in a plastic bag and bring to the Legion hall on Water Street.
- He had a meeting with Tibbetts on the roads and they are looking at trying to get a plan by the next meeting. This will aid in putting things in perspective.
- He attended the West Kennebunk Village Committee. Family Fun Days will be August 6th, the Holiday Fair is on November 5th, Thanksgiving dinner on Thanksgiving Day, and the tree lighting is on December 3rd.
- Update on West Kennebunk lights. Christ Osterrieder, Town Engineer, stated the crew will be out in the next week or so to continue work.
- Minutes from the RSU 21 meeting? Tibbetts explained that they are not completed.

Selectman Cluff

- Great seminar today put on by the Economic Development Committee. Cluff described the event and thanked those that helped.

Selectman Beal

- Stopped in to the seminar for a bit today.
- She reminded people that it is winter and to please turn headlights on when necessary.
- Waterhouse Center - Patriot Riders have their chili contest on Saturday and there will be a skate swap.

Selectman Morin

- Explained to Karytko that the Board can pass the budget now and then can review again and turn back if necessary.
- Thank you to Eric Labelle with the last storm.

Selectman Donovan

- Appreciated the storm timeline also.
- He will not be at the next meeting because he will be away.

The Chair proceeded to the next item.

11. TOWN MANAGER'S COMMENTS/NOTES

- a. Downtown Committee Representative Appointment to the Comprehensive Plan and Zoning Ordinance Update Committee – The Downtown Committee did not have a quorum at their January 7th meeting. If they choose a representative later, we will place the appointment on a future agenda.
- b. Martin Luther King Jr. Day - Monday, January 18th
- Town Hall and Department of Public Service will be closed
 - Transfer Station will be closed (closed Sunday and Monday every week).
 - Curbside collection of trash and recycling will take place as usual all week.

DISCUSSION:

Morin had heard from a number of people that having the transfer station closed for four days over the last holiday season was inconvenient. Tibbetts will speak with the owner and mentioned it will not be the same problem next year due to rotating holidays.

12. EXECUTIVE SESSION(S)

- a. Discuss a Personnel Issue with the Town Manager, Finance Director, Public Services Director, and Human Resource Director - Title 1 MRSA Sec. 405(6)(A)

A motion was made to go into Executive Session at 8:58 p.m.

MOVED: Donovan
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

Upon coming out of executive session, the Board had nothing to report.

13. ADJOURNMENT

A motion was made to adjourn the meeting at 9:37 p.m.

MOVED: Donovan
SECONDED: Karytko
DISCUSSION: None
MODIFICATIONS: None
VOTE: 6 in favor, 1 absent (Schulte). The motion carried.

Deborah Beal, Secretary
Kennebunk Board of Selectmen

Minutes Approved: _____

7.a.

BID OPENING

Bid Subject: 1973 Dodge Brush Truck (sale of)

Date & Time: January 21, 2016 – 4:05 p.m.

Location: Town Manager's Outer Office

In Attendance:

Town Manager or Finance Director: Barry Tibbetts

Department Head or Municipal Employee: Chief Jeff Rowe, Kathy Nolette

Bids Received (55 bids were received):

Bidder	Amount	Town, City Zip
Barry Moses	\$5,973.73	Kingston, NH 03848
Stephen Silverman	\$5,200.00	Norway, ME 04268
Charles Cameron	\$3,756.97	Ellsworth, ME 04605
Michael Pawloski	\$3,701.01	No. Hatfield, MA 01066
William Briggs	\$3,556.00	Center Conway, NH 03813-0298
Barry Warnke	\$3,550.00	Woolwich, ME 04579
Gilman Parent	\$3,550.00	Kennebunkport, ME 04046
Kendrick Parker	\$3,500.00	Winthrop, ME 04364
Howard Rogers	\$3,476.76	Sanbornville, NH 03872
Cole Lane	\$3,150.00	Patten, ME 04765
Wayne Dumas	\$3,011.00	Kennebunk, ME 04043
Ethan Bensley	\$3,001.99	Eliot, ME 03903
Anthony Bourgoine	\$2,600.00	
Jeffrey Dionne	\$2,550.00	Hooksett, NH 03106
Norman Millett	\$2,525.00	W. Paris, ME 04289
Robert Whitey Carpenter	\$2,501.00	Bar Harbor, ME 04609
Paul Poirie, Inc Building Movers	\$2,500.00	Saco, ME 04072
Mario Binette, Champion Auto	\$2,378.55	Arundel, ME 04046
Ken W. Evans	\$2,375.00	Tyngsboro, MA 01879-1621
Sheldon Hanington	\$2,360.00	Lincoln, ME 04457
Wayne Morris	\$2,180.00	Wells, ME 04090
Eric St. Onge	\$2,150.00	Sanford, ME 04073
Kole Lord	\$2,001.00	Monhegan, ME 04852
James Cenci	\$2,000.00	Brookline, NH 03033
David Limacker	\$1,856.00	Eddington, ME 04428
Caroline Smith	\$1,775.00	Kennebunk, ME 04043
Matt Scruton	\$1,755.25	Rochester, NH 03867
Mike Falvey	\$1,751.50	Bangor, ME 04402
Patrick Wiley	\$1,750.00	Kennebunk, ME 04043
Taylor Richardson	\$1,750.00	
Lawrence Kullgren	\$1,695.37	Francestown, NH 03043-3402
James McGrath, A Pro Rooter	\$1,685.00	Holbrook, MA 02343

Justin Carl	\$1,675.00	Bingham, ME 04920
Shawn Fahy	\$1,653.00	No. Berwick, ME 03906
Justin Carl	\$1,650.00	Bingham, ME 04920
Philip O'Connor	\$1,650.00	Scarborough, ME 04074
William Larkin	\$1,579.99	Wells, ME 04090
Doug Nye, Resurrection Garage	\$1,260.00	Thorndick, ME 04986
Benjamin Pierce	\$1,255.00	Bethel, ME 04217
Kevin Fish	\$1,251.00	Hampden, ME 04444
Mark Saunderson	\$1,225.00	Trumbull, CT 06611
Ideal Auto Supply, Inc.	\$1,180.00	Colebrook, NH 03576
Seth Wilbur	\$1,100.00	Islesboro, ME 04848
Dana Ingham	\$1,058.00	Kennebunk, ME 04043
Brown's Exit 27	\$1,025.00	Gardiner, ME 04345
Mike Robinson	\$1,000.00	Atkinson, ME 04426
Richard Deprey	\$1,000.00	Turner, ME 04282
Ryan Turcotte	\$850.00	Mechanic Falls, ME 04256
John Lane	\$817.00	No. Yarmouth, ME 04097
Maurice Collins	\$630.00	Lewiston, ME 04241
Maurice Collins	\$630.00	Lewiston, ME 04241
Kenneth Sprague	\$600.00	Trenton, ME 04605
Mark Gay	\$501.00	York Beach, ME 03910
J. P. Haley-Read	\$500.00	Kennebunk, ME 04043
Robert Eaton	\$101.00	Bridgton, ME 04009

Recommendation:

The Fire Chief is recommending selling the 1973 Dodge Brush truck to the high bidder, Barry Moses, at a price of \$5,973.73.

Award:

The award will be made at the Selectmen's meeting on January 26, 2016.

8.a.

BID OPENING

Bid Subject: 2016 Single Axle Dump Truck (purchase of)

Date & Time: January 15, 2016 at 2:30 p.m.

Location: Town Manager's Outer Office

In Attendance:

Town Manager, Town Clerk, or Finance Director: Barry Tibbetts

Department Head or Municipal Employee: Kathy Nolette

Bids Received:

Company	Bids	
Portland North Truck Center	Base Bid: (H.P. Fairfield Package)	\$164,404.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Portland North Truck Center	Base Bid: (Tenco/Messer Package)	\$187,830.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Portland North Truck Center	Base Bid: (Viking Cives Package)	\$165,265.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Tenco/Messer Package)	\$188,336.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (H.P. Fairfield Package)	\$164,910.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Viking Cives Package)	\$165,771.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
O'Connor Motor Co.	Base Bid: (H.P. Fairfield Package)	\$189,228.00
Portland, ME	Deduct Alt. 1 (allowance for trade-in)	0
	Add Alt. 1 (extended warranty)	\$11,289.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Tenco/Messer Package)	\$194,473.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (H.P. Fairfield Package)	\$171,047.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Viking Cives Package)	\$171,908.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Plow Equipment only:	Subtotal	
Viking Cives	Equip. less Chassis	\$77,285.00
Lewiston, ME	Viking package	

2016 Single Axle Dump Truck
Bid Opening Sheet
Page Two.

Recommendation:

The Public Services Director recommends accepting the low bid from Portland North Truck Center with the HP Fairfield Package for \$164,404.00, without the extended warranty.

Award:

The award will be discussed at the Selectmen's meeting on January 26, 2016.

x:\kathydata\bidshighway\2015 single axle dump trucks bid\2016 single axle dump truck bid opening sheet 2016-01-15.doc

8.c.

Request of Quotes for Time and Attendance System

To meet the needs of all departments for a robust Time and Attendance system quotes were requested on two different configurations – Software as a Service (Cloud or Hosted system) and Self Hosted (on our server). There were four responses:

- Cincinnati Time Systems of Maine and Andrews Technology quoted both configurations.
- Biznus Soft Inc. and Kronos quoted only the Software as a Service (SaaS) configuration.

Bid prices for the SaaS option were recalculated from the information in the bid documents to be based on a count of 250 active employees over 12 months to provide a fair comparison. The original and recalculated amounts are shown on the bid-opening spreadsheet.

The RFQ asked each company to provide costs for time clocks and other data input devices for comparison purposes. As the final implementation plan will determine the exact time clock configuration, these costs were not a consideration in the recommendation. Andrew's Technology, Cincinnati Time of Maine and Kronos indicated an option for time entry through smart phone and tablet applications in their bids.

Cincinnati Time Systems of Maine and Andrews Technology were invited to demonstrate their systems to a group of employees from all departments. Both systems were able to meet the demands of the departments and each had different features that the users found interesting.

The IT Director, Richard Boucher reviewed the operating requirements of both self-hosted systems and determined that while our current IT system could handle the basic functioning of the proposed systems, communication functions giving more access options to the system could not be handled securely. It would require additional hardware, software and manpower to avoid opening a vulnerable pathway into our systems. The IT Director looked at the security in the SaaS versions of these systems and indicates it would be a better configuration choice. A problem with our current time keeping system is its lack of links to other systems and entry options.

The Firehouse system used by the KFR can export data into a standard format file. The current IMC system used by KPD cannot export data in any form. A new module at a cost of \$4450 would be needed for this function. Both Cincinnati Time and Andrews Technology demonstrated how these links would work.

Recommendation

The Attendance on Demand (AoD) system bid by Cincinnati Time of Maine is the least costly initially and over 5 years. They have demonstrated all the required features, including the link to MUNIS. Other Towns in the area using MUNIS have, or plan to move to AoD. Several interesting features though not required in the RFQ are standard in the software and would be useful additions for our supervisors and managers. The employees viewed the demonstration by Cincinnati Time favorably, especially some of the included extra features.

Cincinnati Time has an established procedure for moving their Time Trak customers to the AoD System. Their relationship with the Town would ease the implementation of the software. Their references that have made this shift are happy with the results. Cincinnati Time is familiar with the Firehouse system used in the Fire/Rescue Department and demonstrated an easy procedure to export data into AoD that they have developed for other customers. This link would be a key component of the initial implementation. The link to IMC, while important would be pursued later.

With the concurrence of the IT Director I recommend that we start this system as the SaaS configuration and evaluate the cost/benefits of the SaaS vs. self-hosted versions yearly. The time clocks should be purchased as a mix of standard time clocks and tablet computers to reduce both upfront and ongoing costs. At no extra cost, links to the system would also be provided on current computers, including those in the police cruisers. Expanding the access to smart-phones would be done on a case-by-case basis with the needs of the Recreation Department as prime consideration.

The cost for the software and implementation would be under the budget amount of \$15,000. Careful consideration of time clock purchases and the use of tablets, existing computers and smart phones could reduce the bid price of \$8030 to \$4000 for hardware. The total cost, including hardware maintenance, would be funded through the budgeted amount and savings from canceling the maintenance of the current time clock system.

Cincinnati Time of Maine has developed a link to the Amano security system that could be purchased at a later time.

Time and Attendance:

Bid Opening: September 10, 2015.

Total Bid Price				
Company Name	BiznusSoft	KRONOS	Andrews Technology	Cincinnati Time of Maine
In-house	n/a	n/a	\$38,190.00	\$34,430.00
SaaS (Cloud) (As listed on bids)	\$97,800/12 months (500 employees; purchased clocks)	\$1,008.5/month (100 employees; leased clocks)	\$35,000/12 months (250 employees; purchased clocks)	\$1,573.90/month (402 employees; leased clocks)
SaaS (Restated as 250 employees/month for 12 months; purchased clocks)	\$82,800.00	\$35,625.00	\$35,000.00	\$17,911.00

Option 1 Software as a Service
Cost Break Down

Vendor	Andrews Technology	Cincinnati Time of Maine
Software 250 employees/month	\$767.50	\$806.50
For 12 months	\$9,210.00	\$9,678.00
Implementation	\$5,975.00	\$2,615.00
Software subtotal	\$15,185.00	\$12,293.00
Hardware as Quoted	\$15,145.00	\$4,070.00
Yearly Maintenance	\$4,670.00	\$1,548.00
Hardware Subtotal	\$19,815.00	\$5,618.00
Total	\$35,000.00	\$17,911.00

Monthly Operating costs

- software	\$767.50	\$806.50
- maintenance	\$389.17	\$129.00
Total per month	\$1,156.67	\$935.50
For 12 months	\$13,880.00	\$11,226.00

Calculations

Vendor	Andrews Technology	Cincinnati Time of Maine
Per Employee Per Month	2.75	2.95
Per Supervisor per month	4	included
Hosting/Other monthly fees	included	69
250 employees/20 supervisors	\$767.50	\$806.50

Option 2 Local Hosting
Cost Break Down Restated at 250 employees

Vendor	Andrews Technology	Cincinnati Time of Maine
Software for 250 employees	\$9,600.00	\$14,100.00
Implementation	\$7,975.00	\$2,495.00
Software subtotal	\$17,575.00	\$16,595.00
Hardware as quoted	\$15,945.00	\$8,030.00
Maintenance	\$4,670.00	\$5,740.00
Hardware Subtotal	\$20,615.00	\$13,770.00
Total	\$38,190.00	\$30,365.00
On-going yearly costs	\$4,670.00	\$5,740.00
- maintenance		

Note: Additional requirements to run all features would cost over \$60,000 per year.

8.d.

TOWN OF KENNEBUNK

SPECIAL EVENT POLICY

1. All events held in Town on public land must complete the Special Event Application.
2. Priority for scheduling events:
 - a) Town Sponsored Events (including those in conjunction with Waterhouse Events)
 - b) RSU #21, Library and Utility Districts
 - c) Non-profit Community Organizations
 - d) Private and Commercial Events
3. The Town shall not allow two road events on the same weekend in the same area of Town; the Town is divided into three main areas; Downtown, Lower Village and West Kennebunk.
4. The Town shall not allow two events on the same day in the same area on Town roads.
5. For a two-day event on any given weekend, the Board of Selectmen must approve event.
6. The Town shall allow reservations of a date six-months in advance only.
7. Scheduling for the Waterhouse Center will be handled through the Recreation Office (207-604-1335). The Special Events Application will not be considered approved until it has been reviewed and signed by appropriate Town Staff.
8. Use of Town land for an event needs to result in the least impact to the residents. Applicant shall bring in additional personnel to manage the event per the Town Staff's recommendation.
9. Use of any other space not indicated on the application for this event within the Town is prohibited unless prior approval is given.
10. Certificate of insurance will be required for all events, excluding events held by the Town. **The Certificate of Liability Insurance must state under Description of Operation: Town of Kennebunk is an Additional Insured regarding the (must put in title of event) being held in Kennebunk, Maine.** One million dollars (\$1,000,000.00) will be considered the minimum amount of liability coverage acceptable to the Town. Non-profit community organizations will be required to sign an agreement holding the Town harmless for liability resulting from the activity taking place on Town property. Governmental entities (i.e. RSU #21 and local Utility Districts) will be exempt from this requirement.
11. The Town's Code Enforcement Officer must approve, by permit, any signs used in conjunction with an event.
12. Any decorations/set up must meet the current Fire Code. If there are any questions regarding this code, please contact the Fire Department (207-604-1340). All supplies/equipment must be flame retardant and stored per Fire Code.
13. It is the responsibility of the person/group using the designated area of Town to make arrangements for all set up and tear down work. If an event requires set up on the day prior to the event, the Town must be noticed and this must be approved.
14. The applicant must supply all equipment. Any equipment brought to the Town must be removed at the end of the event unless given prior written approval from the Recreation Department to have equipment picked up at a later date. All requests must be done in writing prior to the event. Any equipment left on premise after the event without prior approval could be assessed a storage/handling fee which will be deducted from the deposit.
15. → There shall be no taping, stapling, nailing or hanging up of any posters, banners or anything of this sort on telephone poles, walls, posts, windows or doors unless approved in advance by the application. Cost associated to repair any damage from these postings is the responsibility of the applicant.

**TOWN OF KENNEBUNK
RELEASE AND INDEMNITY AGREEMENT**

In consideration of the permission given to the undersigned by the Town of Kennebunk, allowing use of Town Property for the following date(s) _____, 20____, _____ (name of organization/ renter), the undersigned, does forever release, discharge and covenant to hold harmless the Town of Kennebunk and any other person or agent of said Town charged or chargeable with responsibility or liability for the use of the Town Property, their heirs, administrators, executors, successors and assigns, from any and all claims, demands, damages, costs, expenses, loss of services, actions and causes of action, arising out of any act or occurrence up to the present time, and particularly on account of all personal injury, disability, property damage, loss or damages of any kind sustained or that may hereafter be sustained, in consequence of the use by _____ (name of organization/ renter) of said Town Land on the date(s) above specified.

The undersigned agrees, as a further consideration and inducement for this release and indemnity agreement, that it shall apply to all known, all unknown and any and all unanticipated injuries and damages directly and indirectly resulting from the use of Town Land, as well as to those, which are presently foreseeable.

Signature of Responsible Party

Date

Printed Name of Responsible Party

Address of Responsible Party

Phone Number of Responsible Party

Special Events Application

Numbered Events	Name of Event	Date of Event	Location Area Beach Downtown WK	Road / Town	Start time	Finish time	Overall Time	Est. # Participants	Estimated Attendance
		Yellow=Same Day Same Area							
		Same Weekend Different Same Areas roads							
		Same Weekend Different Areas with roads							
		Same Weekend Same Area No roads							
		Same Weekend Same Area Roads and non-roads							
		Same Weekend Different Area Roads and non-roads							
1	Annual Atlantic Plunge to Benefit Caring Unlimited	1/1/15	Beach	Road	11:00am	11:30am	9:00am-11:30am	75-100	150-200
2	Kennebunk Winterfest	2/6/2015, 2/7/2015	Waterhouse, Auditorium	Town	Varied 2 Day Event			12	100-150
3	One Billion Rising	2/14/15	Downtown	Road	12:00pm	1:00pm	11:00am-1:00pm	20-30	20-30
4	Chillfest	Sat or Sun throughout March & April	Beach	Road	8:00am	5:00pm	7:00am-5:00pm	54	70
5	I Love You Show	3/7/15	Auditorium	Neither	10:00am	3:00pm	10:00am-3:00pm	50	300
6	Race to Educate	4/12/15	Downtown/Waterhouse	Road	8:30am	3:00pm	7:00am-3:00pm	600	800
7	Wellness Fair	4/18/15	Waterhouse	Town	10:00am	2:00pm		Varied	Varied
8	Community Yard Sale	4/19/15	Waterhouse	Town	9:00am	2:00pm	7:00am-3:00pm	Varied	Varied
9	ASPCA'S National Help A Horse Day Parade	4/26/15	West Kennebunk	Road	11:30am	12:00pm	9:00am-12:00pm	50	150
10	Annual Run/Walk for Homelessness & Hunger	5/2/15	Roads Around Beach Area	Road	9:00am	11:00am	7:00am-11:00am	200	300
11	May Day Festival	5/2/15	Downtown, Waterhouse	Town/Road	8:00am	5:00pm	6:00am-5:00pm	150+	1000+
12	River Tree Arts Dance Recital	5/9/15	Auditorium	Neither	2:00pm	6:00pm	8:00am-6:00pm	25	100
13	Maine Coast Marathon	5/10/15	Downtown (Fletcher St to Western Ave)	Road	7:30am	9:45am	4:30am-9:45am	900-1,000	Varied
14	Family Fun Day Bouncapalooza	5/23/15	Waterhouse	Town	4:00pm	7:00pm	1:00pm-9:00pm	300	300+
15	Annual Kennebunk Beach Classic Road Race	6/7/15	Roads Around Beach Area	Road	9:30am	11:00am	7:30am-11:00am	300	450
16	Spirit of Maine	6/11/15	Lower Village Western Ave	Road	7:00pm	11:00pm	2:00pm-11:00pm	50	450
17	Grand Tapas Party	6/13/15	Pilot House Boatyard	Neither	12:00pm	4:00pm	8:00am-4:00pm	150	700
18	Kennebunks Tour de Cure	6/14/15	Throughout Kennebunk & Beach	Road	7:00am	3:00pm	5:00am-3:00pm	900	1200
19	Special Surfer Night	6/16/2015, 7/21/2015, 8/18/2015	Beach	Neither	4:00pm	8:00pm	2:00pm-8:00pm	100 +	300 +
20	Old Home Week Festival	6/27/15	Downtown, Waterhouse	Town/Road	8:00am	3:00pm	7:00am-3:00pm	100-200	1000 +
21	Annual Library Race	7/10/15	Downtown	Town/Road	6:00pm	8:00pm	3:00pm-8:00pm	500	550
22	Village Art Walk	One Thursday a Month June - December	Lower Village	Neither	5:00pm	8:00pm	5:00pm-8:00pm	13 art galleries	Varied
23	KBIA 5K "A Day At The Beach"	7/12/15	Roads Around Beach Area	Road	8:30am	2:00pm	7:00am-2:00pm	400	400
24	Nicole's 5k Run/Walk	7/18/15	Roads Around Beach Area	Road	8:30am	10:00am	6:00am-10:00am	350	330
25	Aptalis CF: Cycle for Life	7/18/15, 7/19/15	Roads Around Beach Area	Road	9:00am	2:00pm	9:00am-2:00pm	200	200
26	25th Anniversary Celebration of the Senior Center at Lower Village		Waterhouse	Town/Road	4:00pm	8:00pm	4:00pm-8:00pm	50	250
27	Tommy McNamara Charitable Wiffleball Tournament		Lower Village	Neither	8:00am	6:56pm	8:00am-6:45pm	150	225
28	West Kennebunk Fun Day	8/1/15	West Kennebunk	Town/Road	9:00am	2:00pm	6:00am-2:00pm	75	250
29	Bike MS Great Maine Getaway	8/8/2015, 8/9/2015	Roads Throughout Kennebunk	Road	8:00am	10:00am	8:00am-10:00am	423	N/A
30	Norman Rockwell Small Town America	8/15/2015, 8/16/2015	Auditorium	Neither	9:00am	6:00pm	9:00am-6:00pm	300	300
31	Waterhouse Youth Endowment Rick Charette Concert	9/10/15	Waterhouse	Town	6:00pm	8:30pm	3:00pm-8:30pm	5	250-300
32	Strut Your Mutt	9/13/15	Beach	Road	9:00am	1:00pm	7:00am-1:00pm	250	250
33	Bike Maine	9/18/15, 9/19/15	Waterhouse, Parson's Field, Teen Center, Local Roads	Road	Varied 2 Day Event			400	500-600
34	Middle School Superwalk	9/25/15	West Kennebunk, Eastern Trails	Neither	9:00am	11:30am	7:30am-11:30am	550	N/A
35	KHS Homecoming Parade	10/3/15	Downtown	Town/Road	2:00pm	2:40pm	1:00pm-2:40pm	300	300
36	Harvestfest	10/10/15	Downtown, Waterhouse	Town/Road	8:00am	3:00pm	7:00am-3:00pm	50-75	500
37	Rocktoberfest	10/17/15	The New School	Neither	12:00pm	5:00pm	10:00am-5:00pm	25-30	50-100
38	Christmas Tree Lighting	11/28/15	Downtown, Waterhouse	Town/Road	4:30pm	6:00pm	3:00pm-6:00pm	50	500+
39	Prelude	12/4/2015, 12/5/2015, 12/6/2015	Lower Village	Town/Road	Varied 3 Day Event			Varied	Varied
40	Prelude Family Skating Party & Christmas Market	12/10/15	Waterhouse	Town/Road	6:00pm	9:00pm	5:00pm-9:00pm	30	300
41	Seaside Santa Dash	12/12/15	Roads Around Beach Area	Road	10:00am	12:00pm	6:00am-12:00pm	300	350-400
42	Carols on Ice	12/20/15	Waterhouse	Town	2:00pm	4:00pm	1:00pm-4:00pm	40	200
43	New Years Eve Kennebunk	12/31/15	Waterhouse	Town	6:00pm	12:30am	5:00pm-12:30am	15	100 +

Town of Kennebunk, Maine



Special Event Application

Persons requesting to hold a Special Event in the Town of Kennebunk must complete and submit a "Special Event Application" and submit the application to the Parks and Recreation Department preferably at least sixty (60) days prior to the requested event date. The Town requires a minimum of ten (10) business days to process the application.

For purposes of this application, a "Special Event" shall be defined to mean: Any activity which occurs upon public or private property that will affect the standard and ordinary use of Town-owned property, public streets, rights-of-way or sidewalks, and/or which requires additional levels of town services. This includes, but is not limited to, fairs, festivals, carnivals, sporting events, foot races/walks, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming. Special Events do not include: regular park activities, functions held on school properties that are sponsored by the school district, or regular work being performed by Town agencies.

1) Event Information

Date of Event _____

Name of Event _____

Location of Event _____

Start Time of Set Up _____

Start Time of Event _____

Finish Time _____

Description of Event _____

Estimated # of Participants _____

Estimated Attendance _____

Mailing Address: 1 Summer Street, Kennebunk, ME 04043
Website Address: <http://www.kennebunkmaine.us/>
E-Mail: bcostello@kennebunkmaine.us



Will food be served or sold? Yes _____ No _____ If yes what? _____

Will anything else be distributed or sold? Yes _____ No _____
If yes what? _____

What equipment, materials, displays and the like will you bring on site? _____

Will you use signs or banners? Yes _____ No _____
If yes, how many? _____ Size(s) _____
Is there a need for portable restrooms? Yes _____ No _____

2) Organization Information

Name of Organization _____

Address _____

Business Telephone _____ Fax _____

E-mail _____

Is this an annual event? _____ If so, how many years has it been run? _____

Are you a non-profit organization? Yes _____ No _____

Do you have a 501(c)(3)? Yes _____ No _____

501(c)(3) Number _____

3) Contact Person/Event Coordinator

Name _____

Address _____

Telephone _____ Cellular _____

E-mail _____

Relation to above organization _____

4) Type of Event

Festival / Fair

Race / Walk / Bike Ride

Concert

Parade / March

Other-please clarify _____

If held in the past, is this event changing this year? Yes _____ No _____

If so, how? _____

Will there be entertainment? Yes _____ No _____ If yes, please list location, times, who, live and the like:

5) General Service Questions

5.A Department of Public Works

Is the use of barricades necessary/requested for this event? Yes _____ No _____

If yes, number needed _____

Will it be necessary to cover street and/or parking signs or post No Parking signs for this event? Yes _____ No _____ If yes, please note on diagram to be attached or shown on the reverse side of this page.

What is your plan for cleanup and debris disposal for this event?

Is any other Public Works assistance anticipated? Yes _____ No _____

If yes, please describe _____

5.B Parks and Recreation Department

Will this event take place in a Town park or on Town property? Yes _____ No _____

If yes, where? _____ Who have you spoken with in the Recreation Department? _____

Is the Use of the Town of Kennebunk Parks and Fields Request Form signed and enclosed? Yes _____ No _____

Is any Parks and Recreation assistance needed? Yes _____ No _____

5.C Fire Department / Rescue

Will the Fire Department/Rescue have access to all sites at all times in the event of an emergency? Yes _____ No _____

Will you have First Aid or medical staff present? Yes _____ No _____

If so, who and qualifications _____

Will there be any use of fire such as a bonfire? Yes _____ No _____

If yes, the applicant must obtain a fire permit from the Fire Department and attach a copy of the permit to this application.

5.D Police Department

Is there a need for traffic control for this event? Yes _____ No _____

Is there a need for crowd control for this event? Yes _____ No _____

If you answered yes to any of the above questions from 5D (Police Dept), you must contact the Police Dept at 985-6121 prior to filling out the required attached Police Scheduling Detail.

6) Site Plan Sketch of Special Event (Completed by Event Coordinator)

Please provide the following information, if applicable: (attach a separate map if necessary)

- General Map of Vendor Locations
- Street Closures/Parking Information Locations
- Location of Event Coordinator's Booth
- Location of Garbage Can
- Location of Water/Electricity Source
- Location of Loudspeakers/Rest Facilities
- Location of Tents/Stages/Grandstands

7) Indemnification and Release Provisions: Applicant must provide a Certificate of Liability Insurance with the minimum amount insurance being one million dollars (\$1,000,000.00). The following wording must be put in under DESCRIPTION OF OPERATIONS: *The Town of Kennebunk is an additional insured as respects to (name of event) being held on (date(s) of event) being held by (name of insured)*

In consideration for being permitted to use any Town of Kennebunk facility(ies) and/or rights-of-way, the applicant agrees to defend, indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Town facilities and/or rights-of way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

8) Municipal Services and Materials

The Town reserves the right to require municipal services as reasonably deemed necessary by Town staff. If Town materials/equipment, other than motorized vehicles, are needed for the event, a deposit will be required, with the deposit based on the cost of materials/equipment borrowed (up to \$250).

Applicant's Statement of Agreement:

Everything I have stated on this agreement is correct to the best of my knowledge and I have authority on behalf of the firm or agency holding this event to commit it to the statements contained herein. This permit, if granted, is not transferable and is revocable at any time at the discretion of the Town of Kennebunk.

Applicant Signature: _____ Date: _____

Title: _____

Guidelines for events:

- Applicant shall comply with all State of Maine and Town ordinances
- Participants shall use sidewalks and crosswalks where appropriate
- Any trash generated during the event must be collected by the applicant before the end of the event
- Proper advance notifications of persons living and residing within the affected area shall occur

Town of Kennebunk, Maine

Special Event Application

Event Name: _____

Event Date: _____

Date Received: _____

Office Use Only:

Are there any other events occurring on this date? Yes _____ No _____

If yes, please list event name _____

Event start time _____ Event end time _____ # of people expected _____

Police: Is the electronic message board needed for this event? Yes _____ No _____

Public Services: Is the message board available for this event? Yes _____ No _____

If yes, Date to go up _____

Date to take down _____

Language to be used on sign:

*Special Event Permit Approval Signatures***

****This form must be completed within 5 business days from the date received and given to the Town Manager for final approval.**

Recreation Director _____ Date _____
Or designee _____

Police Chief _____ Date _____
Or designee _____

Public Works Director _____ Date _____
Or designee _____

Town Clerk _____ Date _____
Or designee _____

Code Enforcement Officer _____ Date _____
Or designee _____

Fire Chief _____ Date _____
Or designee _____

Rescue Chief _____ Date _____
Or designee _____

Town Manager _____ Date _____
Or designee _____

****This form must be completed within 5 business days from the date received and given to the Town Manager for final approval.**

KENNEBUNK POLICE DEPARTMENT SCHEDULING DETAIL REQUEST/SCHEDULING/PAYROLL SHEET	_____ _____ _____	OFFICE USE ONLY <input type="checkbox"/> POSTED ON BOARD <input type="checkbox"/> SCHEDULED <input type="checkbox"/> IN IMC
---	-------------------------	---

DATE: _____ IMC CALL # _____

RECEIVED BY: _____

DETAIL FOR: _____

GENERAL DUTY
 TRAFFIC CONTROL DUTY
 SECURITY DUTY

HOW MANY OFFICERS: _____ HOW MANY CRUISERS: _____

DATE(s)	DAY(s)	HOUR(s)
_____	_____	-
_____	_____	-
_____	_____	-

LOCATION TO REPORT TO & SPECIAL INSTRUCTIONS: _____

DETAIL REQUESTED BY: _____

CONTACT PERSON: SAME OTHER: _____

TELEPHONE NUMBER FOR CONTACT PERSON: _____

BILL TO: _____

For events on any town owned property, an application must be obtained from Parks & Recreation before we can approve a request for a detail officer.

Signed copy of Facility Request Form shown on: _____ KPD Initials _____

***TO AVOID BEING CHARGED, TOWN/SCHOOL DETAILS REQUIRE 4 HOUR CANCELATION NOTICE. ALL OTHER DETAILS REQUIRE 8 HOUR CANCELATION NOTICE.**

	Public	Private	Minimum
<input type="checkbox"/> Detail Rate	\$40.00 p/hr	\$50.00 p/hr	4 hours
<input type="checkbox"/> Detail Rate With Cruiser	\$45.00 p/hr	\$55.00 p/hr	4 hours

8.e.

Town of Kennebunk Solid Waste & Recycling		2006	2007	2008	2009	2010	2011	2012	2013	2014	12/31/2015 2015	2016	2017	Line
Data based calendar years:														
1	Tons of residential trash collect by Oceanside & Pine Tree	2,264.72	2,160.73	2,122.90	2,104.20	1,962.59	1,872.89	1,829.82	1,794.38	1,753.70	1,768.25			1
2	(Oceanside 7/1/05-6/30/15 / Pine Tree 7/1/15 ->)		-4.59%	-1.75%	-0.88%	-6.73%	-4.57%	-2.30%	-1.94%	-2.27%	0.83%			2
Data based calendar years:														
3	MERC/Pine Tree tipping fee per ton	\$55.73	\$60.21	\$65.73	\$66.28	\$68.13	\$82.62	\$85.74	\$70.50	\$71.50	\$72.50	\$73.50	\$74.50	3
4			8.04%	9.17%	0.84%	2.79%	21.27%	3.78%	-17.77%	1.42%	1.40%	1.38%	1.36%	4
Data based calendar years:														
5	Total residential tipping fees paid to MERC & Pine Tree	\$126,213	\$130,098	\$139,538	\$139,466	\$133,711	\$154,738	\$156,889	\$126,504	\$125,390	\$128,198	\$0	\$0	5
Data based calendar years:														
6	Quantity of PAYT bags and tags sold by local retailers (Qty in cases)										Thru 10/31/15			6
7	Blue Bags (15 gallon)	290	303	289	288	312	319	307	347	392	370			7
8	Purple/Green Bags (33 gallon)	452	448	408	389	386	413	396	527	515	412			8
9	Yellow Tag (33 gallon container)	103	118	91	74	81	102	47	18					9
10	Orange Tags (45 gallon container)	142	137	107	96	91	62	97	35					10
11	1 case = 40 packages of 5 bags or tags per package	987	1,006	895	847	870	896	847	927	907	783	-	-	11
Changed May 2007														
12	Retail price per bag and tag								Changed May 2013					12
13	Blue Bags (15 gallon)	\$0.85	\$0.85	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.45	\$1.45	\$1.45			13
14	Purple/Green Bags (33 gallon)	\$1.80	\$1.80	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00			14
15	Yellow Tag (33 gallon container)	\$2.05	\$2.05	\$2.90	\$2.90	\$2.90	\$2.90	\$2.90	Eliminated May 2013				15	
16	Orange Tags (45 gallon container)	\$4.00	\$4.00	\$5.40	\$5.40	\$5.40	\$5.40	\$5.40	Eliminated May 2013				16	
Data based fiscal years:														
17	PAYT bag and tag revenue	\$367,995	\$352,224	\$371,355	\$364,005	\$348,552	\$349,459	\$339,701	\$335,330	\$439,312	\$398,049	\$200,298		17
Data based on fiscal years:														
18	Curb-side pick-up fees allocated to recycling	\$178,000	\$184,230	\$188,983	\$197,109	\$202,194	\$207,411	\$212,762	\$219,570	\$225,235	\$231,046	\$144,650		18
19	Curb-side pick-up fees allocated to PAYT	\$206,899	\$214,140	\$219,665	\$229,111	\$235,023	\$240,891	\$247,106	\$255,014	\$261,593	\$268,342	\$149,700		19
20	Total Collection Costs (excludes fuel adj)	\$384,899	\$398,370	\$408,648	\$426,220	\$437,217	\$448,302	\$459,868	\$474,584	\$486,828	\$499,388	\$294,350	\$0	20
			3.50%	2.58%	4.30%	2.58%	2.58%	2.58%	3.20%	2.58%	2.58%	-41.06%	-100.00%	
Data based fiscal years:														
Other expenses:														
21	Cost of bags and tags	40,591	42,386	49,212	34,569	43,233	33,698	35,671	37,415	34,423	22,012	19,771		21
22	Miscellaneous	11,209	3,429	8,163	1,538	2,426	1,837	1,471	11,021	4,733	2,224	6,914		22
Refunds on tags														
Data based calendar years:														
23	Commercial Solid Waste	3,447.04	3,541.41	2,553.54	1,997.86	1,927.58	1,787.64	1,732.83	1,520.48	0.00	0.00			23
24	Tons	\$225,781	\$248,566	\$181,367	\$142,847	\$137,822	\$141,533	\$143,166	\$125,622					24
25	Revenue	\$65.50	\$71.50	\$71.50	\$71.50	\$71.50	\$71.50 to 4/11	\$82.62	\$82.62	Town's tipping fee is greater than the spot market.				25
26	Tipping Rate Charged Hauler						\$82.62 from 4/11							26
Data based fiscal years:														
PAYT Enterprise Fund														
27	Revenue	\$751,696	\$578,885	\$627,669	\$531,237	\$499,204	\$487,540	\$482,867	\$460,952	\$439,312	\$398,049	\$200,298		27
28	Expense	\$753,783	\$557,809	\$636,517	\$558,951	\$508,022	\$518,450	\$603,322	\$536,076	\$447,926	\$434,914	\$251,959		28
29	Income / (Loss)	(\$2,087)	\$21,076	(\$8,848)	(\$27,714)	(\$8,818)	(\$30,910)	(\$120,454)	(\$75,124)	(\$8,614)	(\$36,865)	(\$51,661)	\$0	29
Data based fiscal years:														
Data based calendar years:														
Tons of recycling collected											1/1-6/30/15	7/1-12/31/15		
31	Mixed Paper	1,591.20	1,659.51	1,126.00	972.08	1,043.19	1,025.54	995.00	1,050.60	1,147.00	338.38	Single Stream		31
32	Comingled Containers	319.78	351.58	387.00	316.42	297.49	357.87	322.00	371.40	379.00	120.38	Only		32
33		1,910.98	2,011.09	1,513.00	1,288.50	1,340.68	1,383.41	1,317.00	1,422.00	1,526.00	458.76	796.14	0.00	33

A B C D E F G H I J

1 **Kennebunk Non-Compliance Report**

2 **Number Date/Time Time No. Street Address Issue** **Average stops per day 1100**
 3 **Percentage of Non-Compliance**
 4 **for that pickup day**

4 **MONDAY Beach Area average stops 963**

5	1/4/16	6:28	?	PORT RD-Yellow house	not in town bags tagged/took
6	1/4/16	6:44	2	SURREY LN	not in town bags tagged/took
7	1/4/16	6:55	11	CANTERBURY	not in town bags tagged/took
8	1/4/16	7:15	145	PORT RD	not in town bags tagged/took
9	1/4/16	7:45	?	WALLACE ST	Needs to be treated/too icy
10	1/4/16	7:55	11	FOREST HILL	not in town bags tagged/took
11	1/4/16	7:55	?	2 HOUSES OFF FOREST HILL	not in town bags tagged/took
12	1/4/16	8:16	11	BOOTBY RD	not in town bags tagged/took
13	1/4/16	8:20	33	FAIRFIELD DR	not in town bags tagged/took
14	1/4/16	8:20	41	FAIRFIELD DR	not in town bags tagged/took
15	1/4/16	8:51	6	PENINSULA RD	not in town bags tagged/took
16	1/4/16	9:20	23	GOOCH AVE	not in town bags tagged/took
17	1/4/16	9:20	80	PORT RD	not in town bags tagged/took

963
12

18 **Monday(12) Non-Compliance Rate 0.012461059 1.25%**

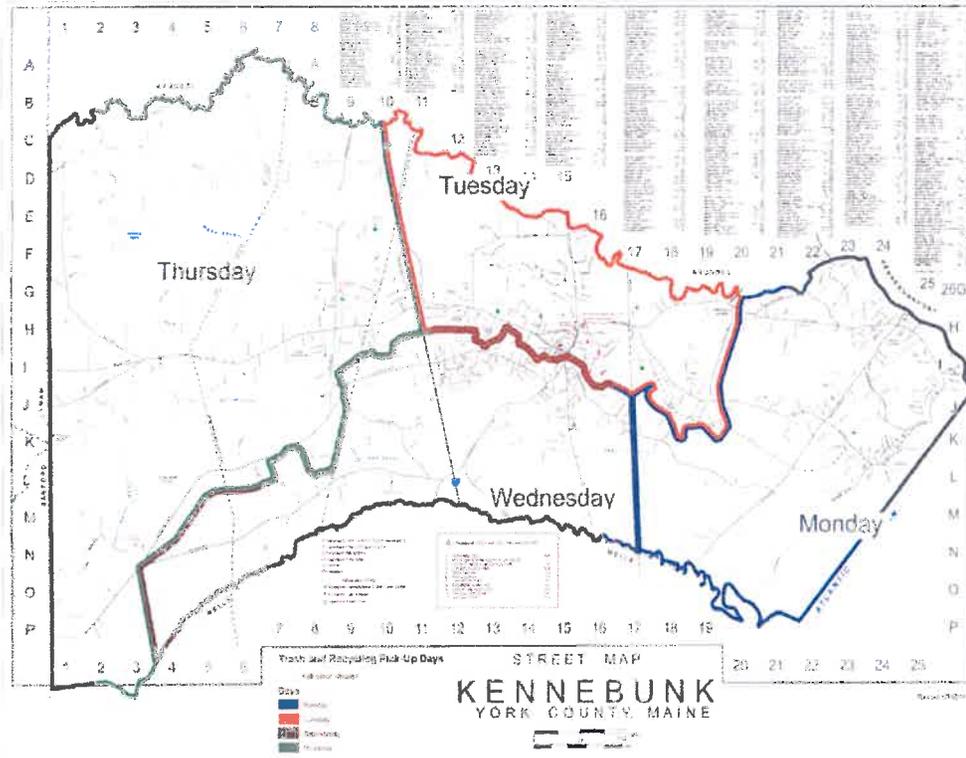
19 **TUESDAY Middle of Town (north of Mousam from Turnpike to Heath) average stops 1429**

20	1/5/16	6:34	?	FLETCHER ST-0515851539	not in town bags tagged/took
21	1/5/16	7:07	9	PARSONS RD	not in town bags tagged/took
22	1/5/16	7:17		BOURNE ST	not in town bags tagged/took
23	1/5/16	7:36	55	STORER	not in town bags tagged/took
24	1/5/16	7:58	6	LARRABEE WAY	not in town bags tagged/took
25	1/5/16	8:05	1	SAYWARD	not in town bags tagged/took
26	1/5/16	8:25	24	WATER	not in town bags tagged/took
27	1/5/16	8:48	60	FLETCHER ST	late put out no p/u
28	1/5/16	9:09	77	FLETCHER	late put out no p/u
29	1/5/16	9:10	44	GROVE ST	not in town bags tagged/took
30	1/5/16	9:35	5	COLONIAL DR	not in town bags tagged/took
31	1/5/16	9:40	24	WOODHAVEN	not in town bags tagged/took
32	1/5/16	9:51	37	SUMMER ST	not in town bags tagged/took
33	1/5/16	10:42	167	SUMMER ST	not in town bags tagged/took
34	1/5/16	11:45	42	ROSS RD	not in town bags tagged/took
35	1/5/16	11:47	11	TIDEVIEW	not in town bags tagged/took
36	1/5/16	12:10	4	MARKS TRAIL	not in town bags tagged/took
37	1/5/16	12:18	?	OCEAN VIEW RD	not in town bags tagged/took
38	1/5/16	12:22	?	KRAMER WAY	not in town bags tagged/took
39	1/5/16	12:44	?	OCEAN VIEW RD	not in town bags tagged/took

1429
18

40 **Tuesday (18) Non-Compliance Rate 0.012596221 1.26%**

41	WEDNESDAY Middle of Town (south of Mousam from Heath to W.K. Macquire) average stops 1671							
42	1/6/16	9:33	16	BOW ST APT 2	left extra rec			
43	1/6/16	9:35	12	BOW ST APT 2	left extra rec			
44	1/6/16	12:27	43	QUAIL RUN	not in town bags tagged/took			
45	1/6/16	13:37	27	ERICAS WAY	not in town bags tagged/took			
46	1/6/16	13:42	36	ERICAS WAY	rec packed too tight wont come out	1671		
47						Wednesday (2) Non-Compliance Rate	0.001196888	0.12%
48	THURSDAY West Kennebunk average 1213							
49	1/7/16	8:10	25	BALSAM	left extra msw			
50	1/7/16	9:06	130	ALEWIVE RD	tagged			
51	1/7/16	10:41	?	HAWK HILL	nothing out @ this time			
52	1/7/16	12:06	316	ALFRED RD	not curbside	1213		
53	1/7/16	12:06	318	ALFRED RD	not curbside	1		
54						Thursday(1) Non-Compliance Rate	0.000824402	0.08%
55						Weekly Overall Non Compliance Rate	0.006255	0.63%
56	5276 total weekly stops					Less than 1% are Non Compliant		
57	MONDAY Beach Area							
58	1/11/16	6:45		EPHRAIM TYLER WAY	nothing out @ this time			
59	1/11/16	7:32	1	SPRUCE LN	not in town bags tagged/took			
60	1/11/16	7:37		EAGLE ROCK	nothing out @ this time			
61	1/11/16	7:38	33	FAIRFIELD DR	not in town bags tagged/took			
62	1/11/16	8:15	6	PENINSULA RD	not in town bags tagged/left			
63	1/11/16	8:43	46	PORT RD	not in town bags tagged/took	3		
64						Monday (3) Non-Compliance Rate	0.002727273	0.27
65	TUESDAY Middle of Town (north of Mousam from Turnpike to Heath)							
66	1/12/16	6:51	21	A-B BOURNE ST	not in town bags tagged/took			
67	1/12/16	7:19	30	STORER ST	nothing out @ this time			
68	1/12/16	8:01	17	WINTER ST	not in town bags tagged/took			
69	1/12/16	8:18	28	INTERVALE	not in town bags tagged/took			
70	1/12/16	8:50	?	DANE ST	not in town bags tagged/took			
71	1/12/16	9:05	37	SUMMER ST	not in town bags tagged/left			
72	1/12/16	10:29	17	OCEAN VIEW RD	not all in town bags			
73	1/12/16	10:54	62	SUMMER ST	nothing out @ this time	5		
74						Tuesday (5) Non-Compliance Rate	0.004545455	0.45
75	WEDNESDAY Middle of Town (south of Mousam from Heath to W.K. Macquire)							
76	1/13/16	10:01	?	WHITTEN/MACGUIRE	plow truck knocking over toters			
77	1/13/16	10:11	78	WHITTEN	toters thrown into woods by plow			
78	1/13/16	10:36	239	MACGUIRE	plow truck knocked over toters			
79	1/13/16	10:36	248	MACGUIRE	plow truck knocked over toters			
80	1/13/16	10:36	277	MACGUIRE	plow truck knocked over toters			
81	1/13/16	11:33		QUAIL RUN	wind made a mess of toters			
82						Wednesday (0) Non-Compliance Rate	0	0.00
83	THURSDAY West Kennebunk							
84	1/14/16	9:09	145	ALEWIVE RD	not in town bags tagged/took			
85	1/14/16	9:20	140	DOWNING RD	nothing out @ this time	1		
86						Thursday (1) Non-Compliance Rate	0.000909091	0.09
87						Weekly Overall Non Compliance Rate	0.001706	0.17
	5276 total weekly stops					Less than 1/4 of 1% are Non Compliant		



8.f.

2016 TIF Districts Projects and Recurring Expenditures

A	B	C	D	E	F	G	H	I	
TIF DISTRICT	Priority with "A" being the Highest	Request	Approx. Cost	Is this an allowable expenditure using TIF \$?	To be paid out of other funds instead?	Information	Recurring 2015	Potential 2016	
1	Downtown	A	Geraniums and related maintenance	\$5,000	Yes	No	Recurring	\$5,000	\$5,000
2		A	Planting, watering and maintenance of flower beds in islands, planting areas, entrances to Town	\$3,000	Yes	No	Recurring	\$3,000	\$3,000
3		A	Economic Development Consultant	\$35,000	Yes	funded from all three TIF's	Recurring	\$20,000	\$35,603
4		A	Trolley (Route to be from Wells to Downtown to LV-3 to 5 yrs.)	\$34,000	Yes	No	Recurring	\$34,000	\$34,000
5		A	Downtown Flowers, Maintenance, Watering	\$37,000	Yes	No	Recurring	\$37,000	\$37,000
6		A	Holiday Wreaths & Garlands	\$3,000	Yes	No	Recurring	\$2,500	\$3,000
7		A	Annual funding for reoccurring events such as Winterfest, May Day, Old Home Week, Harvest Fest, Tree Lighting, Shakespeare in the Park.	\$15,000	Yes	No	Recurring	\$7,500	\$15,000
8		A	Chamber Annual Support	\$5,000	Yes	No	Recurring	\$5,000	\$5,000
9		A	Kennebunk Development Corp.	\$5,000	Yes	No	Recurring	\$5,000	\$5,000
10		A	Kennebunk Event Brochure	\$5,500	Yes	No	Recurring	\$5,500	\$5,500
11		A	Annual Funding for Shakespeare in Park	\$2,500	Yes	No	Recurring	\$2,500	\$3,500
12		A	Downtown Network Program	\$1,000	Yes	No	3rd yr of program	\$1,000	\$1,000
13		A	Miscellaneous	\$5,000	Yes	No	Recurring	\$5,000	\$5,000
14		A	Marketing Infor-mmercial	\$3,500	Yes	No	one-time		\$3,500
15									
16									
17			SUB TOTAL Recurring					\$133,000	\$161,103
18									
19	West Kennebunk								
20		A	Flowers & geraniums and watering (estimated)	\$1,200	Yes	No	Recurring	\$1,200	\$1,200
21		A	Economic Development Consultant	\$15,000	Yes	funded from all three TIF's	Recurring	\$15,000	\$15,000
22		A	Holiday Wreaths & Garlands	\$700	Yes	No	Recurring	\$250	\$300
23		A	Two Benchs	\$2,000	Yes	No	one-time		\$2,000
24									
25			SUB TOTAL Recurring					\$16,450	\$18,500
26									
27									
28	Lower Village								
29		A	Flowers & geraniums and watering (estimated)	\$2,000	Yes	No	Recurring	\$2,000	\$2,000
30		A	Holiday Wreaths & Garlands	\$700	Yes	No	Recurring	\$250	\$300
31		A	Economic Development Consultant	\$9,000	Yes	funded from all three TIF's	Recurring	\$0	\$9,000
32			SUB TOTAL Recurring					\$2,250	\$11,300
						Total all sectors for 2015/2016		\$151,700	\$190,903

major difference is shifting of EDC Dir. Funding from regular budget

Town of Kennebunk

TIF Summary: Unaudited at 6/30/2015; projected after 6/30/2015

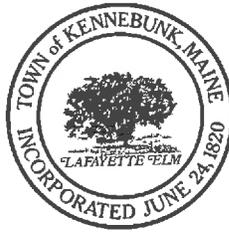
Assumptions: No new incremental growth, and no change in current mil rate (\$15.30/\$1,000)

A B C D E F G H I J K L

TIF Balance As Of	Fiscal Year Net Activity	Route 1			Alfred Rd - Utility Excl			Alfred Rd - Utility ONLY			Lower Village		
		Increment Yr	Net Incr/Decr	Balance	Increment Yr	Net Incr/Decr	Balance	Increment Yr	Net Incr/Decr	Balance	Increment Yr	Net Incr/Decr	Balance
6/30/2008				152,995			1,134						
6/30/2009	2009	5	(77,921)	75,075	4	38,707	39,841						
6/30/2010	2010	6	1,552,331	1,627,406	5	40,774	80,615						
6/30/2011	2011	7	(1,337,937)	289,469	6	36,488	117,103	6	0	0	0	(44,013)	(44,013)
6/30/2012	2012	8	32,603	322,072	7	40,057	157,161	7	0	0	1	(480,839)	(524,852)
6/30/2013	2013	9	12,344	334,416	8	(18,462)	138,699	8	(263,951)	(263,951)	2	(219,629)	(744,481)
6/30/2014	2014	10	640,722	975,138	9	31,383	170,082	9	486,720	222,769	3	630,711	(113,769)
6/30/2015	2015	11	(930,782)	44,357	10	(80,032)	90,050	10	(171,300)	51,470	4	3,084	(110,685)
6/30/2016	2016	Projected thereafter	219,301	263,658	Projected thereafter	(773)	89,277	Projected thereafter	6,889	58,359	Projected thereafter	26,420	(84,265)
6/30/2017	2017	12	211,087	474,745	11	57,368	146,645	11	(13,754)	44,605	5	45,539	(38,726)
6/30/2018	2018	13	217,427	692,172	12	95,282	241,927	12	(9,337)	35,268	6	47,064	8,338
6/30/2019	2019	14	226,710	918,882	13	95,282	337,209	13	5,443	40,711	7	48,741	57,079
6/30/2020	2020	15	150,275	1,069,157	14	95,282	432,491	14	54,370	95,081	8	49,709	106,789
6/30/2021	2021	16	159,100	1,228,256	15	95,282	527,773	15	58,798	153,879	9	50,488	157,276
6/30/2022	2022	17	166,255	1,394,511	16	95,282	623,054	16	79,876	233,756	10	51,188	208,465
6/30/2023	2023	18	178,985	1,573,497	17	95,282	718,336	17	116,750	350,506	11	52,818	261,282
TIF Life - Tax Assess't Dates		4/1/03 through 4/1/33			4/1/04 through 4/1/34			4/1/04 through 4/1/34			4/1/10 through 4/1/40		

8.g.

Town of Kennebunk, Maine



Barry A. Tibbetts
Town Manager
Tel: (207) 985-2102, ext. 1308
Fax: (207) 985-4609

To: Board of Selectmen
From: Mat Eddy, Economic Development Director
Barry Tibbetts, Town Manager
Date: January 21, 2016
Subject: TIF Budgets and Plans

In the following, the Kennebunk Tax Increment Financing (TIF) program is organized into five basic sections that provide a flow of both information about the program and show how we have moved from policy and plans to annual budget allocations. They are organized as follows:

- 2016 TIF Districts' Projects and Recurring Expenditures-the Annual TIF Operating Budget. This includes projects nominated by appropriate committees and staff agencies consistent with the TIF plan, reviewed by the Economic Development Committee (EDC), and recommended to the Board of Selectmen for annual approval (consistent with our approved process, with appropriate budget adjustments);
- 2016 TIF Annual Districts Budget for Project Bond Payments based on approved commitments by the community, by project (all future proposed bond projects must go to Town Meeting for approval);
- The 2016 TIF Program Priority Rankings by the EDC-Capital Projects, with preliminary TIF Plan cost estimates (with Plan section and statute reference) made by the EDC for consideration by the Board of Selectmen, when project starts are deemed appropriate;
- The 2016 TIF Program Priority Rankings by the EDC-Operating Program, with preliminary TIF Plan cost estimates, for annual approval by the Board of Selectmen.
- Summaries of the TIF Plan by project and statute (previously distributed and reviewed in late 2015).

In total, these tables represent a progression from the conceptual TIF Plans approved by the community at Town Meeting and by the Maine Department of Economic and Community Development, to one of the following:

- Annual approvals (in the case of the recurring budget) by the Board of Selectmen;
- In the case of future bonds commitments, review and approval at Town Meeting; or,
- In the case of capital projects being paid for out of the TIF development fund, approval by the Board of Selectmen.

cc: Lower Village Committee
Downtown Committee
West Kennebunk Committee
Economic Development Committee
Chamber of Commerce

Mailing Address: 1 Summer Street, Kennebunk, ME 04043
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TIF Program Priority Rankings by the EDC-Capital Projects			<i>Project</i>	<i>Annual</i>	<i>TIF "Exhibit A"</i>
<i>Projects</i>	<i>Ranking</i>	<i>Modified</i>	<i>Cost Projections</i>	<i>One Time</i>	<i>and</i>
	<i>1st run</i>	<i>Ranking</i>	<i>Exhibit A-TIF Apps.</i>	<i>or Ongoing to Max</i>	<i>Statute</i>
Route 1			<i>Estimates Only</i>	<i>Commitment</i>	<i>Reference</i>
Route 1 North	H	H	\$350,000	One Time	I. § 5225(1)A
Route 1 south drainage	H	H	\$1,000,000	One Time	I. § 5225(1)A
Train Station (allocated)		H	\$300,000	One Time/Annual	L. § 5225(1)A
Downtown parking	H	H	\$800,000	One Time	M. § 5225(1)A
Garden Street Credit Enhancement		H	?	One Time	T. § 5225(1)A
Kennebunk Light and Power Dams		H	?	One Time	I. § 5225 (1) (2) New
Route 1 natural gas	H	M	?	One Time	I. § 5225 (1) (2)
Stage 1 EPA Drainage Program		H	\$2,000,000	One Time	I. § 5225 (1) (2)
Ross Road Infrastructure Improvements	M	M	\$350,000	One Time	I. § 5225 (1) (2)
Factory Pasture Business Park	M	M	\$1,000,000	One Time	I. § 5225 (1) (2) New
Tech incubator	M	M	\$750,000	One Time	K. § 5225(1)A
Down town wif fi	M	M	\$25,000	One Time	O. § 5225(1)A
Phase 3 Downtown (area of Town Hall)	L	M	\$400,000	One Time	I. § 5225(1)A
Communications	L	L	\$250,000	One Time	J. § 5225(1)C
Route 1 South Buildings	L	L	\$200,000	One Time	S. § 5225(1)C
gis ewb site	L	L	\$125,000	One Time	B. § 5225(1)C
Alfred Road					
William Arthur Road/utilities	H	H	\$1,000,000	One Time	C. § 5225(1)
Kennebunk Light and Power Dams		H	?	One Time	I. § 5225 (1) (2) New
Lower Village					
Port Road		H	\$750,000	One Time	G. § 5225(1)A
Cooper Corner—et. al	H	H	\$600,000	One Time	G. § 5225(1)A
Signage Improvements	H	H	\$5,000	One Time	C. § 5225(1)A
Parking lots	H	M	?	One Time	K. § 5225(1)A
Marine supply location	L	L	\$100,000	One Time	I. § 5225(1)A
Visitor center (no score)		L	\$1,230,000	One Time	D. § 5225(1)A C
		Estimated total	\$11,235,000		
Note 1 : Bold signifies Immediate, possibly new Opportunity or most Critical Need					
Note 2: All Statute references are to 30-A M.R.S.A., the TIF enabling legislation, with appropriate sections from the Town Meeting Approved TIFs (as organized in Exhibit A)					

TIF Operational Projects

TIF Program Priority Rankings by the EDC-Operating Program			Project	Annual	TIF "Exhibit A"
Projects	Ranking	Modified	Cost Projections	One Time	and
	1st run	Ranking	Exhibit A-TIF Apps.	or Ongoing to Max	Statute
Route 1			Estimates Only	Commitment	Reference
dev office	H	H	\$45,000	Annual	A. § 5225(1)A C
signage/streetscape	H	H	\$200,000	Ongoing	C. § 5225(1) C
Connective Trail System	H	M	\$75,000	Ongoing	N. § 5225(1)A C
Revolving loan	M	M	\$500,000	Ongoing	G. § 5225(1) C
marketing investments	M	M	\$30,000	Annual	D. § 5225(1) C
Communications	L	L	\$250,000	One Time	J. § 5225(1) C
Special events	L	L	\$30,000	Annual	Q. § 5225(1) C
Administration Costs (no score)	L	L	\$150,000	On Going	H. § 5225(1) A
Alfred Road					
Dev Office	H	H	\$25,000	Annual	A. § 5225(1)A C
Revolving loan program	M	M	\$10,000	Annual	B. § 5225(1)A C
Emergency Training	M	M	\$10,000	Annual	E. § 5225(1)A C
Public Safety Equipment (no score)	L	L	\$2,259,000	Ongoing	G. § 5225(1)A C
Lower Village					
Development office	H	H	\$10,000	One Time	A. § 5225(1)A C
Revolving Loan Fund	M	L	?	Annual	E. § 5225(1)A C
Special Events Programming	M	L	\$90,000	Ongoing	J. § 5225(1) C
Prof/Admin services	L	L	\$60,000	Ongoing	F. § 5225(1) A
Note 1 : Bold signifies Immediate, possibly new Opportunity or most Critical Need					
Note 2: All Statute references are to 30-A M.R.S.A., the TIF enabling legislation, with appropriate sections from the Town Meeting Approved TIFs (as organized in Exhibit A)					

2016 TIF Districts Projects and Recurring Expenditures

A	B	C	D	E	F	G	H	I	
	TIF DISTRICT	Priority with "A" being the Highest	Request	Approx. Cost	Is this an allowable expenditure using TIF'S?	To be paid out of other funds instead?	Information	Recurring 2015	Potential 2016
1	Downtown	A	Geraniums and related maintenance	\$5,000	Yes	No	Recurring	\$5,000	\$5,000
2		A	Planting, watering and maintenance of flower beds in islands, planting areas, entrances to Town	\$3,000	Yes	No	Recurring	\$3,000	\$3,000
3		A	Economic Development Consultant	\$35,000	Yes	funded from all three TIF's	Recurring	\$20,000	\$35,603
4		A	Trolley (Route to be from Wells to Downtown to LV--3 to 5 yrs.)	\$34,000	Yes	No	Recurring	\$34,000	\$34,000
5		A	Downtown Flowers, Maintenance, Watering	\$37,000	Yes	No	Recurring	\$37,000	\$37,000
6		A	Holiday Wreaths & Garlands	\$3,000	Yes	No	Recurring	\$2,500	\$3,000
7		A	Annual funding for reoccurring events such as Winterfest, May Day, Old Home Week, Harvest Fest, Tree Lighting, Shakespeare in the Park.	\$15,000	Yes	No	Recurring	\$7,500	\$15,000
8		A	Chamber Annual Support	\$5,000	Yes	No	Recurring	\$5,000	\$5,000
9		A	Kennebunk Development Corp.	\$5,000	Yes	No	Recurring	\$5,000	\$5,000
10		A	Kennebunk Event Brochure	\$5,500	Yes	No	Recurring	\$5,500	\$5,500
11		A	Annual Funding for Shakespeare in Park	\$2,500	Yes	No	Recurring	\$2,500	\$3,500
12		A	Downtown Network Program	\$1,000	Yes	No	3rd yr of program	\$1,000	\$1,000
13		A	Miscellaneous	\$5,000	Yes	No	Recurring	\$5,000	\$5,000
14		A	Marketing Infor-mmercial	\$3,500	Yes	No	one-time		\$3,500
16			SUB TOTAL Recurring					\$133,000	\$161,103
19	West Kennebunk								
20		A	Flowers & geraniums and watering (estimated)	\$1,200	Yes	No	Recurring	\$1,200	\$1,200
21		A	Economic Development Consultant	\$15,000	Yes	funded from all three TIF's	Recurring	\$15,000	\$15,000
22		A	Holiday Wreaths & Garlands	\$700	Yes	No	Recurring	\$250	\$300
23		A	Two Benchs	\$2,000	Yes	No	one-time		\$2,000
25			SUB TOTAL Recurring					\$16,450	\$18,500
28	Lower Village								
29		A	Flowers & geraniums and watering (estimated)	\$2,000	Yes	No	Recurring	\$2,000	\$2,000
30		A	Holiday Wreaths & Garlands	\$700	Yes	No	Recurring	\$250	\$300
31		A	Economic Development Consultant	\$9,000	Yes	funded from all three TIF's	Recurring	\$0	\$9,000
32			SUB TOTAL Recurring					\$2,250	\$11,300
						Total all sectors for 2015/2016		\$151,700	\$190,903

major difference is shifting of EDC Dir. Funding from regular budget

Town of Kennebunk

TIF Summary: Unaudited at 6/30/2015; projected after 6/30/2015

Assumptions: No new incremental growth, and no change in current mil rate (\$15.30/\$1,000)

A B C D E F G H I J K L

TIF Balance As Of	Fiscal Year Net Activity	Route 1			Alfred Rd - Utility Excl			Alfred Rd - Utility ONLY			Lower Village		
		Increment Yr	Net Incr/Decr	Balance	Increment Yr	Net Incr/Decr	Balance	Increment Yr	Net Incr/Decr	Balance	Increment Yr	Net Incr/Decr	Balance
6/30/2008				152,995			1,134						
	2009	5	(77,921)		4	38,707							
6/30/2009				75,075			39,841						
	2010	6	1,552,331		5	40,774							
6/30/2010				1,627,406			80,615						
	2011	7	(1,337,937)		6	36,488		6	0		0	0	(44,013)
6/30/2011				289,469			117,103				0		(44,013)
	2012	8	32,603		7	40,057		7	0		0	1	(480,839)
6/30/2012				322,072			157,161				0		(524,852)
	2013	9	12,344		8	(18,462)		8	(263,951)		(263,951)	2	(219,629)
6/30/2013				334,416			138,699						(744,481)
	2014	10	640,722		9	31,383		9	486,720			3	630,711
6/30/2014			Audited	975,138		Audited	170,082		Audited	222,769			Audited
	2015	11	(930,782)		10	(80,032)		10	(171,300)			4	3,084
6/30/2015		Projected thereafter		44,357	Projected thereafter		90,050	Projected thereafter		51,470	Projected thereafter		(110,685)
	2016	12	219,301		11	(773)		11	6,889			5	26,420
6/30/2016				263,658			89,277				58,359		(84,265)
	2017	13	211,087		12	57,368		12	(13,754)			6	45,539
6/30/2017				474,745			146,645					7	47,064
	2018	14	217,427		13	95,282		13	(9,337)			8	48,741
6/30/2018				692,172			241,927				35,268		8,338
	2019	15	226,710		14	95,282		14	5,443			9	49,709
6/30/2019				918,882			337,209				40,711		57,079
	2020	16	150,275		15	95,282		15	54,370			10	50,488
6/30/2020				1,069,157			432,491				95,081		106,789
	2021	17	159,100		16	95,282		16	58,798			11	51,188
6/30/2021				1,228,256			527,773				153,879		157,276
	2022	18	166,255		17	95,282		17	79,876			12	52,818
6/30/2022				1,394,511			623,054				233,756		208,465
	2023	19	178,985		18	95,282		18	116,750				
6/30/2023				1,573,497			718,336				350,506		261,282
TIF Life - Tax Assess't Dates		4/1/03 through 4/1/33			4/1/04 through 4/1/34			4/1/04 through 4/1/34			4/1/10 through 4/1/40		

Town of Kennebunk
 Tax Increment Financing Districts
 FY 2016 (4/1/2015 Tax Date) All amounts are US \$



	(A)	(B)	(C)	(D)	(E)	(F)	
	Total - All Three TIF Districts	Rt 1 - Downtown TIF	Alfred Rd TIF - excludes Utility Corr	Alfred Rd TIF - Utility Corr Only	Lower Village TIF	Reduce TIF by \$1,000,000 in Value	
General Information							
1	Incremental Value (TIF Valuation)	66,462,904	45,242,600	7,306,000	7,630,732	6,283,572	-1,000,000
2	TIF - Gross Revenue	1,016,882	692,212	111,782	116,750	96,139	-15,300
3	State Valuation (2015) (excludes TIF val)	2,159,200,000					
4	4/1/2015 Local Valuation (excludes TIF val)	1,977,156,496					
5	Annual Cost - Obligated Bond Debt Service	481,505	317,225	0	109,861	54,419	
6	Annual Cost - Obligated Credit Enhancement	30,000	30,000	0	0	0	
7	Annual Costs - Other Approved Expenditures	162,300	134,500	16,500	0	11,300	
		<u>673,805</u>	<u>481,725</u>	<u>16,500</u>	<u>109,861</u>	<u>65,719</u>	<u>0</u>
8	Tax Benefit - Sheltered Amounts	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>
9	School Aid (based on FY2016 RSU calc)	566,363	385,544	62,259	65,023	53,537	-8,531
10	Revenue Sharing Aid	18,399	12,461	2,047	2,130	1,761	-281
11	York County Assessment	33,893	23,062	3,729	3,895	3,207	-511
12	Total	<u>618,655</u>	<u>421,067</u>	<u>68,035</u>	<u>71,048</u>	<u>58,505</u>	<u>-9,323</u>

	(A)	(B)	(C)	(D)	(E)	(F)
	Total - All Three TIF Districts	Rt 1 - Downtown TIF	Alfred Rd TIF - excludes Utility Corr	Alfred Rd TIF - Utility Corr Only	Lower Village TIF	Reduce TIF by \$1,000,000 in Value
Mil Rate Analysis						
13	Current Mil Rate	(a) 15.30	15.30	15.30	15.30	15.30
14	<u>Add to budget</u>					
15	Annual Cost - Obligated Bond Debt Service	0.24	0.16		0.05	0.03
16	Annual Cost - Obligated Credit Enhancement	0.02	0.02	-	-	-
17	Annual Costs - Other Approved Expenditures	0.08	0.07	0.01	-	-
18		<u>0.34</u>	<u>0.25</u>	<u>0.01</u>	<u>0.05</u>	<u>0.03</u>
19	<u>Add to commitment</u>					
20	School Aid Reduced (based on FY2016 RSU calc)	0.29	0.20	0.03	0.03	0.03
21	Revenue Sharing Aid Reduced	0.01	0.01	-	-	-
22	York County Assessment Increased	0.02	0.02	-	-	-
21		<u>0.32</u>	<u>0.23</u>	<u>0.03</u>	<u>0.03</u>	<u>0.01</u>
22	<u>Add TIF Value into Tax Base</u>	(d) (0.51)	(0.34)	(0.06)	(0.06)	(0.01)
23	(From \$1,977,156,496 to \$2,043,619,400)					
24	ESTIMATED Mil Rate WITHOUT TIF	(a+b+c+d = e) <u>15.45</u>	<u>15.44</u>	<u>15.28</u>	<u>15.32</u>	<u>15.30</u>
25	Est Incr/(Decr) to Mil Rate W/out TIF	(e - a = f) 0.15	0.14	(0.02)	0.02	0.01
26	Est Tax Bill Incr/(Decr) on a \$250,000 Home	37.50	35.00	(5.00)	5.00	2.50
27						

The above mil rate analysis does NOT consider that net TIF revenues would be eliminated and therefore not available for additional projects.

EXHIBIT A

PUBLIC IMPROVEMENTS in the TIF DEVELOPMENT PROGRAM

The public improvements which were previously approved as part of the Kennebunk Route One Municipal Development (Downtown) Tax Increment Financing (TIF) Program in section 1.01 remain approved projects as described below, to be paid for with TIF revenues.

PROJECT	STATUTORY AUTHORITY	COST ESTIMATE (for estimation purposes only)
<p>A. Support for Economic Development Office</p> <p>Location: Town-wide</p> <p>Project: Hired Director to manage revolving loan fund; business relocation; façade program; grant writing; support programs that encourage effective use of waterfront; support economic, environmental, and market studies to growth/understand Kennebunk.</p>	<p>30-A M.R.S.A. § 5225(1)(A) & 5225(1)(C)</p>	<p>\$45,000 per year</p>
<p>B. Improvements to GIS & Web Presence</p> <p>Location: Route One North Business Area Downtown Business & Arts Area Route One South Business Area</p> <p>Project: Improve and develop GIS system and web presence, materials, software equipment and personnel to enhance Town identity. Use outside consultants to development image, brand and to draw businesses to Kennebunk</p>	<p>30-A M.R.S.A. § 5225(1)(C)</p>	<p>\$125,000</p>
<p>C. Make Signage and Streetscape Improvements Throughout Town</p> <p>Location: Town-wide</p> <p>Project: Improve signage, streetscapes and</p>	<p>30-A M.R.S.A. § 5225(1)(C)</p>	<p>\$200,000</p>

<p>community gateways throughout Town to increase identity and "brand" of the Town as an economic center and a business location, and to facilitate access to the commercial centers of the Town. Consistently maintain these improvements.</p>		
<p>PROJECT</p>	<p>STATUTORY AUTHORITY</p>	<p>COST ESTIMATE (for estimation purposes only)</p>
<p>D. Make Marketing Investments for Downtown</p> <p>Location: Downtown Business & Arts Area</p> <p>Project: Develop marketing materials (print, web, radio, video, hardscape signage, amenities, floral presentations, booth convention materials, mobile app.) to increase identity and bring recognition to Kennebunk.</p>	<p>30-A M.R.S.A. § 5225(1)(C)</p>	<p>\$30,000 per year</p>
<p>E. Join the "Main Street Downtown" Program</p> <p>Location: Downtown Business & Arts Area</p> <p>Project: Join the "Main Street Maine" program through the Maine Development Foundation, which is a statewide competitive training and technical assistance program designed to build local Downtown and Village Centers to revitalize districts. (http://www.mdf.org/downtown/msmprogram.html)</p>	<p>30-A M.R.S.A. § 5225(1)(B)(3) & § 5225(1)(C)</p>	<p>\$3,000 per year</p>
<p>F. Investment in a Downtown Commercial/Cultural Center</p> <p>Location: Downtown Business & Arts Area</p> <p>Project: Create an artisans/craftsman's and musicians network to display, sell and support</p>	<p>30-A M.R.S.A. § 5225(1)(C)</p>	<p>\$200,000</p>

<p>local commerce. This mixed-usage of commercial/cultural entities will be located in the Downtown.</p>		
<p>PROJECT</p>	<p>STATUTORY AUTHORITY</p>	<p>COST ESTIMATE (for estimation purposes only)</p>
<p>G. Create Revolving Loan Fund for Downtown Area Investment and Kennebunk Development Corporation</p> <p>Location: Route One North Business Area Downtown Business Area Route One South Business Area</p> <p>Project: Create funding to establish permanent economic development revolving loan funds, investment funds, or gap financing for, among other things:</p> <ul style="list-style-type: none"> • Capital purchases • Facade improvements • Parking creation • Business development • Individual Business Assistance 	<p>30-A M.R.S.A. § 5225(I)(C)</p>	<p>\$500,000</p>
<p>H. Professional Services & Administrative Costs</p> <p>Location: Route One North Business Area Downtown Business Area Route One South Business Area</p> <p>Project: Professional service cost, including, but not limited to, licensing, architectural, planning, engineering, and legal expenses; administrative costs, including, but not limited to, reasonable charges for the time spent by municipal employees in connection with the implementation of a development program and organizational costs</p>	<p>30-A M.R.S.A. § 5225(I)(A)</p>	<p>\$150,000</p>

<p>relating to the establishment of the district, including, but not limited to, the cost of conducting environmental studies, other studies, informing the public, creation of districts, and any associated costs with the above.</p>		
<p>PROJECT</p>	<p>STATUTORY AUTHORITY</p>	<p>COST ESTIMATE (for estimation purposes only)</p>
<p>I. Road/Sidewalk/Stormwater Drainage, Utility Improvements and Management Plan</p> <p>Location: Route One North Business Area Downtown Business Area Route One South Business Area</p> <p>Project: These improvements have or will be made to Friend and High Streets, Main Street, Extension of Sewer to Route One South, Rear Access Roads/Shape Drive, Nason's Court, Courtney Cleaners, and Lighting and will reduce the costs to private parties looking to expand or develop new businesses in the commercial areas of the Town.</p>	<p>30-A M.R.S.A. § 5225(1)(C)(2)</p>	<p>\$5,500,000</p>
<p>J. Municipal Communications Network</p> <p>Location: Downtown Business & Arts Area</p> <p>Project: The fiber network will cover the downtown to provide public internet access to citizens, businesses or visitors within the coverage area. Project will permit access to the Internet, e-mail, messaging services, etc. The fiber network is part of the Town's marketing efforts to show Kennebunk is an Ecommerce-friendly business location.</p>	<p>30-A M.R.S.A. § 5225(1)(C)</p>	<p>\$250,000</p>

<p>K. Emerging Technology Business Incubator</p> <p>Location:</p> <p>Route One North Business Area Downtown Business Area Route One South Business Area</p> <p>Project: Purchase, fit-up and provide for cost to renovate, construct, small business, emerging technologies incubator. Focus on start-ups, providing resident employment training.</p>	<p>30-A M.R.S.A. § 5225(I)(A)</p>	<p>\$750,000</p>
<p>PROJECT</p>	<p>STATUTORY AUTHORITY</p>	<p>COST ESTIMATE (for estimation purposes only)</p>
<p>L. Debt Service</p> <p>Location:</p> <p>Project: As approved by the Legislative Body for Bonding at either the Annual or Special Town Meetings.</p>	<p>30-A M.R.S.A. § 5225(1)(A)</p>	<p>TBD</p>
<p>M. Traffic Signals and Parking Lots</p> <p>Location:</p> <p>Downtown Business & Arts Area</p> <p>Project: Signal coordination and maintenance to ease traffic congestion entering and exiting local businesses. Provide open and multi-storied parking to accommodate retail, restaurant and office growth/expansion.</p>	<p>30-A M.R.S.A. § 5225(I)(A)</p>	<p>\$2,500,000</p>

<p>N. Town-wide Connectivity Trail System</p> <p>Location: Town-wide Connectors back to Downtown</p> <p>Project: The Town plans to create a series of trails throughout the Town that would connect businesses, area districts, and conservation and open space areas, as part of a strategic marketing effort. This will include both trails and sidewalks, as well as bike paths. It would offer an amenity to businesses and hospitality industry, facilitating the movement of people in the community. The project includes obtaining easement rights as needed and other costs of constructing the connectivity system.</p>	<p>30-A M.R.S.A. § 5225(1)(A) & (C)(6)</p>	<p>\$75,000</p>
<p style="text-align: center;">PROJECT</p>	<p style="text-align: center;">STATUTORY AUTHORITY</p>	<p style="text-align: center;">COST ESTIMATE (for estimation purposes only)</p>
<p>O. Downtown Wi-Fi System</p> <p>Location: Downtown Business & Arts Area</p> <p>Project: Investment in downtown Wi-Fi access points.</p>	<p>30-A M.R.S.A § 5225(1)(A)(1)(a)</p>	<p>\$25,000</p>
<p>P. Public Restroom Construction</p> <p>Location: Downtown Business & Arts Area</p> <p>Project: Build public restrooms for visitors</p>	<p>30-A M.R.S.A § 5225(1)(A)(1)(a)</p>	<p>\$70,000</p>
<p>Q. Special Events Programming</p>	<p>30-A M.R.S.A § 5225(1)(C)(1)</p>	<p>\$30,000 per year</p>

<p>Location: Downtown Business & Arts Area</p> <p>Project: Events promoted and held by the Town in the downtown to promote economic development with an arts and creative economy focus.</p>		
<p>R. Intermodal Transportation</p> <p>Location: Town-wide in association with rail station</p> <p>Project: To support bus, trolley and rail station activity for economic growth.</p>	<p>30-A M.R.S.A. § 5225(1)(C)(2)</p>	<p>\$500,000 (capital) \$80,000 per year</p>
<p>S. Route 1 South Development</p> <p>Location: Route One South Business Area</p> <p>Project: To assist in redeveloping sites and vacant buildings for commercial businesses in the Route One business area.</p>	<p>30-A M.R.S.A. § 5225(1)(A)</p>	<p>\$250,000</p>

EXHIBIT A

PUBLIC IMPROVEMENTS in the TIF DEVELOPMENT PROGRAM

The public improvements which were previously approved as part of the **Lower Village Municipal Tax Increment Financing (TIF) Program (Amendment 3)** in section 1.01 remain approved projects as described below, to be paid for with TIF revenues.

PROJECT	STATUTORY AUTHORITY	COST ESTIMATE (for estimation purposes only)
<p>A. Support for Economic Development Office</p> <p>Location: Town-wide</p> <p>Project: Hired Director to manage revolving loan fund; business relocation; façade program; grant writing; support programs that encourage effective use of waterfront; support economic, environmental, and market studies to growth/understand Kennebunk.</p> <p>Percent done: 60%</p>	<p>30-A M.R.S.A. § 5225(1)(A) & 5225(1)(C)</p>	<p>\$80,000 per year</p>
<p>B. Boardwalk</p> <p>Location: Lower Village</p> <p>Project: Design and build a Boardwalk on the river side (north side) of the causeway and maintain with annual flowers and upkeep.</p> <p>Percent done: 100%</p>	<p>30-A M.R.S.A. § 5225(1)(A)</p>	<p>\$1,500,000</p>
<p>C. Make Signage and Streetscape Improvements in the Lower Village</p> <p>Location: Lower Village</p> <p>Project: Improve signage, streetscapes and community gateways throughout Town to increase identity and "brand" of the Town as an economic center and a business location, and to facilitate</p>	<p>30-A M.R.S.A. § 5225(1)(A)</p>	<p>\$5,000</p>

<p>wayfinding. Consistently maintain these improvements.</p> <p>Percent done: 80%</p>		
PROJECT	STATUTORY AUTHORITY	COST ESTIMATE (for estimation purposes only)
<p>D. Investment in a standalone Visitor Center</p> <p>Location: Lower Village</p> <p>Project: Create a stand alone visitor center with public restrooms and maintain them.</p> <p>Percent done: 0%</p>	<p>30-A M.R.S.A. § 5225(I) (A) & (C)</p>	<p>\$1,230,000</p>
<p>E. Create Revolving Loan Fund for Downtown Area Investment and Kennebunk Development Corporation</p> <p>Location: Route One North Business Area Downtown Business Area Route One South Business Area</p> <p>Project: Create funding to establish permanent economic development revolving loan funds, investment funds, or gap financing for, among other things:</p> <ul style="list-style-type: none"> • Capital purchases • Facade improvements • Parking creation • Business development • Individual Business Assistance <p>Percent done: Structure 90% Usage 10%</p>	<p>30-A M.R.S.A. § 5225(I)(C)</p>	<p>TBD</p>
<p>F. Professional Services & Administrative Costs</p> <p>Location: Lower Village</p> <p>Project: Professional service cost, including, but not limited to, licensing, architectural, planning, engineering, and legal expenses;</p>	<p>30-A M.R.S.A. § 5225(I)(A)</p>	<p>\$60,000</p>

<p>administrative costs, including, but not limited to, reasonable charges for the time spent by municipal employees in connection with the implementation of a development program and organizational costs relating to the establishment of the district, including, but not limited to, the cost of conducting environmental studies, other studies, informing the public, creation of districts, and any associated costs with the above. Percent done: 20% (visioning)</p>		
PROJECT	STATUTORY AUTHORITY	COST ESTIMATE (for estimation purposes only)
<p>G. Road/Sidewalk/Stormwater Drainage, Utility Improvements and Management Plan</p> <p>Location: Lower Village</p> <p>Projects: Bridge to Coopers Corner: 100% Bury utilities from Coopers Corner to Lake Brook and from Doane's Wharf to the Hose Station: 0% Survey Route 9:10% Survey Route 35: 10% Sidewalks from Coopers Corner to Home Cemetery:0% Sidewalks from River to Boothby Road: 30% (approved) Design/construct Coopers corner Safety improvements: 10% Causeway fence: 100% Overall: 40%</p>	<p>30-A M.R.S.A. § 5225(1)(C)(2)</p>	<p>\$2,000,000</p>
<p>H. Debt Service</p> <p>Location:</p> <p>Project: As approved by the Legislative Body for Bonding at either the Annual or Special Town Meetings.</p> <p>Percent done: As Approved</p>	<p>30-A M.R.S.A. § 5225(1)(A)</p>	<p>TBD</p>
<p>I. Marine Supply Services</p> <p>Location: Lower village</p> <p>Project: Encourage and support continued use of some river-front property for Maine use/marine supply.</p>	<p>30-A M.R.S.A § 52251 (A) & (C)</p>	<p>\$100,000</p>

Percent done: 0%		
<p>J. Special Events Programming</p> <p>Location: Lower Village Area</p> <p>Project: Events promoted and held by the Town in the Lower Village to promote economic development with an arts and creative economy focus.</p> <p>Percent done: 0%</p>	<p>30-A M.R.S.A § 5225(1)(C)(1)</p>	<p>\$90,000 per year</p>

EXHIBIT A

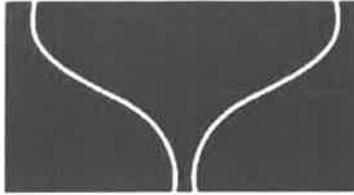
PUBLIC IMPROVEMENTS in the TIF DEVELOPMENT PROGRAM

The public improvements which were previously approved as part of the Kennebunk **Alfred Road Municipal Tax Increment Financing (TIF) Program (Amendment 3)** in section 1.01 remain approved projects as described below, to be paid for with TIF revenues.

PROJECT	STATUTORY AUTHORITY	COST ESTIMATE (for estimation purposes only)
<p>A. Support for Economic Development Office</p> <p>Location: Town-wide</p> <p>Project: Hired Director to manage revolving loan fund; business relocation; façade program; grant writing; support programs that encourage effective use of waterfront; support economic, environmental, and market studies to growth/understand Kennebunk.</p> <p>Percent done: 60%</p>	<p>30-A M.R.S.A. § 5225(I)(A) & 5225(1)(C)</p>	<p>\$25,000 per year</p>
<p>B. Create Revolving Loan Fund for Downtown Area Investment and Kennebunk Development Corporation</p> <p>Location: Route One North Business Area Downtown Business Area Route One South Business Area</p> <p>Project: Create funding to establish permanent economic development revolving loan funds, investment funds, or gap financing for, among other things:</p> <ul style="list-style-type: none"> • Capital purchases • Facade improvements • Parking creation 	<p>30-A M.R.S.A. § 5225(1)(C)</p>	<p>\$10,000 per year</p>

<ul style="list-style-type: none"> • Business development • Individual Business Assistance <p style="text-align: center;">Percent done: Structure 90% Usage 10%</p>		
PROJECT	STATUTORY AUTHORITY	COST ESTIMATE (for estimation purposes only)
<p>C. Road/Sidewalk/Stormwater Drainage, Utility Improvements and Management Plan</p> <p>Location: William Arthur/Alewive Business Park</p> <p>Project: These improvements will result in the extension Alewive Park Road from its present terminus to connections with Independence Park Road and Alfred Road. This will include the development of all supporting utilities and could include upgrades in sewer lines downstream from the Park, Alfred Road, as well as required signal and intersection improvements. Also included are any appropriate land purchases necessary to complete the Park.</p> <p>Percent done: 40%</p>	<p>30-A M.R.S.A. § 5225 A (1) & (3)</p>	<p style="text-align: center;">\$900,000</p>
<p>D. Debt Service</p> <p>Location: Project dependent</p> <p>Project: As approved by the Legislative Body for Bonding at either the Annual or Special Town Meetings.</p> <p>Percent done: As approved</p>	<p>30-A M.R.S.A. § 5225(1)(A)</p>	<p style="text-align: center;">TBD</p>
<p>E. Emergency and Safety Training</p> <p>Project: Annual training for Town personnel related to the use of emergency equipment.</p>	<p>30-A M.R.S.A. § 5225(1)(A) 7 & (C) 4</p>	<p style="text-align: center;">\$10,000 per year</p>

<p>Percent done: As necessary, ongoing</p>		
<p>PROJECT</p>	<p>STATUTORY AUTHORITY</p>	<p>COST ESTIMATE (for estimation purposes only)</p>
<p>G. Public Safety Equipment and Fire Station</p> <p>Location: Town wide with a focus on the Utility Corridor</p> <p>Project: this district will provide the necessary Fire, EMS, police vehicles and equipment for emergency services for high intensity electric and gas lines in the corridor. This equipment will ensure public safety, aid utility personnel during recovery operations and minimize business down time.</p> <p>Percent done: Station 100%, TIF covering debt Equipment ongoing</p>	<p>30-A M.R.S.A.</p> <p>§ 5225(1)(A) & (C)(6)</p>	<p>\$2,259,000</p>



THE CHAMBER
KENNEBUNK-KENNEBUNKPORT
ARUNDEL

TO: Barry Tibbetts, Town Manager

FROM: Laura Dolce, Executive Director
Kennebunk-Kennebunkport-Arundel Chamber of Commerce

DATE: Jan. 4, 2016

RE: Town of Kennebunk / Chamber Funding Proposal

On behalf of the Chamber, I want to thank you for serving on our Board of Directors and for all of the support you have given the Chamber. Your dedication to helping with the Chamber's presence in Kennebunk is appreciated. The Board of Selectmen's and the town's continued support in the amount of \$5,000 has been most helpful.

The past year was, in many ways, a time of great growth for us. We forged a stronger partnership with the town, and have made a deeper commitment to serving on its boards and taking on a role in local issues. We look forward to continuing that involvement in the year to come. At the same time, we greeted more than 30,000 cruise ship passengers, and tens of thousands of other visitors at our Lower Village kiosk. We also created a local job fair, in partnership with the town, that benefited 43 local businesses and more than 300 job-seekers. We've created a Local Marketing Committee and are ensuring that we serve all businesses, both tourism-related and those that are not.

To do all of this, we rely upon the support of our member communities. At this time, I would like to request that the Town of Kennebunk consider another year's allocation of \$5,000 in support of the work that the Chamber does in the community.

I'd be happy to meet with you and/or the selectmen to discuss our request. Many thanks.

PO Box 740 / 16 Water Street
Kennebunk, ME 04046
207-967-0857

Thank You

Contributions made by all of our supporters are critical to completing the funds necessary to operate the Shoreline Explorer. Special thanks to our Platinum and Silver sponsors listed on this page and to the many other supporters listed below.

Supporters

Allstate-Sherman Agency
Americas Best Value Inn
Beach Acres Campground
Beaches Motel & Cottages
Belle of Maine
Billy's Chowder House
Bonanza Steakhouse
Cape Arundel Cottage Preserve
City of Sanford
Cockpit Café
Congdon's Family Restaurant
Cottages at Summer Village
Duffy's Tavern & Grill
Dunkin Donuts
Elms Centre Gifts
Elmwood Resort
Fisherman's Catch
Forbes Seafood Restaurant
Furniture/Fall Circle
Georgine's Campground
Hampton Inn
Home Fashions
Intown Trolley

Kennebunk, Kennebunkport,
Arundel Chamber of Commerce
Kennebunk Savings Bank
Litchfield's Bar & Grill
Lord's Clambox
Maine Diner/Remember the Maine
Majestic Regency
Marlows
Mariner Marketing
Marland River Resort Campground
Misty Harbor
Nasson Health Care
Nix Beach Motel
Ocean Overlook RV Park
Ocean View Cottages & Campground
Ogunquit Chamber of Commerce
Ogunquit Trading Post
Pine Hollow Golf
Port Inn
Rerys
Riverbend Woods
Riverside Park Campground
Scoop Deck

Seacoast Pizza & Pasta
Seaside Village
Seagull Condominiums
Seabrook Resort/Seabrook Ice Creams
Southern Maine Health Care
Stadig Campgrounds
The Steakhouse
Summer Hill RV
Summerscape Cottages
Sweatshirt Shop
Threads of Hope
Towns of Wells & Kennebunk
Tully's Beer & Wine
Village by the Sea
Watercrest Condominiums
Webbnet River Balt & Tackle
Wells Beach Resort & Mini-Golf
Wells Super Food Market
Wonder Mountain Mini-Golf
York County Community College
Your Body Works

Platinum Sponsor

The
CLIFF HOUSE
Resort & Spa

With special thanks to the
Cliff House Resort & Spa
for 10 years as a Platinum Sponsor
of the Shoreline Explorer.



Silver Sponsors



York Hospital
inWells



Advisory Committee

Chairman of Committee of:
Kennebunk-Portland Management & Arundel, Ogunquit,
Sanford-Springdale, Maine Greater York Region
Maine Department of Transportation
Mariner Marketing
NNEPRA - Amtrak Downeaster

Private Partners:
Intown Trolley, Ogunquit Trolley Company,
York Trolley Company

Southern Maine Planning & Development Commission
York County Community Action Corporation



Funded in part by Maine ODF and Federal Transit Administration.
No person is denied the benefits of the public transportation services offered by YCAC
based on race, color, or national origin. If you believe you have been subjected to un-
equal treatment, you have the right to file a formal complaint.

Available in alternative format.
TDD 207 490-1078 or info@shorelineexplorer.com

The Shoreline Explorer is a program of



shorelineexplorer.com

Design by Michael Piccardy, Graphic Artist - Illustration by Bob Rosenthal

Mission

The Shoreline Explorer strives to enhance Maine
Department of Transportation's environmentally
responsive goals: providing car-free vacationing
improving air quality, and promoting
public transportation.

2015 Year in Review



Shoreline Explorer Network

The award-winning **Shoreline Explorer Network** is the only partnership of public and private trolley and bus service in the United States.

York Trolley-1, **Ogunquit Trolley-3** and **Intown Trolley-6** are owned and operated by our private partners.

PURPLE Line-2 Shore Road Shuttle, **BLUE Line-4** Shoreline Trolley, **ORANGE Line-5** Sanford Ocean Shuttle, and **AQUA Line-7** Kennebunk Shuttle are publicly funded and operated by York County Community Action Corporation.



YORK Trolley 1

- Beach shuttle between Long Sands and Short Sands beaches
- Operates from the end of June through Labor Day



PURPLE Line 2

- Operates 11 round trips between Perkin Cove, Ogunquit and York Beach
- Round trip - approx. 12 miles



OGUNQUIT Trolley 3

- Serves Ogunquit, the Ogunquit beaches, Perkins Cove and other Ogunquit sites
- Operates weekends in June, then daily through Labor Day, and limited schedule Labor Day to Columbus Day



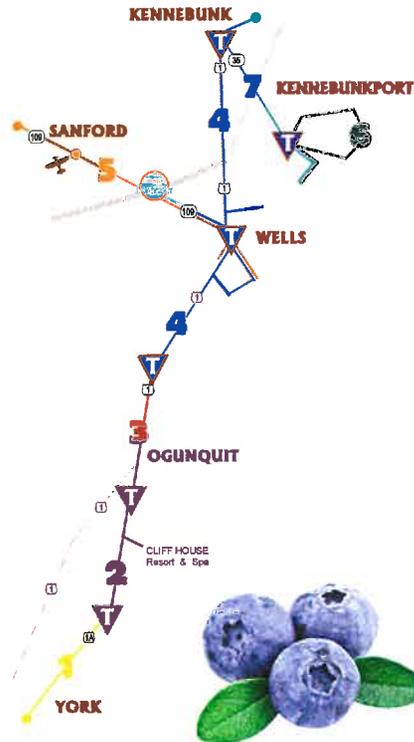
BLUE Line 4

- Operates between the Majestic Regency in Wells and Kennebunk Downtown
- Round trip - approx. 24.3 miles
- About 60 stops along Route 1 and Wells Beaches



ORANGE Line 5

- Only **year-round** Shoreline Explorer route
- Operates 6 round trips: Downtown Sanford to Wells Plaza - year round; Downtown Sanford to Wells Beach - summer season only
- Round trip - approx. 30 miles





INTOWN Trolley 6

- 45-minute narrated sightseeing tour through Kennebunk-Kennebunkport
- Runs from Memorial Day weekend through Columbus Day weekend



AQUA Line 7

- Operates from Downtown Kennebunk to Lower Village and beaches
- Round trip - approx. 16.6 miles



Shoreline Explorer 2015 Income and Expenses

Income

1 Federal Transit Admin - 45%	\$ 301,090
2 Other Fed/Maine DOT - 18%	\$ 120,013
3 Sponsors/Businesses - 14%	\$ 91,360
4 Municipal Funds - 14%	\$ 89,718
5 Fares - 9%	\$ 59,982
	\$ 662,163



Expenses

1 Personnel - 53%	\$ 348,917
2 Insurance - 14%	\$ 92,969
3 Fuel/Maintenance - 13%	\$ 85,535
4 Administration - 11%	\$ 74,096
5 Marketing - 9%	\$ 60,646
	\$ 662,163



"Thank you to you and your crew of drivers for an extremely wonderful time...we found the drivers to be friendly and very knowledgeable of the area which helped us greatly... great job to all involved"

- S. MCKINNEY



2015 Year in Review... Celebrating 10 Years

It's been 10 summer seasons since the launch of the Shoreline Explorer in June of 2006. A unique public-private partnership was created then between the 3 private trolley companies (York Trolley, Ogunquit Trolley and Intown Trolley) and York County Community Action Corporation, enhancing ridership growth opportunities for all. The Shoreline Explorer linked previously unconnected trolley services, providing new options for local residents of all ages, along with visitors, to see more of our region.

As we look forward to the next decade, the continued support and involvement of the many businesses (listed on the back cover of this report) continue to be vital to the success of our efforts. A reminder: the federal dollars we bring to the table require 50:50 local match.

We're expecting a growing number of local residents and visitors will ride the different routes of the Shoreline Explorer, enjoy leaving the driving (and parking) to someone else. Kids 18 and under ride free on the 4 summer routes operated by YCCAC—a great deal for kids and parents alike!

There will likely be economic fluctuations ahead, along with Mother Nature's weather challenges (summer is supposed to be hot and sunny, right?), but what we've created in the Shoreline Explorer is a winning formula.

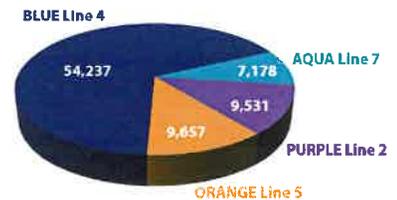
Thanks for your continued support of the Shoreline Explorer. Have a good winter, and hope to see you aboard in 2016!

Connie



Early vehicles at the 2006 Opening Ceremonies

Total Ridership 2015 - 80,603



NOTE: Ridership numbers from our private partners - York Trolley-1, Ogunquit Trolley-3 and Intown Trolley-6 were not available.

Gentlemen,

It has come to my attention that a discussion on the merits of the route 1 north improvements is to occur on Tuesday of next week. Due to my involvement in my towns new school construction committee I will not be available to attend the board of selectman's meeting on this topic. I would like to have the following letter included in the information provided to the board of selectman, and if the board is willing read into the public comment section. If my information is incorrect about the intent of this discussion please disregard this letter. It was stated to me that there is a chance the route 1 improvements, and the TIF fund in general may be called into question. Feel free to contact me with any questions on this matter at 603-577-1886 (landline) 603-305-9373 (mobile) or via e-mail.

Dear board of Selectman,

I am writing this letter today as a business owner and taxpayer in the TIF zone on route 1 North. I want to express my support for the route 1 north improvements as proposed at the public meeting I attended. These improvements will certainly help the route 1 North area of the community, and will enhance Kennebunk as a whole by further integrating this section into the attractive theme which was started in the downtown area. As I am sure you are aware route 1 North is one of the most vibrant economic engines that exists in the town, and these improvements will only help to further the long term viability of this area. Like any community, developing a strong non-residential tax base is essential to offering the quality of service that residents expect at a reasonable cost. The improvements that were suggested will in my opinion help to make this area more attractive for new businesses and will be consistent with the towns zoning and economic development policies. In the 10 years that I have owned and operated Shoppers Village the improvements to route one have been discussed on many occasions, and I believe that they are overdue. I was very pleased when I saw the presentation regarding the changes, and would find it disappointing if they are not enacted. My business and my respective tenants have long heard about these improvements and put our faith in the town that they would eventually occur.

I would also like to express my support for the continuation of the TIF fund. This mechanism allows for the town to collect revenue from the businesses in the area that is designated to cover enhancement projects like the proposed route 1 changes. As we live in a dynamic world with ever changing requirements, many mandated by state or federal rule changes, I think there is a real benefit to having a level tax rate fund that can help to meet these issues. One of the biggest challenges that impact on both home owners and business owners is the potential variability of the tax rate. The implementation and continuation of the TIF district allows for a gradual collection of taxes to be used for improvement projects such as the proposed route one north enhancement, along with potential future impacts

such as upgrades to roads, storm water management, and other mandated or necessary changes. Personally I prefer to have a portion of my taxes paid each year put into a fund for these purposes, vs. the uncertainty of a "one time" tax hit for improvements as is seen in many other communities. Just as in my business where we generate a "capital reserve" to help address unexpected, or planned expenditures, I feel the TIF fund serves this purpose for the town. I will restate my support for the TIF district to remain intact as I believe it serves a valuable function to our business community, which in turn benefits the town as a whole.

Thank you for your consideration

Paul R. Gosselin
Bates Realty (Shoppers Village)

Socialism is great until you run out of other peoples money - Margaret Thatcher

8.h.

Municipal Resources, Inc.

Kennebunk Goal Setting Survey

The Kennebunk Board of Selectmen and Town Manager will be initiating a strategic planning and goal setting process early in 2016. We are seeking resident input to help identify and focus our efforts on matters of greatest importance to the Community.

At the same time, we have also charged a new committee with the update of the Comprehensive Plan and Zoning Ordinances, and would like to ask some preliminary questions that may help guide that process. With that and future input sessions, we may come back with further detailed questions in the fall of 2016.

Please take a few minutes to complete this survey - your comments and observations will be recorded anonymously and so please feel free to be open and candid. Thank you in advance for your participation.

1. As you think about the challenges and issues facing your community for the next 3 to 5 years which of these should be the top priority focus areas for the Board of Selectmen and the Comprehensive Plan committee?

You have a total of 10 points that can be allocated as you determine; all to one topic, distributed equally or weighted; however, the survey form will not let you assign more than a total of 10 total points. The more points for one area, the higher the importance.

- a. Public Safety - Police, Fire, EMS, Emergency Management _____
- b. Public Works - Highways, Drainage, Water and Wastewater _____
- c. Community and Economic Development _____
- d. Public Safety - Police, Fire, EMS, Emergency Management _____
- e. Managing the Budget and Town Finances _____
- f. Developing a stronger working relationship with the School System _____
- g. Public Health & Welfare _____
- h. Land use regulation, Planning & Zoning, Code Enforcement and Environmental Protection _____
- i. Town Facilities and Maintenance and upgrades _____
- j. Utility Services and costs of independent agencies (water, sewer, and electricity) _____

2. What other ideas or suggestions do you have for inclusion on the Selectmen's Goals List for 2016?

3. How would you describe the communication between the community and Town elected and appointed officials?
 Excellent___ Good___ Fair___ Poor___ Don't Know___

What improvements could be made?

4. Please rate the following ideas for inclusion on the Selectmen's goals list for 2016:

	High Priority	Relatively Important	Low Priority
a. Establish regular joint meetings with the School			
b. Department to open dialogue and advance better financial planning and collaboration	0	0	0
c. Develop a comprehensive 5 year Capital Improvement Plan & financing strategy	0	0	0
d. Develop & implement a structured plan to get more residents involved	0	0	0
e. Reach out to neighboring communities and pursue opportunities to regionalize services	0	0	0
f. Continue emphasizing and supporting growth of the business community within Kennebunk	0	0	0
g. Pursue energy efficiency measures in public buildings and operations	0	0	0
h. Develop plans to address the needs of an aging population and work force	0	0	0
i. Initiate planning efforts to address potential consequences of global warming	0	0	0
j. Develop user fee structure to contain tax rate and assess cost of municipal services to individual users	0	0	0
11) Encourage residential development in Appropriate areas with public services and utilities	0	0	0

5. Please rate which of the following areas are in the greatest need of attention with an eye towards upgrade / improvement:

	Immediate Need	As time and resources allow	Low on the priority list
a. Schools	0	0	0
b. Affordable workforce housing stock	0	0	0
c. Town Government	0	0	0
d. Business & Industry Development	0	0	0
e. Route 1 Business Corridor	0	0	0
f. Lower Village Business District	0	0	0
g. Downtown Business choices	0	0	0
h. Downtown parking	0	0	0
i. Lower Village parking	0	0	0
j. West Kennebunk Village parking	0	0	0
k. Kennebunk Landing Area	0	0	0
l. Historic District expansion	0	0	0
m. Maintaining the present community character	0	0	0
n. Design Standards for areas other than Route 1	0	0	0
o. Sidewalk improvements/expansions	0	0	0

6. If you rated any of the above in need of immediate attention please provide a brief description of your concerns and what attention is required:

7. What other ideas do you have for focus areas that should be considered in the discussion?

8. Are there any current services or programs offered by the Town that you feel are no longer viable or warrant continued support and should be eliminated or phased out? - If so please identify and explain your views.

9. Rank the three most important changes facing Kennebunk today:

Don't Know

What do you think they will be five years from now?

Don't Know

10. The following are items that are often mentioned as being important to the long term "quality of life" here in Kennebunk. Please rate them from your perspective.

	Critically important	Important	Relatively important	Marginally important	Unimportant
a) Parking	0	0	0	0	0
b) Road system maintenance	0	0	0	0	0
c) Job creation	0	0	0	0	0
d) Walkability	0	0	0	0	0
e) Neighborhoods	0	0	0	0	0
f) Parks	0	0	0	0	0
g) Open Space	0	0	0	0	0
h) Cultural events / activities	0	0	0	0	0
i) Commercial Business mix	0	0	0	0	0
j) Affordable housing	0	0	0	0	0
k) Water quality	0	0	0	0	0
l) Beaches & river access	0	0	0	0	0
m) Sustainability & energy efficiency	0	0	0	0	0
n) Smart technology	0	0	0	0	0
o) Safety & security	0	0	0	0	0
p) Historic preservation	0	0	0	0	0
q) Train service	0	0	0	0	0
r) Preserve & maintain the downtown	0	0	0	0	0
s) Waterhouse Center	0	0	0	0	0
t) School System	0	0	0	0	0
u) Town Services	0	0	0	0	0
v) Sidewalks	0	0	0	0	0
w) Bike lanes	0	0	0	0	0
x) Well place benches	0	0	0	0	0
y) Community gardens	0	0	0	0	0
z) Disposition of three Dams	0	0	0	0	0
aa) Public Restrooms	0	0	0	0	0
bb) Community gardens	0	0	0	0	0
cc) Disposition of three Dams	0	0	0	0	0
dd) Public Restrooms	0	0	0	0	0
ee) Speed Enforcement	0	0	0	0	0
ff) Access to medical care and Services	0	0	0	0	0
gg) Trolley System	0	0	0	0	0

11. Is there a need to expand efforts in affordable housing for young families, the workforce or seniors yes ____ No ____
 Why and if yes, where should the Town focus? _____

12. How would you respond to the following questions asked in our 2000 community survey:

a. Should the Town consider expanding areas to house business parks or commercial areas?

• Yes _____ No _____ Don't Know _____

b. Is the Town protecting the Town's rivers, marshes, shoreland and other areas of scenic beauty and environmental importance?

• Yes _____ No _____ Don't Know _____

c. Would you support (through your tax dollars) the purchase of land or conservation easements for the purpose of conserving such resources?

• Yes _____ No _____ Don't Know _____

d. Do you feel that the quality of service provided by Town Employees is:

• Good _____ Fair _____ Poor _____

13. Do you support public and private services and facilities seniors, and their caregivers, that would permit them to stay in their homes? Yes _____ No _____ Don't Know _____ Need More Information _____

14. Please list any other matters that you see as critically important to the long term quality of life in Kennebunk:

15. How long have you lived in Kennebunk:

Less than 5 years

5 - 15 years

16 - 25 years

More than 25 years

13. In what area of Town do you live?

West Kennebunk

Lower Village

Downtown

Beach

If other, please specify

14. Which of the following statements best describes you? (please check all that apply)

I live in Kennebunk year round

I live in Kennebunk seasonally

I live in a single family home which I own

I live in a single family home which I rent

I live in an apartment

I live in a condo which I own

I live in a condo which I rent

If other, please specify

15. Which of the following best describes you:

Married

Single

Divorce

Widowed

16. Which of the following best describes you:

18 years or younger

19-39 years

40- 49 years

50-64 years

65 - 79 years

80 or older

17. Which of the following best describes you: (select all that apply)

a. I am retired - don't work at all

b. I am retired but work part-time I work full-time

c. I work part-time

d. I work locally

e. commute to work - between 10 & 25 miles (one way)

f. commute to work - between 25 & 50 miles (one way)

g. I commute to work more than 50 miles (one way)

h. I am a telecommuter - work primarily from home

i. If other, please specify:

18. Which of the following best describes your annual household income? (should we have this one?)

Less than \$10,000

\$10,000 to \$19,999

\$30,000 to \$49,999

\$50,000 to \$74,999

\$75,000 to \$99,999

\$100,000 to \$149,000

\$150,000 to \$199,000

\$200,000 or more

11.b.



MaineDOT

**Notice of Formal
PUBLIC MEETING
IN KENNEBUNK-
KENNEBUNKPORT**

**TO DISCUSS
THE BRIDGE SUPERSTRUCTURE REPLACEMENT OF
MATHEW J. LANIGAN BRIDGE**

**WEDNESDAY, FEBRUARY 10, 2016
AT 6:00 PM IN THE
KENNEBUNK HIGH SCHOOL AUDITORIUM
IN KENNEBUNK, 89 FLETCHER STREET**

Please join the Maine Department of Transportation (MaineDOT) at a formal public meeting to discuss the superstructure replacement of Mathew J. Lanigan Bridge (#2230), which carries Route 9 over Kennebunk River.

Representatives of MaineDOT will be present on Wednesday, February 10, 2016 at 6:00 p.m. to listen to concerns, receive comments, and answer questions from anyone with an interest in the project. MaineDOT is particularly interested in learning local views relative to project consistency with local comprehensive plans, discovering local resources, and identifying local concerns and issues. Anyone with an interest is invited to attend and participate in the meeting.

Accommodations will be made for persons with disabilities. Auxiliary aids will be provided upon advance request.

Any inquiries regarding this project may be directed to the attention of Jeanne Timberlake, Senior Project Manager, Maine Department of Transportation, Bridge Program, 16 State House Station, Augusta, Maine 04333-0016. Telephone: (207) 624-3422. Email: Jeanne.Timberlake@maine.gov.

**Work Identification Numbers 022504.00
Federal Aid Project Numbers STP-2250(400)X
TTY Telephone (888) 516-9364**