



TOWN OF KITTERY

Office of the Town Manager

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Town Manager's Report to the Town Council February 10, 2020

1. **Emery Field Phase 2** – I am very pleased to share that the Town has been conditionally awarded a \$300,000 grant from the Land and Water Conservation Fund for Emery Field Phase 2. The award is contingent up on the Town appropriating the 1:1 matching funds for the project. Once the Town has appropriated the matching funds, the LWCF will submit the project information to the National Parks Service for review, approval and formal project award.

This phase of the project focuses on improvement and expansion of the parking, installation of a playground, basketball court and pickleball courts, and completion of the perimeter path around the park.

2. **Taylor Building Invitation for Proposals** – The Taylor Building Committee is launching an Invitation for Proposals (IFP) to receive concept proposals for the eventual re-use, renovation, sale, and/or development of the 2 Walker Street site. The IFP is attached and available on the Town's website.

The Committee started with a question in the Foreside Study seeking general ideas on what the town would like to see done with the site. The intent of the IFP is to take the next step in refining the possible uses, by soliciting concept proposals from individuals, groups and other entities that are able to bring a potential proposal to fruition. The concepts could include private use and private/public partnership options. The staff will also be working with members of the Committee to develop a wholly "public use" concept.

3. **Council Meeting Minutes** – Councilor Lemont provided a number of constructive comments on the draft meeting minutes. In response, Town Clerk Karen Estee is working on further refining the action minutes to address his concerns and provide a level of detail that makes the action minutes more informative. We are also working on making sure we catch the spelling, grammar, and other typographical errors prior to releasing the drafts to Council for review.
4. **Property Maintenance Ordinance and Enforcement** – Our Code Enforcement team are working through a number of property maintenance and junk yard cases, and reviewing the lists of properties for ongoing or needed enforcement. Our goal is to achieve compliance, and focus on working with the property owners to this end where possible.

I have also asked our legal counsel to provide a review of the Town's property maintenance ordinances and assist us in improving the enforceability of them. We will also be looking at state statutes and best practices relative to ordinance effectiveness. I expect to propose revisions to Town Code following the evaluation process.

Upcoming Dates:

- Absentee Ballots Available Now
- Deadline to Change Party Enrollment for Primary Election – February 13, 6PM
- Tax Payments Due - February 15, Town Hall
- Voter Registration Night – February 26, 6PM to 7PM, Town Hall
- Presidential Primary & Special Referendum Election – March 3, 8AM to 8PM, KCC
- Mooring Permit Renewals Due – April 15, Harbormaster or Online

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Kendra', with a long horizontal flourish extending to the right.

Kendra Amaral
Town Manager



**TOWN OF KITTERY
INVITATION FOR PROPOSALS (IFP)
TAYLOR BUILDING
2 Walker Street, Kittery Maine**

The Taylor Building Committee is accepting concept proposals from organizations, community groups, businesses, and other entities or individuals to consider for the re-use, renovation, sale and/or development of 2 Walker Street, Kittery Maine. The intent of this invitation is to facilitate a broad range of proposals from individuals, groups, and other entities that can bring a proposal to fruition. The Town anticipates the property will be vacated by the Library approximately December of 2021.

OVERVIEW

In March 2018, the Kittery Town Council established the Taylor Building Committee to gather public input on the goals, concerns, and options for the re-use of the Taylor parcel, to develop a request for proposals for the sale and/or re-development of the parcel and to evaluate proposals based on criteria it establishes. The Committee will consider both private and public uses for the property as the first step in determining the future use of the Taylor Property. It will recommend the most advantageous concept(s) to the Council for consideration and action. A formal RFP may be issued by the Town at a later date.

The Taylor Building, at 2 Walker Street, is a 4,910-square-foot masonry and wood-frame building, with 4,400 square feet of finished space, constructed in 1965, set on a 0.35 acre lot with 11 parking spots, and is now used by the Rice Public Library for its fiction and children's collections. In March 2019, Maineland Consultants of Portland appraised the property at \$770,000. The property is located in the Mixed-Use Kittery Foreside Zone. For more information visit www.kitteryme.org/Taylor-Building-Committee.

PROPOSAL REQUIREMENTS

The Taylor Building Committee will review concept proposals utilizing the criteria listed below, along with its collective judgement consistent with the Committee's charge. It will select a short list of proposals for which it will gather additional information and input. The Committee may request further information from applicants prior to making its recommendations to the Town Council. The Committee's recommendation to Council does not constitute an agreement, promise, or guarantee that the proposal will be implemented.

Proposals should be submitted to the Town of Kittery no later than March 25, 2020 at 5:00 PM to:

Kittery Town Hall
Town Manager's Office
200 Rogers Road
Kittery, ME 03904

Each proposal shall be submitted in a sealed envelope clearly marked with the name of the entity or person(s) submitting the proposal and "Taylor Building Proposal" on the outside. Electronic format of proposals will not be accepted.

Proposals shall respond to the questions and information requested below. Proposals shall be submitted in hard copy with 10 copies.

Proposals that are incomplete, conditional or obscure, or which contain any additions not called for may be rejected by the Town. The Committee reserves the right to act or not act on any proposal submitted.

Any proposal may be withdrawn or withdrawn and resubmitted on request up until the deadline.

Unless otherwise specified, questions pertaining to general information regarding the IFP shall be addressed only in writing. No questions will be answered in-person or via telephone. **Questions shall be written and emailed to the following no later than March 12, 2020:**

Kendra Amaral
Town of Kittery
200 Rogers Road
Kittery, ME 03904
kamaral@kitteryme.org

Responses to questions will be issued via the Town's website and available to all.

EVALUATION CRITERIA

The Committee will use the following criteria for evaluation of proposals (not in order by priority):

- The extent to which the proposal is realistic and feasible.
 - What financing options will the applicant utilize to ensure the success of the proposal?
 - What prior experience or expertise can the applicant call upon to bring this proposal to fruition?
- The extent to which the proposal contributes to economic/community development within the Foreside.
 - How will the proposal add to the Foreside?
 - What will it contribute to the economic vitality of the area, or to the sense of community?
 - Is the proposal consistent with the Town's Comprehensive Plan and the Foreside Land Use and Transportation Study?
- The extent to which the proposal will enhance the future quality of life for the community.

TAYLOR BUILDING CONCEPT PROPOSAL FORMAT

Each proposal must include the following information:

1. Name of person, group, organization, company or other entity:

Which of the following best describes the applicant?

- ☐ individual
- ☐ business
- ☐ community group
- ☐ 501c3 or other non-profit organization
- ☐ other (please describe)

2. Name of primary contact person:

Email:
Phone number:
Mailing address:

3. Does your proposal seek to (please check which applies):

- ☐ purchase the Taylor Property
- ☐ obtain a long-term lease for the Taylor Property
- ☐ partner with Town of Kittery
- ☐ partner with other entities
- ☐ other: (please describe)

4. Which best describes your vision for financing the proposal:

- ☐ owner-financing
- ☐ bank financing
- ☐ public financing (i.e. municipal, state)
- ☐ private fundraising
- ☐ private-public fundraising

5. In 1,000 words or less, explain your proposal for the re-use of the Taylor Property, using the following format:

- Description
- Positive impact on the Kittery community and/or benefits to the Foreside
- Proposed timeline and funding (briefly; describe in detail in #6).

6. Briefly describe your financing in more detail, for example, by including information about how you have successfully financed projects in the past, or how you would go about raising funds for a non-profit project, etc.

7. Briefly describe other projects you or your organization has successfully implemented in the past, or present any other evidence that helps to illustrate why your proposed re-use is feasible and realistic.