

**TOWN OF KENNEBUNK  
BOARD OF SELECTMEN**

**TUESDAY, JANUARY 8, 2019 – 6:30 P.M.**

**KENNEBUNK TOWN HALL  
3<sup>rd</sup> FLOOR/ROOM 301**

**REGULAR MEETING AGENDA**

**1. Call to Order & Pledge of Allegiance**

**2. Approval of Minutes**

- a. December 11, 2018 Regular Meeting
- b. December 20, 2018 Special Meeting

**3. Items to be Signed**

**4. Public Hearings**

- a. To hear public comments on a **new Victualer License application from John Dimitriou d/b/a Christian's Café and Eatery for located at 41 Main Street.**

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

**Police Department:** new license – nothing to report from police

**Fire Department/Codes Office:** Due to the renovations that are currently underway, the facility is not ready for a Fire & Life Safety Inspection at this time.

*The Fire Chief recommends approving the license with the condition that it be issued only after the following items have occurred: Code Enforcement Officer's final inspection and Occupancy Permit issuance, and Fire Department's Fire & Life Safety Inspection.*

**MOTION:** To approve the Victualer License Application for John Dimitriou d/b/a Christian's Café and Eatery contingent on final inspections by the Codes Office and Fire Department and the issuance of the Occupancy Permit.

**5. Public Comments**

**6. Acknowledgements/Announcements**

- a. New Hires/Swearing-In Ceremony – Fire Chief Jeff Rowe is pleased to announce the following new employees recently hired in the Fire/EMS Division. These newly hired Firefighter/Paramedics began their employment with the Town on December 26, 2018.

- Christopher Boynton
- David Champagne
- Joshua Grzyb
- Heather Valliere

Town Clerk Merton Brown will administer the Oath of Office at this meeting. Please join us in welcoming Christopher, David, Joshua and Heather to the Town of Kennebunk and wish them the best in their new positions.

b. Fire Rescue Department Annual Awards – The Kennebunk Fire Rescue recently held its holiday get together and its annual awards banquet. The following members were recognized for their achievements:

- **Community Service Awards:** This award is given to a member who has shown outstanding commitment to the community in the best spirit of the Fire/EMS service: (3 awards presented)

Firefighter/EMT Dean Auriemma - Public CPR & AEDs

EMT Skip D'Ascanio - Football Game Coverage

Captain Nathan Howe – Public Fire Education

- **Chiefs Award:** This award is given by the Chief of the Department to a member that has exhibited service to the membership, department, and the general community over and above that of the normal expectations:

Chief Jay Everett

- **EMT of the Year:** This award is given to an EMT who has demonstrated a positive attitude and commitment to Kennebunk Fire Rescue and who has contributed immensely on emergency calls, training, and other department functions:

Paramedic/Firefighter Nathan Elmore

- **The Spirit of the Fire Service:** This award is given to a group or team that maintains and displays outstanding excellence in operations, cooperation, quality of work, safety mindedness, and initiative (for their involvement in the explorer program): (2 awards presented)

Lieutenant James Huff

Firefighter Keegan Ricker

Firefighter Thomas Schettine

Firefighter Mathew Dubios

Firefighter Riley Tebo

Firefighter Tyler Meader

- **Firefighter of the Year:** This award is given to a firefighter who has demonstrated a positive attitude and commitment, and has contributed immensely on emergency calls, training, and other department functions:

Firefighter Julian Felvinci

- **Officer of the Year:** This award is given to the officer who has demonstrated strong leadership qualities both in managing personnel and on the emergency scene, who has shown initiative to promote positive improvements in the department, who has lead by example (be respected and show respect to others), and has promoted continued training and education:

Captain Michael Casey

**Also recognized were 3 members that have recently retired:**

Dave Rynne – 29 years

John Kenney - 20 years

Shawn Ingham – 7 years

Congratulations to the members listed above and thank you for your outstanding dedication to the Kennebunk Fire Rescue and the citizens of the Town of Kennebunk.

- c. Retirement of Debbie Johnson, Deputy Tax Collector and Accounts Payable Clerk - After 25 years of service and dedication, Debbie is retiring from her position as Deputy Tax Collector and Accounts Payable Clerk for the Town of Kennebunk. Debbie has witnessed many changes within Kennebunk, and has been here to assist thousands of people register their vehicles, pay their taxes and issue beach parking permits. Her vast historical knowledge of the Town proved valuable every day. She has been the anchor and an expert in the tax office. Every day, Debbie did it all with a pleasant disposition and a welcoming smile.

We sincerely thank Debbie Johnson for her 25 years of work and devotion to the Town of Kennebunk.

- d. Accept the Following Donations – The Town recently received the following donations:
- \$750 from The Maine Community Foundation for the emergency heating assistance fund
  - \$2,500 from the Flynn Family Foundation (designated by Mary F. Woodman) for the emergency heating assistance fund
  - \$5,000 from the Flynn Family Foundation (designated by Elizabeth F. Roberts) for the Fire & Rescue Dept.
  - \$2,500 from the Flynn Family Foundation (designated by Mary F. Woodman) for the Fire & Rescue Dept
  - \$100 from Cocoons Inc. for the Fire & Rescue Department first responders (canteen fund)

**MOTION:** To accept the donations and send a letter of thanks to all for their generous donations.

- e. Accept a Grant/Donation from Kennebunk Savings – The Medical Equipment Loan Closet recently applied for and received a grant in the amount of \$1,000 from Kennebunk Savings to purchase transport wheelchairs, which are in high demand and short supply.

**MOTION:** To accept the donation and send a letter of thanks to Kennebunk Savings.

- f. Discuss a Proclamation for the Celebration of the 100<sup>th</sup> Anniversary of the Founding of the American Legion and Kennebunk's Webber-Lefebvre Post 74 – The Webber-Lefebvre Post 74 of the American Legion, located on Water Street in Kennebunk, is requesting the Town recognize and proclaim 2019 as the Year of Centennial Celebration for both the American Legion and, especially, for its Webber-Lefebvre Post 74.

Members of the Webber-Lefebvre Post 74 will be in attendance for this recognition.

**MOTION:** To proclaim 2019 as the Year of Centennial Celebration for both the American Legion and its Webber-Lefebvre Post 74.

- g. University of New England Relationship – The Town of Kennebunk and the University of New England (UNE) have developed a very strong bond over the past year and a half. This relationship has evolved in the areas of Health, Wellness and Safety, Nutrition, Sports and Recreation. During 2018, the Town provided educational advancement opportunities to 23 UNE students as they assisted the Town through various internships. The intern work provided by these 23 students exceeds 400 hours. The Town has also received more than 200 volunteer hours from UNE students. This relationship has also resulted in Parks and Recreation Director Tasha Pinkham serving as an adjunct professor at UNE where she instructs Intro to Sports and Recreation. Tasha teaches at UNE during non-work hours or by using some of her accrued vacation time.

## 7. Time Sensitive Business & Staff Presentations

### a. Take up Boards and Committees:

#### 1. Committee Resignations

- Maureen Adams, Historic Preservation Commission (Regular 2019)
- Heather McLaughlin, Budget Board (Regular 2021)
- Thomas Cahoon, Budget Board (Regular 2019)

**MOTION:** To accept the resignations of Maureen Adams from the Historic Preservation Commission and Heather McLaughlin and Thomas Cahoon from the Budget Board and send letters thanking them for their commitment to the Town and wishing them the very best going forward.

*Please refer to the Current Committee List in the Board's Packet.*

- #### 2. Move Up Alternate Member on Historic Preservation Commission – With the resignation of Maureen Adams, an Alternate member should be moved up to fill the remainder of Ms. Adams' three-year term. There are currently two members serving as Alternates on the Historic Preservation Commission (HPC): Barbara Fleshman who was appointed in 2015 and Paul Bevacqua who was appointed in 2016.

The HPC Chair is requesting that the first Alternate, Barbara Fleshman, be moved up to fill the remainder of Maureen Adams' three-year term, which expires in 2019.

**MOTION:** To move Barbara Fleshman from Alternate to Regular Member on the Historic Preservation Commission to fill the remainder of Maureen Adams' term (2019).

### b. Candidates to Appear for Appointment Consideration to Town Committees –

- **Historic Preservation Commission**

Vacancies: (1) Alternate 2019 (assuming an alternate was moved up in the previous article)

- Maria Kyriakides (applied on May 29, 2018; however, there were no vacancies at that time)

Ms. Kyriakides met with the Town Manager on December 31<sup>st</sup> about her interest in serving on the Historic Preservation Commission (HPC). After meeting with Ms. Kyriakides, the Town Manager encourages the Board to give strong consideration to her candidacy for a position on the HPC.

*Please refer to supporting material in the Board's Packet.*

**MOTION:** To appoint Maria Kyriakides as an Alternate Member on the Historic Preservation Commission, with a term expiring in 2019.

- **Kennebunk River Committee**

Vacancies: (1) Alternate 2019

There are two residents seeking appointment to the one Alternate position on the Committee:

- Reinier Nieuwkerk (applied on December 19<sup>th</sup>)

Mr. Nieuwkerk met with the Town Manager on December 28<sup>th</sup> about his interest in serving on the River Committee. After meeting with Mr. Nieuwkerk, the Town Manager encourages the Board to give strong consideration to his candidacy for a position on the Kennebunk River Committee.

- o Bryan William Tufts (applied on January 3<sup>rd</sup>)

Mr. Tufts met with the Town Manager on January 4<sup>th</sup> about his interest in serving on the River Committee. After meeting with Mr. Tufts, the Town Manager encourages the Board to give strong consideration to his candidacy for a position on the Kennebunk River Committee.

*Please refer to supporting material in the Board's Packet.*

**MOTION:** To appoint \_\_\_\_\_ as an Alternate Member on the Kennebunk River Committee, with a term expiring in 2019.

- c. Update on the Bid for the Purchase of a One-Ton Dump Truck with Plow – On December 6<sup>th</sup>, the Town received only one response to the previously issued bid request. The bid received was for the dump body only. Public Services Director Bryan Laverriere has searched extensively for a truck that would meet the Town's requirements. A 2018 GMC Sierra 3500 with dump body is available from Prime Buick GMC in Hanover, MA at a price of \$47,938.70. At this meeting, Bryan will address the additional equipment required to outfit the truck to our specifications.

**MOTION:** To purchase the 2018 GMC Sierra 3500 with dump body from Prime Buick GMC of Hanover, MA at a price of \$47,938.70.

**MOTION:** To purchase the necessary additional equipment for the above noted truck as presented by the Public Services Director.

- d. Set the Budget Meeting Dates for the 2019-20 Proposed Budget – Each year, the Selectmen and Budget Board hold joint meetings to discuss the upcoming budget. The proposed dates for review of the 2019-20 Proposed Budget are as follows:

Meeting #1	Tuesday, January 29	6:30 pm - 9:00 pm
Meeting #2	Thursday, January 31	6:30 pm - 9:00 pm
Meeting #3	Saturday, February 2	8:30 am - 11:30 am
Meeting #4	Tuesday, February 5	6:30 pm - 9:00 pm
Meeting #5	Thursday, February 7	6:30 pm - 9:00 pm
Meeting #6	Saturday, February 9	8:30 am - 11:30 am
Meeting #7*	Wednesday, February 13	6:30 pm - 9:00 pm
Meeting #8*	Saturday, February 16	8:30 am - 11:30 am

\*(if needed – additional meetings or snow day makeup)

**MOTION:** To approve the Budget Meeting dates listed above.

## 8. Old Business

- a. Discuss a Draft Ordinance Prohibiting the Release and Display of Balloons – The Selectmen's Ordinance Subcommittee will be meeting on January 8<sup>th</sup> at 5:30 p.m. (an hour before this meeting) to review a draft ordinance prohibiting the release and display of balloons. The ordinance was prepared by the Town's attorney. If the Subcommittee is ready to move this forward, the Board will need to schedule a public hearing.

**MOTION:**

- b. Discuss Efforts of the Skate Park Committee – To hear from members of the Skate Park Committee regarding their progress toward the committee's charge and their vision for the future.

## 9. New Business

- a. Invite RSU-21 Superintendent Hawes to an Upcoming Meeting of the Board of Selectmen – With a goal of increased collaboration, the Board of Selectmen is hopeful to discuss the upcoming budget process with Superintendent Katie Hawes with a goal of identifying opportunities for collaboration during the budget process.
- b. Discuss Any Other Business

## 10. Board of Selectmen Comments

- a. Subcommittee Reports
- b. Individual Selectmen Comments

## 11. Town Manager Announcements

- a. Update on Strategic Planning Discussions
- b. Selectmen Outreach Session – Saturday, January 19 from 8:30-10:30 a.m. on the third floor of the Town Hall. This session will be hosted by Selectmen Blake Baldwin and Richard Morin. Watch our website ([www.kennebunkmaine.us/calendars](http://www.kennebunkmaine.us/calendars)) for any changes in the schedule due to the weather, availability of Selectmen, etc.
- c. Holiday Closures and Curbside Collection Information for Martin Luther King, Jr. Holiday  
**Martin Luther King, Jr. Holiday – Monday, January 21**
  - Town Hall and Department of Public Services will be closed
  - Transfer Station will be closed (closed Sun. & Mon. every week)
  - Curbside collection of trash and recycling will take place as usual all week.

## 12. Executive Session

## 13. Adjournment