

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN**

TUESDAY, JANUARY 22, 2019 – 6:30 P.M.

**KENNEBUNK TOWN HALL
3rd FLOOR/ROOM 301**

REGULAR MEETING AGENDA

AMENDED: Article 7b

Added Peter Brewitt
(Budget Board candidate)

1. Call to Order & Pledge of Allegiance

2. Approval of Minutes

- a. January 8, 2019 Regular Meeting

3. Items to be Signed

4. Public Hearings

5. Public Comments

6. Acknowledgements/Announcements

- a. Accept the Following Donations – The Town recently received the following donations:

- \$25 from Gladys Benshimol for the Medical Equipment Loan Closet
- \$2,500 from the Flynn Family Foundation for Social services

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

7. Time Sensitive Business & Staff Presentations

- a. Take up Committee Resignations:

Susan Lee, due to relocation, has resigned from the following committees:

- Susan Lee, Lower Village Committee (Alternate 2019)
- Susan Lee, Beach Parking Assessment Working Group (Beach Area Rep./no term)

MOTION: To accept the resignation of Susan Lee from the Lower Village Committee and the Beach Parking Assessment Working Group and send a letter thanking her for her commitment to the Town.

- b. Candidates to Appear for Appointment Consideration to Town Committees – The following residents will be in attendance at Tuesday's meeting to discuss their interest in joining the following committees.

Please refer to memos and completed committee volunteer forms in the Board's packet for each candidate.

- **Zoning Board of Appeals** Vacancies: (1) Alternate 2019
 - Stephen Sayers

If this candidate is appointed, it is recommended they be appointed to the Alternate term expiring in 2019.

MOTION:

- **Energy Efficiency Advisory Committee** Vacancies: (3) Regular 2021, (1) Youth 2019
 - Bevan Davies

If this candidate is appointed, it is recommended they be appointed to the Regular term expiring in 2021.

MOTION:

- **Budget Board** Vacancies: (1) Regular 2021, (1) Regular 2019
 - Sarah Wheeler
 - Peter Brewitt

If the candidates are appointed, it is recommended they be appointed to the Regular terms expiring in 2021 and 2019.

MOTION:

- **West Kennebunk Village Committee** Vacancies: (1) Regular 2021, (2) Regular 2020
 - Peter Donaher
 - Dana Ingham

If the candidates are appointed, it is recommended they be appointed to the Regular terms expiring in 2020.

MOTION:

- **Board of Assessment Review** Vacancies: (1) Regular 2020
 - Dudley "Butch" Tyson

If this candidate is appointed, it is recommended they be appointed to the Regular term expiring in 2020.

MOTION:

8. Old Business

9. New Business

- a. Discuss the Bids for the Sale of the Rest Area Property – On November 26, 2018 the Town received two responses to the Request for Proposals (RFP) - Property Purchase Rest Area Property (May 59, Lot 34). The [RFP](#) contained comprehensive information on the subject property, known constraints, selection process and proposal guaranty. The Proposal Selection process within the RFP indicated that a selection committee would review and evaluate the proposals based on the information submitted and provide a recommendation to the Board of Selectmen. Within the Proposal Selection were specific scoring criteria with the potential to receive a maximum score of 100 points.

Town Staff identified five community members made up of residents with diverse backgrounds including legal, utility district management, building construction, professional services and Comprehensive Planning/Planning Board experience. One of the committee members was unable to complete the scoring process due to late developing personal obligations. Staff provided copies of the two proposals, the RFP and a detailed scoring matrix with guidance in terms of how points could be allocated based on the scoring criteria outlined in the RFP. The selection committee reviewed these independently and did not meet as a group, rather they simply provided the results of their reviews individually to Town Staff.

Based on the results the following scores were received:

Scorer	Following Seas, LLC	Cottage Advisors, LLC
Reviewer #1 - MB	93	71
Reviewer #2 - JPL	70	66
Reviewer #3 - DL	85	68
Reviewer #4 - PF	98	90

A copy of each proposal can be found on the Town's website by following the links below:

[Following Seas, LLC](#)

[Cottage Advisors, LLC](#)

Both proposal submitted complied with the requirements of the RFP. The consensus of the scoring completed by the selection committee indicates that the proposal submitted by Following Seas, LLC is higher rated. Based on the comprehensive nature of the proposal and clear distinction in scoring, Staff would recommend that the Town consider entering into a Development Agreement with Following Seas, LLC in accordance with Section VII Proposal Guaranty of the RFP. Should the Board of Selectmen decide to pursue this Development Agreement, the selected proposer would have 10 days upon notification to submit a 10% deposit based on the proposed sale price. The Town and the selected proposer would have 30 days to negotiate a Development Agreement that would stipulate the terms of the final transaction.

MOTION: Request the Town Attorney to prepare the necessary documents and pursue a Development Agreement with Following Seas, LLC for the sale of the Rest Area property and development of a residential memory care facility to accommodate 12 studio apartments.

- b. Discuss Necessary Road Closures, Associated with Special Event Applications – The Special Event Policy requires Board approval for road closures. According to the Police Department, they are requesting approval for the following road closures or delays. Note: There are no changes from previous years.

- **Saturday, May 4, 2019: May Day Festival (sponsored by Town)**

This event occurs in the downtown area (Rotary Park, Waterhouse Center, Kennebunk Library, etc.) and requires a road closure for the parade.

Road Closure Needed:

12:30 p.m. – 2:15 p.m. - various times on Water Street, Factory Pasture Lane, Main Street, Dane Street and Grove Street. Please refer to the road closure information enclosed in the packet for specific times.

MOTION: To approve the road closure for the May Day Festival as noted above.

- **Sunday, June 2, 2019: The Kennebunk Beach Classic 5K Road Race/Walk (sponsored by The Center)**

This 5K race begins on Port Road and has a start time of 9:00 a.m.

Road Closure Needed:

9:00 a.m. - 10:30 a.m. - Western Avenue from the intersection of Western Avenue and Beach Avenue (Coopers Corner) to Western Avenue and Boothby Road. Please refer to the road closure information enclosed in the packet for specific times.

MOTION: To approve the road closure for the Kennebunk Beach Classic 5K Road Race/Walk as noted above.

- c. Discuss Any Other Business

10. Board of Selectmen Comments

- a. Subcommittee Reports
- b. Individual Selectmen Comments

11. Town Manager Announcements

- a. Selectmen Outreach Session – The January 19th session has been cancelled as the Comprehensive Plan Open House is being held that morning (see next item for details). The next Outreach Session will be held on Saturday, February 16th from 8:30 a.m. to 10:30 a.m. at the Town Hall.
(This item is shown as the agenda was published prior to the occurrence of this event)
- b. Comprehensive Plan Open House – Saturday, January 19th from 9:00 a.m. to 11:30 a.m., third floor of the Town Hall - The Town is currently engaged in a process to update our Comprehensive Plan, which is a document that outlines the recommended steps Kennebunk take to manage growth and provides guidance to public and private decision makers regarding the future development of the town. In addition, the Plan provides a framework for the Town’s zoning and other land use ordinances. On Saturday, January 19th, you are invited to stop by an Open House held on the 3rd floor of Town Hall from 9-11:30 a.m. to give your thoughts and opinions on the Town and to provide feedback to the Comprehensive Plan Committee. If you are unable to attend Saturday’s Open House, stay tuned for an evening date to be scheduled in February. You are also encouraged to log on to the Town’s website and visit the Community Voice page (www.kennebunkmaine.us/CommunityVoice) where you can read the ongoing discussion and add your comments to the various topics covered by the Comprehensive Plan.
(This item is shown as the agenda was published prior to the occurrence of this event)
- c. Closures and Curbside Collection Information for Martin Luther King, Jr. Holiday, Monday, January 21st
 - 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.(This item is shown as the agenda was published prior to this event)
- d. Maine Real Estate and Development Association (MEREDA) Conference – Town Manager Pardue and Board Chair Morin attended MEREDA’S 2019 Annual Conference this past week. Conference materials included economic forecasts, along with projected residential and commercial sales activity. There was also a significant focus on data derived from the hospitality industry, to include a look back at 2018 and a look forward at 2019 projections. The information gleaned will be helpful as we consider future economic development opportunities and plan strategically for the future.
- e. Budget Meeting Dates for the 2019-20 Proposed Budget

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)

12. Executive Session (if needed, see Article 9a)

- a. Discuss with the Town Manager, Finance Director and Community Development Director the Bids for the Sale of the Rest Area Property 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)

13. Adjournment