

**TOWN OF KENNEBUNK**

**SELECT BOARD**

**TUESDAY, FEBRUARY 9, 2021 – 6:30 P.M.**

**REGULAR MEETING AGENDA**

**This meeting will be conducted through the electronic platform Zoom, as described below.**

This is a televised Meeting.

View meeting on [Zoom](#), Cable TV Channels 5 or 1302 or online anytime at [www.townhallstreams.com](http://www.townhallstreams.com).

**ZOOM MEETING  
INSTRUCTIONS FOR COMMUNITY PARTICIPATION**

This meeting will be conducted using [Zoom](#), a web-based video conferencing tool, under [1 M.R.S.A. § 403-A](#), which authorizes the Town to hold remote meetings during the state of emergency declared by the Governor due to the outbreak of COVID-19.

**Time: February 9, 2021 - 6:30 PM Eastern Time (US and Canada)**

Ways to join the webinar:

- By computer or mobile device:  
<https://us02web.zoom.us/j/86188393144?pwd=QWp0OHhBdXdBdD3cXNFS2dzWmlnUT09> or go to [ZOOM](#)  
or
- By Phone 1 312 626 6799 US or 1 646 876 9923 US or 1 669 900 6833

**Webinar ID: 861 8839 3144**

**Passcode: 135266**

Please take a minute to read these important Instructions before you join:

- Please mute your audio and disable your video before joining
- Here are some brief videos to help familiarize you with the Zoom platform
  - [Joining a Zoom Meeting](#) (brief instructional video)
  - [Video or Audio off by Attendee](#) (brief instructional video)
  - [Attendee Controls in a Meeting](#) (brief instructional video)
- PUBLIC COMMENT: If you wish to speak on an agenda item and you are:
  - Joining via your computer or cell phone
    - Please use the “raise your hand” feature by clicking “participants” (computer). The host will be notified and will identify you when it is your turn to comment.
  - Joining via landline phone:
    - The following commands can be entered using your phone’s dial pad while in a Zoom meeting. The host will be notified and will identify you when it is your turn to comment.
      - \*6 - Toggle mute/unmute
      - \*9 - Raise Hand

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. CONSIDERATION/APPROVAL OF MINUTES
  - a. January 26, 2021 Regular Meeting [Please refer to supporting material \(PDF\)](#)

Budget Meetings (minutes to be presented at a future meeting)

- a. January 28, 2021 Special Meeting (budget meeting)
- b. January 30, 2021 Special Meeting (budget meeting)
- c. February 2, 2021 Special Meeting (budget meeting)
- d. February 4, 2021 Special Meeting (budget meeting)

3. ITEMS TO BE SIGNED

4. PUBLIC HEARINGS

- a. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to hear public comment on:

**Proposed carry forward balances remaining in accounts with unexpended funds  
(from FY19-20 as of June 30, 2020 to FY20-21 as of July 1, 2020)**

Additional information may be obtained in the Town Clerk's office.

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

In accordance with the Town's Charter, Section 3.06 (4), the Select Board, after a public hearing, may carry forward funds remaining in accounts with unexpended year-end balance from the then-current fiscal year to the next fiscal year. The books and records for the general fund are nearly closed, with one of the final steps in this process being the identification of funds to be carried forward from fiscal year 2019-20 into fiscal year 2020-21.

**MOTION:** To carry forward fund balances remaining in accounts with unexpended balances (from FY19-20 to FY20-21).

5. PUBLIC COMMENTS

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

- a. **Accept a Donation** – The Town recently received a \$400 donation from John White for the Fire Rescue Department.

**MOTION:** To accept the donation and send a letter thanking Mr. White for his generous donation.

- b. **Hear an Update from the Town Manager regarding COVID-19 and the Town's Preparedness Plans**

- Update on the efforts of the Workplace COVID Task Force
- Update on the efforts of the Town's COVID Task Force
- COVID-19 Community Resources – For those in need of assistance at this time, please visit our website where we have posted information for food and fuel resources as well as other assistance. [www.kennebunkmaine.us/socialservices](http://www.kennebunkmaine.us/socialservices)

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

- a. **Discuss the Closing of Certain Town Ways to Heavy Loads** – Each year, the Town posts certain roads as “Closed” to any non-exempt vehicle or combination of vehicles registered for a gross weight of over 23,000 pounds. Two axle trucks between 23,000 and 34,000 pounds transporting Special Commodities are exempt from this closure. This is done to protect our roads as the frost levels are changing.

The following roads will be closed to such traffic at a date to be determined by the Public Services Director. The date of closure is expected to be on or about February 19 and will remain in effect until at least April 30<sup>th</sup> unless otherwise posted. Any violation of the rules is a traffic infraction punishable by a fine of not less than \$250.

Alfred Road (Thompson Rd to Cole Rd)	Old Falls Road
Cole Road	Old Port Road
Downing Road	Perkins Lane
Durrells Bridge Road	Ross Road
Emmons Road	Russell Farms Road
Harriseckett Road	Thompson Road
Heath Road	Winnow Hill Road
Middle Road	

The posting shall remain in force except when the way is solidly frozen. The highway is considered solidly frozen only when the air temperature is 32 degrees F. or below and no water is showing in the cracks in the road. Both conditions must be met.

For further information, please contact the Kennebunk Public Services Department at 985-4811.

[Please refer to supporting material – Posted Roads \(PDF\)](#)

**MOTION:** To approve the closure of the above listed roads at a date to be determined by the Public Services Director.

- b. **Comprehensive Plan Update** – The Town of Kennebunk has been working on updating the Comprehensive Plan over the past several years. As part of the process, the product was submitted to the State for review and comment. That review process identified the need for supplemental updating of technical data, mapping and general plan orientation. The Town, through its relationship with Southern Maine Planning and Development Commission (SMPDC), has leveraged the State to include Kennebunk in the latest 2020 data set in November and has identified SMPDC as the best partner to bring together the plan for completeness and conclusion. This effort will include further supporting assistance from the Comprehensive Plan Committee, who’s contributions have proven very valuable to this effort. The supplemental work will require additional funding. The Town has reviewed the proposal from SMPDC, identifying there may be some post State review work associated with this. For that reason, a budget of \$25,000.00 has been identified and is requested to complete this effort.

[Please refer to supporting material- SMPDC Proposal \(PDF\)](#)

If it is the Board’s desire to support this request, the motion could read:

**MOTION:** To approve the expenditure of \$25,000.00 to finalize the Comprehensive Plan as outlined in the Southern Maine Planning and Development Commission proposal as submitted.

- c. **Hear an Update Regarding the Tides, Taxes, & New Tactics Project** – Community Development staff will provide an update on this project, which is led by Southern Maine Planning and Development Commission in collaboration with municipal staff from three Towns: Kennebunk, Wells and York. Funded by the Maine Coastal Communities Grant program, this project provides vital information about sea level rise impacts, local vulnerabilities and strategies for protecting people, property and natural resources from the impacts of coastal flooding.)

Project materials and the vulnerability assessment reports are available on SMPDC’s website at: [www.smpdc.org/coastalprojects](http://www.smpdc.org/coastalprojects).

*[Please refer to supporting material – Community Spotlight: Town of Kennebunk \(PDF\)](#)*

**No motion necessary.**

8. OLD BUSINESS

9. NEW BUSINESS

- a. **Execute a Modification to the Project Agreement with the Maine Department of Transportation for the Factory Pasture Lane Sidewalk Construction Project** – This will involve execution of a modification of the current Project Agreement - Kennebunk Village Sidewalk Project, #WIN 019392.00, that was initially executed on October 13, 2011. The agreement has been modified multiple times as the Maine DOT has extended the project schedule and provided additional funding. This project was included in the recently released 2021-23 Maine DOT Work Plan and represents the securing of funding to advance the project to construction with a funding formula of 80% State and 20% Local Share. The Town previously budgeted funds for this work in prior budget cycles. The Maine DOT project will cover the work associated with the sidewalk and the Town will jointly cover the road rehabilitation at 100% funding as part of this project.

The last project agreement was for \$99,177.00 and this will increase the total project agreement to \$675,718.00, with the Federal Share at 80% (\$540,574.40) and the local share at 20% (\$135,143.60). The Town is finalizing the Right-of-Way acquisition process and plans to bid the project in May of 2021.

*[Please refer to supporting material - MDOT Modification 5 \(PDF\)](#)*

**MOTION:** To authorize the Town Manager to execute the Project Modification of the Project Agreement with the Maine Department of Transportation for the Factory Pasture Lane Sidewalk Construction Project, #WIN 019392.00.

- b. **Discuss the LED Street Light Conversion Program** – The Board will discuss this initiative.
- c. **Discuss Any Other Business**

10. SELECT BOARD COMMENTS

- a. **Subcommittee Reports**
- b. **Individual Select Board Member Comments**

11. TOWN MANAGER ANNOUNCEMENTS

- a. **Branding Initiative Update**
- b. **Connectivity Task Force Update**

- c. **Select Board Workshop with RSU 21 Superintendent – Wednesday, February 10 from 5:00-6:00 p.m. (via Zoom)**
- d. **Presidents' Day Holiday – Monday, February 15**
  - Town Offices 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
- e. **Virtual Select Board Outreach Session – Saturday, February 20 from 8:30-9:30 a.m. via Zoom**  
Sessions hosted by two Select Board members, providing residents with a chance to talk with them in a non-meeting setting. Visit our website calendar at [www.kennebunkmaine.us/calendars](http://www.kennebunkmaine.us/calendars) for login info.
- f. **FY2021-22 Proposed Municipal Budget –** Want to catch up on the budget meetings that took place in January through February 4? Meetings are archived for viewing anytime at [www.townhallstreams.com](http://www.townhallstreams.com). View supporting documents presented at the budget meetings at [www.kennebunkmaine.us/budget](http://www.kennebunkmaine.us/budget). Please stay tuned for any future budget meeting announcements.

12. EXECUTIVE SESSION

13. ADJOURNMENT