

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN**

TUESDAY, FEBRUARY 12, 2019 – 6:30 P.M.

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

REGULAR MEETING AGENDA

1. Call to Order & Pledge of Allegiance

2. Approval of Minutes

- a. January 22, 2019 Regular Meeting

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

- a. January 29, 2019 Special Meeting (budget meeting)
b. January 31, 2019 Special Meeting (budget meeting)
c. February 2, 2019 Special Meeting (budget meeting)
d. February 5, 2019 Special Meeting (budget meeting)
e. February 7, 2019 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 act on the following:

To discuss the proposed carry forward balances remaining in accounts with unexpended funds (from FY17-18, as of June 30, 2018, to FY18-19, as of July 1, 2018).

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, 2018. 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 2017-18 into fiscal year 2018-19.

MOTION: To carry forward fund balances remaining in accounts with unexpended funds (from FY 17-18 to FY 18-19).

5. Public Comments

6. Acknowledgements/Announcements

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

- \$200 donation from an anonymous donor for the Town's Emergency Fuel Assistance Fund
- \$300 donation from an anonymous donor for the Town's Emergency Fuel Assistance Fund

MOTION: To accept the donations and offer our thanks to the anonymous donors.

- \$23,202.24 from Nancy Coleman Cummings in memory of Harrison (Hank) Coleman and Lloyd Nedeau

Kennebunk Fire Rescue received a generous donation from Nancy Coleman Cummings. Nancy, who recently passed away, made this donation in memory of her father, Harrison “Hank” Coleman who served the department as a firefighter and chief officer, and also in memory of Lloyd Nedeau who also served the department as chief officer. The donation that she made is earmarked for specific equipment that will serve the Fire Rescue, but also another piece of equipment that will serve Police, Fire, Rescue, and Public Services.

MOTION: To accept the donation from the family of Nancy Coleman Cummings and send a letter of thanks for this very generous donation.

- b. New Hires: The Town Manager is pleased to announce the hiring of the following new employees:
- April Jones, Deputy Tax Collector – April joined our front office team on January 28th. Her significant work experience includes working in customer service-oriented environments in both the public and private sectors. The addition of April to the Kennebunk team fills a vacancy created by the retirement of Debbie Johnson.
 - Kimberly Carter, Administrative Assistant, Public Services Department – Kim joined our public services team on February 4th. Her work experience includes the provision of administrative support services, to include the management of accounts payable processes. The addition of Kim to the Kennebunk team fills a vacancy that resulted from the resignation of an employee that relocated out of state.

We welcome April and Kim to the Town of Kennebunk and wish them the best in their new positions.

7. Time Sensitive Business & Staff Presentations

- a. Discuss 2019 Ambulance Billing Rates – Each year, the Town reviews the rates charged for ambulance services. Medical Reimbursement Services of Windham, Maine, the Emergency Medical Services billing contractor used by the Town of Kennebunk, completed its annual survey of billing rates charged by area medical service providers. After an analysis of the costs associated with emergency medical service response and provision, the accompanying proposed 2019 fees are recommended for Board of Selectmen approval.

As the Board considers this request, it is important to note that the recommendation for an increase in billing rates is to offset expenditure increases in the following lines:

- Soft medical supplies are no longer replaced at the hospital.
- We are now having to pay for all medications and can no longer get resupplied at the hospital.
- The cost of some medications and medical supplies has gone up exponentially, specifically due to supply shortages.

It is also important to recognize that Medicare and Medicaid (MaineCare) pay a percentage of the bill, which is based on local billing profiles. The private insurers base their rate over CMS (Centers for Medicare and Medicaid Services) rates, so Medicare typically will pay up to 60% percent of the charge and Medicaid will pay 30-40%, depending on the charge.

Chief Rowe will be present to answer any questions the Board may have.

MOTION: To approve the recommended Ambulance Billing Rates for 2019.

- b. Authorize the Purchase of In-Car Dash/Body Camera System – A total of \$70,000 was approved through last year's budget process for the purchase of a new in-car camera/body camera to replace the current in-car camera system, which is nine years old.

The Police and IT Departments have worked in partnership over the past year researching camera systems and have narrowed their selection to two vendors.

Watchguard	\$68,735
Global Public Safety	\$61,752

While both systems integrate cruiser and body cameras, the Police and IT Departments recommend the purchase of the Watchguard system as the Watchguard system's body cameras are much more practical due to their size. Further, the Watchguard cameras record in high definition, providing video quality that is far superior to those of Global Public Safety.

MOTION: To approve the purchase of the Watchguard system in the amount of \$68,735.

8. Old Business

9. New Business

- a. Discuss Possible Amendments to Town Ordinance – On January 22, 2019, the Board of Selectmen Ordinance Subcommittee met to discuss two amendments to the Town ordinances. Section 2-3, “One-way and Prohibited Traffic” and Section 3-5, “Public Beaches” were discussed for amendment, based on concerns raised by citizens and staff. The amendment to Section 2-3 would specifically restrict vehicular, snowmobile and ATV access along the portions of Emmons Road between Sparrow Drive and the Eastern Trail. The Kennebunk Police and Town Attorney have been provided copies of the amendment. Section 3-5 is being amended to remove Parsons Beach from the jurisdiction of this ordinance as the Town holds a lease agreement with specific rules, thus there is no need for an overlap of documents.

If the Board wishes to advance these ordinance amendments, a public hearing is needed. The motion could be:

MOTION: To hold a Public Hearing on February 26, 2019 to hear public comment on the possible amendments to Town Ordinances 2-3 (One-Way and Prohibited Traffic) and 3-5 (Public Beaches), as noted above.

If the Board moves these Ordinance amendments to a Public Hearing, the Board could also hold a Public Hearing on February 26, 2019 to hear public comments on the proposed Ordinance Prohibiting the Release and Display of Balloons (discussed at the Board's January 8, 2019 meeting and moved to a Public Hearing in April).

- 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.

- **Friday, July 12, 2019: 22nd Edition Library Road Race 5K**

Road Closures Needed:

5:45 P.M – 6:40 P.M. Dane Street closed from Park Street to Main Street (race finish location)

6:05 P.M. – 6:30 P.M. Depot Street (one lane closed) No cars can enter Depot Street from Summer Street

6:05 P.M. - 6:45 P.M. Main Street closed from Water Street to Dane Street (north bound only)

The above information may be subject to change.

MOTION: To approve the road closures for the 22nd Edition Library Road Race 5K 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 – Saturday, February 16 from 8:30-10:30 am, 3rd floor of the Town Office. This session will be hosted by Selectmen Chris Cluff and Wayne Berry. Stop in for a chat and enjoy a cup of coffee and a donut! Any changes to this schedule will be posted on our website.
- b. Closures and Trash/Recycling Schedule – Presidents' Day – Monday, February 18
 - o Closed: Town Hall, Department of Public Services, Transfer Station/Recycling Center
 - o Curbside Collection: No change - All days will be collected as scheduled
- c. Proposed FY2019-20 Budget – Want to catch up on the budget meetings that took place recently at Town Hall? Meetings are archived for viewing anytime at www.townhallstreams.com.
 - o View the supporting detailed budget documents presented at the budget meetings at www.kennebunkmaine.us/budget.

12. Executive Session

- a. Discuss an Economic Development Matter with the Town Manager, Finance Director, Code Enforcement Officer and Community Development 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)

13. Adjournment