

TOWN OF KENNEBUNK

SELECT BOARD

TUESDAY, MARCH 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 & 1302 or online anytime at 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: March 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=QWp0OHhBdXdDbTd3cXNFS2dzWmlnUT09> 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. February 23, 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)
 - e. February 11, 2021 Special Meeting (budget meeting)
3. ITEMS TO BE SIGNED
 4. PUBLIC HEARINGS
 5. PUBLIC COMMENTS
 6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

a. **Accept the following Donations for Kennebunk Fire Rescue:**

- \$500 from James K. and Thomas Pastorelli - This donation is a thank you for participation in a birthday celebration in May of 2020 for their father, James F. Pastorelli. As you may know, James F. Pastorelli was a veteran of World War II who proudly served his country. He celebrated his 100th birthday on August 22, 2020.
- Chaplain Carolyn Lambert made a \$100 donation to St. Jude Children Children’s Research Hospital and a \$100 donation to the Good Shepherd Food Bank in the name of Kennebunk Fire Rescue. Chaplain Lambert also donated \$100 to Kennebunk Fire Rescue.

MOTION: To accept the donations and send a letter thanking the donors for their generous donations.

- b. **New Hire: Franklyn (Frank) Kunkel** – Frank will start with the Community Development Division on March 15th as the Town’s Assistant Code Enforcement Officer. Frank previously worked in the construction industry for over 20 years, getting his start with CB Builders of York, then successfully ran his own business for over 10 years. After working in the industry and interacting with several local municipal Code Officers, Frank earned his Code Enforcement Officer Certification and pursued a career in the field. We are pleased to welcome him to the Town of Kennebunk and look forward to working with him as part of the team!
- c. **Information from the Town Clerk’s office regarding the June 8th Annual Town Meeting/Election** – Nomination papers are now available for the following positions:

Select Board Members	(3) 3-year terms
RSU 21 Directors	(2) 3-year terms
Kennebunk Light & Power District Trustee	(1) 5-year term
Kennebunk Sewer District Trustees	(2) 3-year terms

A minimum of 25 signatures is required. Nomination papers can be picked up in the Town Clerk’s Office and must be returned no later than 4:30 p.m. on Friday, April 9th. FMI, please call 604-1326.

d. **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 Kennebunk COVID Task Force
 - July 4th Fireworks
 - Parks & Recreation Department Proposed Programs
- 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

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

a. **Discuss Boards and Committees**

- **Committee Resignations**
 - Jonathan Johnson, Economic Development Committee – Regular 2022
 - Donald Burnham, Budget Board – Regular 2023

MOTION: To accept the resignations of Jonathan Johnson from the Economic Development Committee and Donald Burnham from the Budget Board and send letters thanking them for their service.

- **Move Up Alternate Members**
 - Stephen Sawyer – Economic Development Committee
 - Robert Fiore – Economic Development Committee

There are two Alternate members on the EDC. Both were appointed in January 2020.

In addition to Jonathan Johnson’s recently vacated Regular position (2022), the EDC has a vacancy for a Regular member with a term expiring 2021.

MOTION: To move Stephen Sawyer from Alternate to Regular Member on the Economic Development Committee to fill the remainder of Jonathan Johnson’s three-year term that expires on June 30, 2022.

MOTION: To move Robert Fiore from Alternate to Regular Member on the Economic Development Committee to fill the remainder of a three-year term that expires on June 30, 2021.

- **Candidate to Appear for Appointment Consideration to Town Committee** – The following resident will be attending the Board’s meeting (via Zoom) to discuss her interest in joining the following committee:
 - Lisa Pratt – Energy Efficiency Advisory Committee [Please refer to supporting material \(PDF\)](#)
Vacancies: (1) Regular Member position-2021, (1) Regular member position-2023

MOTION: To appoint Lisa Pratt as a Regular Member on the Energy Efficiency Advisory Committee, with a term expiring on June 30, 2021.

- b. **Update the Signature Page of the Disaster Mutual Aid Agreement for York County** – In 2013, the Town of Kennebunk was one of the 26 towns and 3 cities in York County that signed a Disaster Mutual Aid Agreement for York County. The purpose of the Agreement was to provide for the establishment and implementation of a Regional Mutual Aid Agreement for disaster preparedness and response in case of an event or incident that may prove too great for any one municipality to deal with unassisted.

The Agreement was approved and signed on March 26, 2013 by five members of the Select Board (Searles, Spofford, Donovan, Ward, Kotsonis), Town Manager Tibbetts and Fire Chief Nichols.

The Agreement automatically renews on an annual basis. The Town Manager and the Fire Chief are asking the Board to sign the accompanying signature page, which reflects the names of current Town officials.

[Please refer to supporting material – Mutual Aid Agreement \(PDF\)](#)

MOTION: To provide updated signatures on the Disaster Mutual Aid Agreement for York County.

Select Board members will need to come to the Town Clerk's Office to sign the document.

8. OLD BUSINESS

- a. **Hear an Update on the Progress of the Comprehensive Plan**

9. NEW BUSINESS

- a. **Discuss Any Other Business of the Board**

10. SELECT BOARD COMMENTS

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

11. TOWN MANAGER ANNOUNCEMENTS

- a. **Applications are now available for the Town's Property Tax Assistance Program.** This program is open to Kennebunk homeowners and renters age 62 or older.
- To qualify you must be 62 years or older, have lived in your home for at least one year and have received a refund through the [State of Maine's Property Tax Fairness Credit program](#).
 - [Applications](#) must be submitted to the Tax Collector's office by July 1.
 - View this information on our website at www.kennebunkmaine.us/taxhelp
- b. **Virtual Select Board Outreach Session – Saturday, March 20 from 8:30-9:30 a.m. via Zoom**
Sessions are 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 for login information.
- c. **FY2021-22 Proposed Municipal Budget** – Want to catch up on the budget meetings that took place January through mid-February? Meetings are archived for viewing anytime at www.townhallstreams.com. View supporting documents presented at the budget meetings at www.kennebunkmaine.us/budget.

12. EXECUTIVE SESSION

13. ADJOURNMENT