

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN
TUESDAY, MAY 28, 2019 – 6:30 P.M.
KENNEBUNK TOWN HALL
3rd FLOOR/ROOM 301
REGULAR MEETING AGENDA**

Monday, May 27 – Memorial Day

- Town Offices and Dept. of Public Services will be closed
- No change to trash/recycling curbside collection schedule
- Town Hall/Main Street:
 - Band Concert at 1:30 p.m.
 - Parade at 2:00 p.m.



1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. APPROVAL OF MINUTES
 - a. May 14, 2019 Regular Meeting [Please refer to supporting material \(PDF\)](#)
 - b. May 21, 2019 Special Meeting [Please refer to supporting material \(PDF\)](#)

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:

A new application from Quest Fitness Maine located at 2 Livewell Drive d/b/a Quest Fitness for a Victualer License.

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

MOTION: To approve the Victualer License Application for Quest Fitness Maine d/b/a Quest Fitness.

- b. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

A new application from Mike's All Day Breakfast LLC d/b/a Mike's All Day Breakfast for a Victualer License. This establishment is under new ownership and is located at 51 Western Avenue.

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

MOTION: To approve the Victualer License Application for Mike's All Day Breakfast LLC d/b/a Mike's All Day Breakfast.

- c. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

An application from Texas Grace Kitchen d/b/a Texas Grace Kitchen for a Victualer License. This is for a food truck to be located at 71 Portland Road, which is a change of location.

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

MOTION: To approve the Victualer License Application for Texas Grace Kitchen d/b/a Texas Grace Kitchen.

- d. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**An application from Chez JJ d/b/a Chez JJ for a Victualer License.
This is for a food truck to be located at 71 Portland Road, which is a change of location.**

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

MOTION: To approve the Victualer License Application for Chez JJ d/b/a Chez JJ.

- e. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**A new application from Cindi Neal d/b/a What A Wrap for a Victualer License.
The application is for a food truck to be located at 77 Western Avenue.**

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

MOTION: To approve the Victualer License Application for Cindi Neal d/b/a What A Wrap.

- f. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**A new application from Patricia Owen d/b/a Tasting Maine for a Victualer License.
The application is for a food truck to be located at 77 Western Avenue.**

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

MOTION: To approve the Victualer License Application for Patricia Owen d/b/a Tasting Maine.

- g. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**2019 Annual Town Meeting Warrant and
Town of Kennebunk Proposed Budget for Fiscal Year 2019/2020**

Information is available on the Town's website and at the Town Clerk's Office.

[Please refer to supporting material-Town Meeting Warrant \(PDF\)](#)

[Please refer to supporting material-Budget Information/Town Website \(PDF\)](#)

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

- *Per our Charter, two public hearings are required for warrant items. This is the second public hearing.*
- *The Warrant articles and Budget amounts cannot be changed.*
- *This public hearing is to answer questions the public may have.*
- *No vote is needed.*

5. PUBLIC COMMENTS

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

- a. Reminder – Upcoming Annual Town Meeting, Primary Election and RSU 21 Budget Validation Election:

Tuesday, June 11th from 6:00 a.m. to 8:00 p.m. in the Town Hall Auditorium

The Warrant for the Annual Town Meeting with backup documentation can be viewed in the Town Clerk's Office and on our website (www.kennebunkmaine.us/election). This information can also be found above in Public Hearing 4g. Absentee voting is available. FMI, please call the Town Clerk's office at 985-2102 x 1602.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

- a. **Award of Video Surveillance System for Town Hall** – The IT Department distributed an RFP for Video Surveillance System for the Town Hall/Auditorium areas (inside and out) and parking/Green Street areas. The following bids were received for this project:

Digital Sky, Inc. Biddeford, ME	\$19,316.98 (64 Camera License) \$20,436.98 (128 Camera License)
Griffon Security Technologies Kennebunk, ME	\$27,384.65
Setronics Security Integrators Billerica, MA	\$28,926.00 (64 Camera License) \$31,820.00 (128 Camera License)
Fibernext LLC Concord, NH	\$49,488.00
Stanley Convergent Security Solutions Woburn, MA	\$87,270.00 (64 Camera License) \$89,455.00 (128 Camera License)

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

IT Director Rich Boucher is recommending Digital Sky of Biddeford (\$19,316.98) as the preferred vendor for this system. Our budget is \$24,000.00.

Digital Sky is offering, at no additional charge, a 3-year warranty on the entire system, and lifetime software and firmware upgrades.

MOTION: To award the Video Surveillance System bid to Digital Sky, Inc. at a price of \$19,316.98.

- b. **Discuss a Criminal Forfeiture Request by the Kennebunk Police Department for the Transfer of Forfeiture Assets to the Town** – The Maine Drug Enforcement Agency, in which the Kennebunk Police Department has an agent assigned, investigated suspected drug activity occurring in southern Maine. The investigations resulted in criminal charges along with the seizure of U.S. currency in the following case:

Docket No. CR-18-970; State of Maine vs. Reginald Lewis:

Town of Kennebunk's monetary share as it relates to criminal forfeiture is estimated to be approximately \$1,892.00.

Under Rules issued by the Department of the Attorney General, a vote by the Selectmen must be made on each forfeiture approval. Should Board vote in the affirmative, Chief MacKenzie requests these funds be retained by the Police Department for use in criminal investigations involving drugs or stolen property, or similar investigations.

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

MOTION: To authorize the Town Manager to sign the Municipality of Kennebunk Approval of Transfer form (for Docket No. CR-18-970 State of Maine vs. Reginald Lewis) approving the transfer of \$1,892.00 (or any portion thereof); with said funds being retained by the Police Department for use in criminal investigations involving drugs or stolen property, or similar investigations.

8. OLD BUSINESS

- a. **Hear an Update on the Parsons Beach Road Tree Assessment** – Town Manager Pardue will provide the Board with a project plan update regarding the removal and replacement of trees along Parsons Beach Road.

Please refer to the following supporting material:

[Parsons Beach Road - Tree Assessment Report – excluding appendices - 27 pages \(PDF\)](#)

[Parsons Beach Road - Tree Assessment Report – full report - 396 pages \(PDF\)](#)

MOTION:

- b. **Discuss Efficiency Maine Trust RFP Process for Level 2 Public EV Charging Stations** – On April 26th, Energy Efficiency Advisory Committee Chair Sharon Staz and Lower Village Committee Alternate member Patti Sass Perry participated in a Pre-Bidders Teleconference during which Efficiency Maine Trust representatives described the requirements and commitments that must be met for successful participation in the Level 2 Public EV Charging Stations RFP process. Ms. Staz and Ms. Sass Perry will provide the Board with an update on this process and propose possible “next steps” for Board consideration.

Please refer to supporting material as provided by Ms. Patti Sass Perry (PDF)

MOTION:

9. NEW BUSINESS

- a. **Discuss Proposed Amendments to the Town's Long-Term Street Light Policy as Recommended by the Energy Efficiency Advisory Committee, Lighting Subcommittee** – On May 14th, the Selectmen’s Ordinance Subcommittee met with the Street Lighting Subcommittee of the Energy Efficiency Advisory Committee to review proposed revisions to the Long-Term Street Light Policy. The outcome and recommendations from the May 14th meeting will be shared with the full board.

Please refer to supporting material (PDF)

MOTION:

- b. **Discuss Any Other Business**

10. BOARD OF SELECTMEN COMMENTS

- a. **Subcommittee Reports**
- b. **Individual Selectmen Comments**

11. TOWN MANAGER ANNOUNCEMENTS

- a. **Wednesday, May 29 – Maine DOT Preliminary Public Meeting re: Bridge Rehabilitation of the Nash Mill Bridge (#5756) on Mill Street** – Meeting will be held at on the 3rd floor of the Kennebunk Town Office at 6:00 p.m. [Please refer to supporting material \(PDF\)](#)

12. EXECUTIVE SESSION

- a. **Discuss an Economic Development Matter** with the Town Manager and Finance 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).

MOTION: To enter into executive session, with the Town Manager and Finance Director pursuant to Title 1 MRSA Sec. 405(6)(C) to discuss an Economic Development Matter.

13. ADJOURNMENT