

**TOWN OF KENNEBUNK**  
**SELECT BOARD**  
**TUESDAY, JUNE 23, 2020 – 5:15 P.M.**  
**KENNEBUNK TOWN HALL**  
**3<sup>rd</sup> FLOOR, ROOM 301**

**This meeting will be held in the Town Hall; it will not be a Zoom meeting.**  
**Face coverings are required to enter the building and when social distancing cannot be maintained.**

This is a televised Meeting.  
View on Cable TV Channel 1302, online at [www.townhallstreams.com](http://www.townhallstreams.com) or in person at the Town Hall.

**REGULAR MEETING AGENDA**

1. CALL TO ORDER
2. EXECUTIVE SESSION
  - a. **Discuss Matters of Litigation** with the Town Manager, Finance Director, Director of Community Development and Town's Legal Counsel - Title 1 MRSA Sec. 405(6)(E).  
  
**MOTION:** To enter into executive session, with the Town Manager, Finance Director, Director of Community Development, pursuant to Title 1 MRSA Sec. 405(6)(E) to consult with Legal Counsel regarding Matters of Litigation.
  - b. **Discuss a Personnel Matter** with the Town Manager and Town's Legal Counsel - Title 1 MRSA Sec. 405(6)(A).  
  
**MOTION:** To enter into executive session with the Town Manager pursuant to Title 1 MRSA Sec. 405(6)(A) to consult with Legal Counsel regarding a personnel matter.

It is estimated that the meeting will resume at 6:30 p.m.

3. PLEDGE OF ALLEGIANCE, APPROVAL OF MINUTES, ITEMS TO BE SIGNED
  - a. June 9, 2020 Regular Meeting Minutes [Please refer to supporting material \(PDF\)](#)
4. PUBLIC HEARINGS
  - a. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to hear comment regarding:

**Proposed Warrants and Budget for the Annual Town Meeting on July 14, 2020**

[View the Special Town Meeting Warrant \(PDF\)](#)  
[View the Annual Town Meeting Warrant \(PDF\)](#)  
[View the Proposed Budget \(PDF\)](#)

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. **Accept the following Grants/Donations:**

- The Town was recently awarded a grant from the Maine Community Foundation in the amount of \$7,500. In an effort to raise additional funds for the skatepark improvements, the Town applied for a grant in February of this year. The purpose of the grant was to improve the existing, aging skatepark and engage the community in the process of creating a safe, inclusive, recreational space for all to enjoy. The Maine Community Foundation approved a \$5,000 grant from their Ollie Foundation, as well as \$2,500 from the York County Children's Aid Society Fund.

[Please refer to supporting material – grant award letters \(PDF\)](#)

**MOTION:** To accept the grants from the Maine Community Foundation and agree to the terms outlined in the grant award letters.

**The Town recently received the following Donations:**

- \$5,000 from the Tommy McNamara Charitable Foundation for the Parks & Recreation Department.
- \$20 from Christopher Parsons for the Fire Rescue Department in memory of Dr. David McConnell.

**MOTION:** To accept the donations and send letters thanking each for their generous donation.

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

- Update on the Community Reengagement Task Force:
  - **Tennis Courts** opened June 5. Players should follow the [US Tennis Association's safety guidance](#) regarding play.
  - **Dog Park and Skatepark** opened June 15.
  - **Parsons Beach Road and Parsons Beach** – Anticipate reopening the week of June 22.
  - **Playgrounds** – New CDC Guidelines have recently been issued regarding the reopening and use of playgrounds during this period of COVID-19. Staff members are reviewing these procedures and planning for the reopening of its playgrounds in the near future. Please monitor the Town's website for reopening information.
  - **Parks with green spaces** are open for active use. All park users must follow social/physical distancing guidelines and remain 6' or more apart from those not in your family group, and users must wear a facial covering (mask, face shield) if physical distancing cannot be maintained.
  - **Pickleball at the Waterhouse Center remains closed** as we evaluate the safety of this activity and assess the Town's ability to properly sanitize and disinfect this area pursuant to CDC guidelines.
- COVID-19 Community Resources in the Kennebunks – The Towns of Kennebunk, Kennebunkport and Arundel have partnered with Community Outreach Services (COS) to assist residents during this time. [View the Resources available \(PDF\)](#) and please reach out if you need assistance.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

8. OLD BUSINESS

- a. **Discuss the Small Business Micro-Loan Program** – This was discussed at the Select Board’s regular meeting on June 9<sup>th</sup> and with the Finance Subcommittee on June 16<sup>th</sup>. The Economic Development Committee (EDC) drafted the framework for a “Small Business Micro-Loan Program”, which is designed to support small businesses with ongoing and extraordinary expenses incurred during the COVID-19 interruption in business.

[Please refer to supporting material – EDC Micro-Loan Program Proposal \(PDF\)](#)

**MOTION:**

9. NEW BUSINESS

- a. **Discuss the Timing and Amount of General Obligation Bonds to be Issued** – During the June 11, 2020 meeting of the Select Board Finance Subcommittee, the members discussed the bonds currently authorized but not yet issued. The Town’s Bond Advisor, Joe Cuetara of Moors & Cabot has recommended we issue bonds during the latter part of this summer due to favorably low interest rates. The question is whether to issue \$6,218,900 or \$9,432,000, if the additional \$3,213,100 of debt (or a portion thereof) is authorized at the Annual Town Meeting referendum vote on July 14, 2020.

[Please refer to supporting material – General Obligation Bonds Info \(PDF\)](#)

**MOTION:** To move this matter to a second reading on July 14, 2020.

- b. **Review and Confirmation of the Town Manager’s Annual Appointments** – Below you will find the Town Manager’s Nominations for Annual Appointments for the period of July 1, 2020 to June 30, 2021. Confirmation from the Board is required.

<b>1 YEAR APPOINTMENTS</b>	<b>7-1-20 to 6-30-21</b>
Acting Town Manager	Joel Downs
Finance Director, Tax Collector, Treasurer	Joel Downs
Deputy Treasurer	Kris Fogg
Deputy Tax Collectors	Kris Fogg, Lynda Lightbody, Jenny Casey, April Jones, Merton Brown, Carrie Weeman, Tabetha Barden
General Assistance Agents	Michael Pardue, Karen Winton, Joel Downs, Kris Fogg
Town Clerk	Merton T. Brown
Tax Assessor, E911 Addressing Officer	Daniel Robinson
Police Chief	Robert F. MacKenzie
Fire Chief, EMA Director	Jeffrey Rowe
Director of Public Services/Road Commissioner	Bryan Laverriere
Parks & Recreation Director	Tasha Pinkham
Human Resources Director	Jeri Sheldon
Director of Information Services	Richard Boucher
Community Development Director, Town Engineer	Christopher Osterrieder
Town Planner	John Stoll
Code Enf. Officer, Building Inspector, Plumbing Inspector	Paul A. Demers
Alternate Building Inspector, Alternate Plumbing Inspector	Brian Paul
Alternate Building Inspector, Alternate Plumbing Inspector	Jonathan Reed
Electrical Inspector	James H. Nichols
Alternate Electrical Inspector	William Clark
Alternate Electrical Inspector	Marc D. Lamontagne
Harbormaster	James Black
Shellfish Warden	vacant
Town Historian	Kathy Ostrander Roberts
Tree Warden	Wayne Cutting
Constables	Christopher Russell, Michael Tucci, Eric O'Brien

**MOTION:** To confirm the Town Manager’s Nominations listed above for the 2020-2021 Annual Appointments.

- c. **Discuss Nominations to Maine Municipal Association’s 2020-2022 Legislative Policy Committee –**  
We received information from Maine Municipal Association (MMA) regarding the nomination of an official to serve on the Legislative Policy Committee (LPC). At the last meeting, Select Board member Ward indicated to the Board that he was interested in continuing in this capacity.

There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their district. Our district (Senate District 34) is comprised of Acton, part of Berwick, Kennebunk, Lebanon, North Berwick and Wells. Kennebunk and the other municipalities in this district are entitled to nominate a representative (elected or appointed municipal official) to serve on the LPC. Kennebunk can choose to nominate a municipal official; however, we are not required to do so.

Once the nominations are in, a ballot will be mailed to municipalities where two municipal officials will be elected from each of Maine’s 35 Senate Districts.

Nomination forms (including a LPC Nominee Biography) must be received by MMA no later than **July 13<sup>th</sup>** at 5:00 p.m.

If the Board wishes to nominate Select Board member William Ward, Jr., or another representative, the motion could be as follows:

**MOTION:** To nominate \_\_\_\_\_ as Kennebunk’s representative to the MMA Legislative Policy Committee.

*[Please refer to supporting material – MMA’s LPC Information \(PDF\)](#)*

- d. **Discuss Any Other Business**

10. SELECT BOARD COMMENTS

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

11. TOWN MANAGER ANNOUNCEMENTS

- a. **June 24, 2020 – Town of Kennebunk’s Bicentennial** – We want to make a special note of acknowledging the anniversary of Kennebunk’s incorporation as a Town, which was recorded as June 24, 1820. Kennebunk turns 200 on Wednesday, June 24<sup>th</sup> and while we had envisioned a very special celebration and coming together as a Town in many wonderful ways, we have had to postpone those events until next year. The Bicentennial Committee has worked hard to honor and recognize our Town’s history and we look forward to coming together in 2021.



The Brick Store Museum’s Bicentennial Art Show “Celebrating Kennebunk and Maine’s dual [bicentennials](#) this year with artworks by over 50 artists and paired stories and artifacts from Kennebunk’s history” begins July 1, 2020.

b. **Upcoming Select Board Regular Meetings**

- July 14 (summer schedule) \*
- August 11 (summer schedule) \*
- September 8
- September 22

\* The Board will meet only once in July and August, unless special meetings are needed.

c. **Election – Tuesday, July 14<sup>th</sup>** from 6:00 a.m. to 8:00 p.m. in the Town Hall Auditorium

- Special Town Meeting Referendum (Proposed Zoning Ordinance Amendments to permit retail marijuana testing facilities, licensed by the State of Maine, within the Business Park Zoning District): *(This meeting was postponed from April 7, 2020, then May 14, 2020. Due to the ongoing COVID-19 situation, this election has been moved to July 14, 2020.)*
- Annual Town Meeting, Town Referendum, School Budget Validation, State Primary, State Referendum: *(This meeting was postponed from June 9, 2020. Due to the ongoing COVID-19 situation, this election has been moved to July 14, 2020.)*

Additional information can be found with the Public Hearing (Article 4a) on this agenda.

To request an absentee ballot, please submit an [online request form](#) and your ballots will be mailed to you. [View the Voter Guide \(PDF\)](#).

FMI... Contact the Town Clerk's office at 985-2102 x 1602.

12. EXECUTIVE SESSION

13. ADJOURNMENT