

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN**

TUESDAY, JULY 16, 2019 – 5:00 P.M.

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

REGULAR MEETING AGENDA

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. EXECUTIVE SESSION
 - a. **Discuss an Economic Development Matter** with the Town Manager, Finance Director, Director of Community Development and Town Legal Counsel 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)
 - b. **Discuss Matters of Litigation** with the Town Manager, Finance Director, Director of Community Development and Town Legal Counsel - Title 1 MRSA Sec. 405(6)(E).
 - c. **Discuss a Personnel Issue** with the Town Manager, Finance Director and Town Legal Counsel - Title 1 MRSA Sec. 405(6)(A)

MOTION: To enter into executive session, with the Town Manager, Finance Director, Director of Community Development and Town Legal Counsel to discuss:

- an Economic Development Matter, pursuant to Title 1 MRSA Sec. 405(6)(C),
- Matters of Litigation, pursuant to Title 1 MRSA Sec. 405(6)(E), and
- a Personnel Issue, pursuant to Title 1 MRSA Sec. 405(6)(A)

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

3. APPROVAL OF MINUTES, ITEMS TO BE SIGNED
 - a. June 25, 2019 Regular Meeting [Please refer to supporting material \(PDF\)](#)
4. PUBLIC HEARINGS
 - a. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

**Application from MIP LLC d/b/a Mornings In Paris for a new Liquor License located at
21 Western Avenue**

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

MOTION: To approve the Liquor License Application from MIP LLC d/b/a Mornings In Paris.
5. PUBLIC COMMENTS

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

a. **Accept the Following Donations:**

- **Donations to the Kennebunk Fire Rescue Department:**
 - \$25.00 from Frederick Bowers for the department's assistance
 - \$2,500.00 from the District Attorney's Office for restitution for a May 2018 wildfire
 - \$118.50 from the Town of Lyman for restitution for mutual aid for a June 2018 wildfire
 - \$2,359.21 from County of York for restitution for an April 2019 diesel fuel spill/truck rollover
- **Donation to help defray costs associated with the recent vandalism of memorial benches at Gooch's Beach:**
 - \$250.00 from Peter and Margaret (Peg) Brewitt

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

- b. **Appointment of Public Services Operations Manager** – Town Manager Michael Pardue is pleased to announce the promotion of Robert Stone to the position of Public Services Operations Manager. Following an extensive search to identify the ideal candidate for the position of Operations Manager, it turns out the most qualified person was in our current workforce. Rob Stone joined Kennebunk Public Services in 1995 and is recognized as an extremely skilled equipment operator, a strong project leader and is highly respected by the Public Services staff. Rob's institutional knowledge is vital to the advancement of many initiatives of the department. Rob's service as Operations Manager will ensure that his institutional knowledge will "live on" with the department for the foreseeable future. Mr. Stone's appointment became effective July 1st.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

- a. **Take up the Election of the 2019-20 Board of Selectmen Officers** – Each year, at the first meeting in July (per the Charter), the Board elects its new officers for the coming year.

MOTION: To elect _____ as the Chairman.

MOTION: To elect _____ as the Vice Chairman.

MOTION: To elect _____ as the Secretary.

- b. **Review the Board of Selectmen Code of Ethics** – Included in the packet is the Board's Code of Ethics for your review and signatures. The only change made was to Board member names.

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

MOTION: To sign the Code of Ethics.

c. **Discuss Boards and Committees (resignations/appointments)**

1. **Committee Resignation**

- Maureen Raiter, Historic Preservation Commission – Regular 2021

MOTION: To accept the resignation of Maureen Raiter from the Historic Preservation Commission and send her a letter thanking her for her service.

2. **Move Up Alternate Member**

- Paul Bevacqua – Historic Preservation Commission

There are two Alternate members on the Historic Preservation Commission. Paul Bevacqua has been a member since May 2016 and Maria Kyriakides has been a member since January 2019.

It is recommended to move Mr. Bevacqua to the Regular Member position created by the resignation of Maureen Raiter. This appointment would fill the remainder of the three-year term, which expires in 2021.

MOTION: To move Paul Bevacqua from Alternate to Regular Member on the Historic Preservation Commission to fill the remainder of Maureen Raider's term that expires on June 30, 2021.

3. Consideration of Candidates for Appointment to Town Committees – The following residents will be in attendance to discuss their interest in joining Town Committees:

- Lower Village Committee – Mr. Alex Gramling
Vacancies: (1) Alternate Member - 2020
[Please refer to supporting material \(PDF\)](#)
- Board of Assessment Review – Mr. Peter Brewitt
Vacancies: (1) Regular Member - 2021
[Please refer to supporting material \(PDF\)](#)
- Budget Board – Mr. Richard Morin
Vacancies: (1) Regular Member - 2022
[Please refer to supporting material \(PDF\)](#)

MOTION: To appoint Alex Gramling as an Alternate Member on the Lower Village Committee for the remainder of a one-year term that expires on June 30, 2020, Peter Brewitt as a Regular Member on the Board of Assessment Review for the remainder of a three-year term that expires on June 30, 2021, and Richard Morin as a Regular Member on the Budget Board for the remainder of a three-year term that expires on June 30, 2022.

d. Award the Following Bids for the Public Services Department:

1. 2019 GMC Sierra 2500 4x4 Crew Cab with Fisher 8'6"XV2 Plow – The following two bids were received from Arundel Ford:

Arundel Ford, Arundel, ME		
1. 2019 Ford F250 STX 4x4 Crew Cab	Base Bid:	\$42,925.00
	Add Alt. 1 (extended warranty)	\$ 925.00
		\$43,850.00
2. 2019 Ford F250 XLT 4x4 Crew Cab	Base Bid (per vehicle):	\$42,317.62
	Add Alt. 1 (extended warranty)	\$ 925.00
		\$43,242.62

The Public Services Director recommends the purchase of vehicle #1 noted above, the in-stock 2019 Ford F250 STX 4x4 Crew Cab from Arundel Ford with extended warranty for \$43,850.00.

The budget for this vehicle is \$52,000.00.

MOTION: To award the bid to Arundel Ford for the in-stock 2019 Ford F250 STX 4x4 Crew Cab with extended warranty for \$43,850.00.

2. 2019 Single Axle Dump Truck – The following eleven bids were received. Please note, all bids received were for model year 2020 vehicles.

Company	Bids
1. Daigle & Houghton	Base Bid (per vehicle): \$177,030.00
Hermon, ME	Deduct Alt. 1 (allowance for trade-in) \$ 3,000.00
Make/Model: Western Star 4700 SF	Add Alt. 1 (extended warranty) \$ 7,597.00
Body Manufacturer: Viking Proline PL1011SD SS	
2. Daigle & Houghton	Base Bid (per vehicle): \$182,088.00
Hermon, ME	Deduct Alt. 1 (allowance for trade-in) \$ 3,000.00
Make/Model: Western Star 4700 SF	Add Alt. 1 (extended warranty) \$ 7,597.00
Body Manufacturer: Everest SDS 10' SS	
3. Daigle & Houghton	Base Bid (per vehicle): \$169,630.00
Hermon, ME	Deduct Alt. 1 (allowance for trade-in) \$ 3,000.00
Make/Model: Int'l HV507	Add Alt. 1 (extended warranty) \$ 4,768.00
Body Manufacturer: Viking Proline PL1011SD SS	
4. Daigle & Houghton	Base Bid (per vehicle): \$174,688.00
Hermon, ME	Deduct Alt. 1 (allowance for trade-in) \$ 3,000.00
Make/Model: Int'l HV507	Add Alt. 1 (extended warranty) \$ 4,768.00
Body Manufacturer: Everest SDS	
5. Daigle & Houghton	Base Bid (2 available): \$170,659.58ea.
Hermon, ME	Deduct Alt. 1 (allowance for trade-in) \$ 3,000.00
Make/Model: Int'l HV507	Add Alt. 1 (extended warranty) \$
Body Manufacturer: Everest SDS10	
6. Portland North	Base Bid (per vehicle): \$177,018.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in) \$ 6,000.00
Make/Model: Int'l HV507 SFA	Add Alt. 1 (extended warranty) \$ 3,300.00
Body Manufacturer: Everest SDS 10' SS	Total \$174,318.00
7. Portland North	Base Bid (per vehicle): \$171,960.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in) \$ 6,000.00
Make/Model: Int'l HV507 SFA	Add Alt. 1 (extended warranty) \$ 3,300.00
Body Manufacturer: Viking Proline PL1011SD SS	
8. Freightliner of Me.	Base Bid (per vehicle): \$177,782.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in) \$ 5,000.00
Make/Model: Western Star 4700	Add Alt. 1 (extended warranty) \$ 3,532.00
Body Manufacturer: Viking Cleaves SS PL1011SD SS	
9. Freightliner of Me.	Base Bid (per vehicle): \$182,840.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in) \$ 5,000.00
Make/Model: Western Star 4700	Add Alt. 1 (extended warranty) \$ 3,532.00
Body Manufacturer: Everest SDS 10' SS	
10. Freightliner of Me.	Base Bid (per vehicle): \$176,653.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in) \$ 5,000.00
Make/Model: Freightliner 108SD	Add Alt. 1 (extended warranty) \$ 4,451.00
Body Manufacturer: Everest SDS 10' SS	
11. Freightliner of Me.	Base Bid (per vehicle): \$171,595.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in) \$ 5,000.00
Make/Model: Freightliner 108SD	Add Alt. 1 (extended warranty) \$ 4,451.00
Body Manufacturer: Viking Cleaves PL1011 SS	

The Public Services Director recommends the purchase of vehicle #6 noted above, a 2020 International HV507 with the Everest SDS 10' SS body with American plow gear, trade allowance and extended warranty from Portland North, for a total price of \$174,318.00. The budget for this vehicle is \$180,000.00.

MOTION: To award the bid for the 2019 Single Axle Dump Truck to Portland North for the 2020 International HV507 with the Everest SDS 10' SS body with American plow gear, with trade allowance and added extended warranty, for \$174,318.00.

8. OLD BUSINESS

9. NEW BUSINESS

a. **Hear a Presentation by Kleinschmidt Associates** – Kleinschmidt Associates (Kleinschmidt) is assisting the Town with monitoring of the Lower Mousam River Hydroelectric Project's Federal Energy Regulatory Commission (FERC) relicensing process. Kleinschmidt will provide a presentation that outlines the FERC licensing process, where the Lower Mousam River Project is within the process, when major milestones will occur for the Lower Mousam River relicensing, and how Town members can monitor and/or participate in the process.

b. **Hear an Overview of the 36 Sea Road Survey** – Town Engineer Chris Osterrieder will provide the Board an overview of the recently completed survey of the Town property located at 36 Sea Road.

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

c. **Discuss Selectmen Liaisons to Committees** – The referenced spreadsheet lists the various Town committees that include Selectmen Liaisons. Board members should review the list and indicate the committees they are interested in working with. Selectmen are requested to sign up for committees they expect to be able to attend on a quarterly or as-needed basis.

Please give advance consideration to your preferences so as to streamline this agenda item, should you wish to make final selections during this meeting.

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

MOTION:

d. **Discuss Selectmen Subcommittee Assignments** – The subcommittees are listed at the bottom of the referenced spreadsheet. Subcommittees have no more than three members, and meet as necessary. Please give advance consideration to your preferences.

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

MOTION:

e. **Set a Joint Public Hearing with the Planning Board for August 12** – We received a request from the Planning Board to hold a joint Public Hearing to solicit public input on the proposed revisions to the Comprehensive Plan with a goal of placing this on the November 2019 ballot.

MOTION: To set a Joint Public Hearing with the Planning Board for Monday, August 12th at 7:00 p.m.

f. **Discuss the Election of Maine Municipal Association Vice President and Executive Committee Members** – Each year, member municipalities have an opportunity to vote on the election of MMA Vice President and Executive Committee Members.

- Vice-President, for a 1-year term – There is one person running for this seat: James Gardner, Jr., Town Manager, Town of Easton.

- Executive Committee Members, for 3-year terms – There are three running for these three positions: Jon Beekman, Chair Selectboard, Town of Fayette; David Cyr, Town Manager, Town of Mars Hill; and Ivan McPike, Mayor, Town of Hampden.

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

MOTION: To vote for James Gardner, Jr. for **Vice President** and Jon Beekman, David Cyr and Ivan McPike for the three **Executive Committee Members**.

MOTION: To authorize the Town Manager to sign the ballot on the Board's behalf.

g. **Discuss Any Other Business**

10. BOARD OF SELECTMEN COMMENTS

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

11. TOWN MANAGER ANNOUNCEMENTS

a. **Upcoming Selectmen Meetings:**

August 12	7:00 p.m. (<i>proposed joint public hearing with the Planning Board</i>)
August 13	6:30 p.m.
September 10	6:30 p.m.
September 24	6:30 p.m.

12. EXECUTIVE SESSION

13. ADJOURNMENT