

TOWN OF KENNEBUNK

SELECT BOARD

TUESDAY, SEPTEMBER 8, 2020 – 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 or 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: September 8, 2020 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. August 25, 2020 Regular Meeting Minutes [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 hear public comment regarding a proposed new Ordinance entitled “Town of Kennebunk Emergency Management Ordinance.” [Please refer to supporting material \(PDF\)](#)

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

Adoption of a new Ordinance requires a Town Meeting vote. If the Board wishes to send the Emergency Management Ordinance to the next Town Meeting on November 3, 2020, the motion could be as follows:

MOTION: *To send the Emergency Management Ordinance to the Special Town Meeting on November 3, 2020.*

If the Board wishes to place a recommendation on this article, the motion could be as follows:

MOTION: *To recommend acceptance of this article.*

5. PUBLIC COMMENTS

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

- a. **Discuss a Proclamation for Constitution Week** – Catherine Fisher, Chair of the Rebecca Emery Chapter of the National Society of the Daughters of the American Revolution, is requesting the Board issue a proclamation that will recognize September 17-23 as Constitution Week. September 17th marks the two hundred and thirty-third anniversary of the drafting of the Constitution of the United States of America.

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

MOTION: To proclaim September 17-23 as Constitution Week.

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

- Update on the efforts of the Workplace Reengagement Task Force
- Update on the efforts of the Community Reengagement Task Force
- Discuss Dogs on the Beach after Labor Day – Currently, dogs are allowed on Gooch’s, Middle and Mother’s beaches under the following guidelines:
 - June 15 to the day after Labor Day:
 - Dogs allowed before 9 a.m. (may be off leash but under voice control)
 - Dogs allowed after 5 p.m. (must remain on leash)As you will recall, earlier this summer the Board added the requirement that dogs must be leashed after 5 p.m. and leashes must be no longer than 6’ and cannot be retractable.
 - The day after Labor Day to June 15:
 - Dogs allowed all day (must be under voice control or on leashes)

Does the Board wish to make any adjustments in the guidelines for the day after Labor Day to June 15?

MOTION:

- COVID-19 Community Resources in the Kennebunks – [View the Resources available \(PDF\)](#) and please reach out if you need assistance.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

a. **Award the Bid for Catch Basin Cleaning** – The Town received the following bids for the flushing and cleaning of 375 storm drains and catch basins:

- Wind River Environmental, Marlboro, MA \$17,625.00
Cost per each \$ 47.00
Cost per hour to flush and vacuum storm lines \$ 160.00
Estimate of number of basins cleaned per day 35

- Bellemore, Bedford NH \$18,562.50
Cost per each \$ 49.50
Cost per hour to flush and vacuum storm lines \$ 190.00
Estimate of number of basins cleaned per day 30-35

- Eastern Pipe Service, Bow, NH \$24,375.00
Cost per each \$ 65.00
Cost per hour to flush and vacuum storm lines \$ 200.00
Estimate of number of basins cleaned per day 30

- National Water Main Cleaning Co., Canton, MA \$24,375.00
Cost per each \$ 65.00
Cost per hour to flush and vacuum storm lines \$ 225.00
Estimate of number of basins cleaned per day 30

- Nest & Sons, Inc. of Kennebunk, ME \$23,437.50
Cost per each \$ 62.50
Cost per hour to flush and vacuum storm lines \$ 250.00
Estimate of number of basins cleaned per day 75

- Ted Berry Company, LLC, Livermore, ME \$35,625.00
Cost per each \$ 95.00
Cost per hour to flush and vacuum storm lines \$ 270.00
Estimate of number of basins cleaned per day 27

The amount budgeted for this project is \$18,000.00.

The Public Services Director recommends accepting the low bid from Wind River Environmental in the amount of \$17,625.00.

MOTION: To award the bid to Wind River Environmental for \$17,625.00.

b. **Set the Date of November 3, 2020 and Polling Hours for a Special Town Meeting Referendum Election** – The Board needs to set a date for the Special Town Meeting in November as well as the hours for the polls. The only Town question on the ballot will be the adoption of the Emergency Management Ordinance.

Polling Hours - State law allows the polls to open as early as 6:00 a.m. or as late as 10:00 a.m. All polls in Maine close at 8:00 p.m. The Town Clerk is recommending the hours to be 6:00 a.m. to 8:00 p.m.

MOTION: To set November 3, 2020 for a Special Town Meeting with the polls open from 6:00 a.m. to 8:00 p.m., with voting to take place in the Edward C. Winston Town Hall Auditorium.

- c. **Appoint the Warden for the November 3, 2020 Election** – The Board needs to confirm the Town Clerk's appointment of Mary Lou Nedeau as the Warden for this Election.

MOTION: To confirm the appointment of Mary Lou Nedeau as Warden for the November 3, 2020 Election as recommended by the Town Clerk.

- d. **Set Additional Hours for Voter Registration and Absentee Voting for the November 3, 2020 Election** – In addition to the regular Town Clerk office hours, the Clerk is proposing the following schedule:

- Saturday, October 24 9:00 a.m. to 4:00 p.m.
- Sunday, October 25 9:00 a.m. to 4:00 p.m.
- Thursday, October 29 4:30 p.m. to 7:30 p.m.

MOTION: To extend the hours for voter registration and absentee voting as listed above for the November 3, 2020 Election.

- e. **Hear an Update on the Renovation of 19 Park Street** – After six weeks of incredible work by our Public Services staff, coupled with the generosity of many local individuals and businesses, 19 Park Street has been completely renovated and is ready to be occupied by Community Outreach Services (COS). Through an agreement with the Town, COS will be operating their food pantry from this location. The pantry serves the three towns of Kennebunk, Kennebunkport and Arundel. We are extremely proud and excited to support the efforts of COS at this site. Our neighbors in Kennebunkport and Arundel share in this sentiment. We will be sharing more of this news in the coming days on our website, along with updated information about the COS's operations.

8. OLD BUSINESS

9. NEW BUSINESS

- a. **Hear a Presentation on the Regional Sustainability and Resilience Program** – The Southern Maine Planning and Development Commission (SMPDC) Regional Sustainability and Resilience program formed in 2019 when the Towns of Kennebunk, Kennebunkport, Kittery, Ogunquit, York and Wells partnered with SMPDC to create a regional program to support municipal and regional sustainability and coastal resiliency efforts. The mission of the Program is to foster more sustainable and resilient communities in coastal York County by leveraging regional collaboration to enhance the effectiveness of local government action. It is led by Abbie Sherwin, Senior Coastal/Land Use Planner, and Karina Graeter, Sustainability Coordinator. Abbie and Karina will update the Board on their to-date progress on this initiative.

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

MOTION:

- b. **Discuss the Possible Sale of a Portion of the Property Located at 15 Portland Road** – The Board will discuss the possible sale of the building located on this Town-owned parcel.

MOTION:

- c. **Discuss Any Other Business**

10. SELECT BOARD COMMENTS

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

11. TOWN MANAGER ANNOUNCEMENTS

12. EXECUTIVE SESSION

13. ADJOURNMENT