

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN**

TUESDAY, SEPTEMBER 24, 2019 – 6:30 P.M.

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

REGULAR MEETING AGENDA

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. APPROVAL OF MINUTES
 - a. September 10, 2019 Special Meeting (15 Portland Road Site Walk) [Please refer to supporting material \(PDF\)](#)
 - b. September 10, 2019 Regular Meeting [Please refer to supporting material \(PDF\)](#)
 - c. September 17, 2019 Special Meeting (Recovery Residences) [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 on the following:

To adopt the Maine Municipal Association Model Ordinance GA Appendices (A-D and H) for the period of October 1, 2019-September 30, 2020. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A § 4305 (4).

Information on the proposed appendices is available in the Town Clerk's Office.

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

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

Each year, the municipal officers approve and adopt the appendices to the General Assistance Ordinance.

MOTION: To approve the 2019-20 General Assistance Ordinance Appendices (A-D and H) of the Kennebunk General Assistance Ordinance.

5. PUBLIC COMMENTS
6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS
 - a. **Accept the following Donations** for the purchase, planting and maintenance of trees to be planted along Parsons Beach Road, in memory of Lawrence E Dwight.

Janet Dwight Stevenson - \$1,000.00
Timothy and Louise Spang - \$3,000.00
Deborah Dwight Kelley - \$2,500.00
Timothy Dwight - \$2,500.00

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

b. We are pleased to announce the following new employees:

- Kailey Dubuque, part-time HR Generalist – Kailey’s first day was September 9th and is scheduled to work three days a week in the HR Department. Kailey is a graduate of UNE with a degree in Business Administration and a minor in Communications. During internships with Green Tree Event Consultants and the Town of Scarborough, Kailey worked on public engagement and client relations projects. Kailey also currently works part-time in the HR Department for the Town of Scarborough. Please join me in welcoming Kailey to the Kennebunk Community.
- Christopher Gorham started his employment as a mechanic in the Public Services Department on September 16th. Chris is a graduate of South Portland High School and has work experience as both a mechanic and a commercial service foreman. His past experience as a seasonal worker for the City of South Portland will be of benefit as he transitions to full-time employment with the Town of Kennebunk. We welcome Chris to the Town of Kennebunk and Public Services Department team.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

a. **Discuss Boards and Committees**

- **Candidate to Appear for Appointment Consideration to Town Committee** – The following resident will be in attendance at Tuesday's meeting to discuss her interest in joining the West Kennebunk Village Committee.

Sarah Snow – West Kennebunk Village Committee
Vacancies: (1) Regular position - 2021

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

MOTION: To appoint Sarah Snow as a Regular Member on the West Kennebunk Village committee, with a term expiring in 2021.

- b. **Discuss a Proclamation for Ostomy Awareness Day** – Christine Ryan, Executive Director of the United Ostomy Associations of America, Inc. (organization located in Kennebunk), is requesting the Board issue a proclamation that recognizes October 5, 2019 as "Ostomy Awareness Day – Ostomies Are Life-Savers". This proclamation is being made to raise awareness of the need for public education and awareness related to ostomy, a surgical procedure that aids a person that has lost normal function of digestive or urinary systems due to birth defects, cancer, Chron’s disease, and other medical conditions.

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

MOTION: To declare October 5, 2019 as "Ostomy Awareness Day – Ostomies Are Life-Savers", and call upon all residents of Kennebunk to unite on this day in a showing of support.

- c. **Award the Bid for a Fire Department Command Vehicle** – We received the following bids for a Command Vehicle for the Fire EMS Department. Bid specifications were for a Chevrolet Tahoe.

Hilltop Chevrolet, Somersworth, NH	2020 Chevrolet Tahoe	\$38,324.76
Quirk Auto Group Hallowell, ME	2020 Chevrolet Tahoe	\$39,361.24
Arundel Ford, Arundel, ME	2020 Ford Expedition SSV	\$40,848.40
Arundel Ford, Arundel, ME	2020 Ford Interceptor	\$36,887.70

We have \$45,000.00 budgeted for this purchase.

After a review of the bids by the Fire Chief and staff, their recommendation is to purchase the Chevrolet Tahoe from Quirk Auto Group for \$39,361.24. Quirk Auto Group met all bid specifications.

The low bid from Hilltop Chevrolet did not meet bid specifications. The exception they presented resulted in an additional \$1,748.60, bringing the price to \$40,073.36.

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

MOTION: To award the bid to Quirk Auto Group for a 2020 Chevrolet Tahoe at a price of \$39,361.24.

d. **Approve and Sign the November 5, 2019 Special Town Meeting Warrant** – Items being voted on are as follows:

- Purchase of 15 Portland Road
- Three-year Emergency Dispatch Services Agreement with the City of Sanford
- Acceptance of Higgins Drive
- Acceptance of Flagship Circle

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

MOTION: To approve the November 5, 2019 Special Town Meeting Warrant as presented.

8. OLD BUSINESS

9. NEW BUSINESS

a. **Hear a Summary of the AmeriCorps VISTA Summer Associate Activities** – Sophie Kenny served for 10 weeks as an AmeriCorps VISTA Summer Associate with the Town of Kennebunk in the Social Services office and Community Development Department. She focused on programs and initiatives that serve low-income individuals, children and families and addressed issues related to food insecurity. Staff will provide a summary of her activities and recognize Sophie for her work in Kennebunk.

b. **Discuss Shoreline Trolley Funding Assistance** – The 2019-2020 budget includes \$34,000 for “Transportation” services. Previously, this total amount was used to fund the Blue 4b and Aqua Lines of the [Shoreline Explorer Trolley](#), a service provided through [York County Community Action](#) (YCCA). These “Lines” are designed primarily to bring visitors on trips between Wells and Kennebunk. During the past summer season, the Blue 4b line was operated by YCCA, with the understanding, and as reflected in the Board minutes of April 9, 2019, that the Board would consider contributing to the costs of operating this service upon the Town’s operating budget receiving approval by the voters in June. YCCA is respectfully requesting the Board consider contributing the sum of \$12,000 to aid in offsetting their expenses of operating the Shoreline Explorer this past summer season.

If the Board wishes to support this request, the motion could be as follows:

MOTION: To contribute the amount of \$_____ to York County Community Action to aid in offsetting the cost of operating the Shoreline Explorer Trolley in Kennebunk this past summer season.

c. **Discuss Necessary Road Closures Associated with Special Event Applications** – The Special Event Policy requires Board approval for road closures. The Police Department is requesting approval for the following road closures or delays.

- **Saturday, October 12 – Kennebunk High School Homecoming/HarvestFest Costume Parade**

Road Closures Needed:

Dane Street/Park Street: 11:30 A.M. - 12:00 P.M. (line-up)

Main Street: 12:00 P.M. - 12:20 P.M.

Storer Street: 12:20 P.M. - 12:40 P.M.

Fletcher Street, from the roundabout to Ross Road: 12:40 P.M. - 1:00 P.M.

(The times noted above are subject to change.)

MOTION: To approve the road closures noted above for the Kennebunk High School Homecoming / HarvestFest Parade.

d. **Discuss Any Other Business**

10. BOARD OF SELECTMEN COMMENTS

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

11. TOWN MANAGER ANNOUNCEMENTS

- a. **Thursday, September 26 – Jensen Baird Gardner & Henry Municipal Client Seminar**, 5:30 p.m., So. Portland.
- b. **Tuesday, October 1 (tentative date) – Selectmen Workshop**, 6:30 p.m., re: Setting of Strategic Goals.
- c. **Friday, October 4 – Real Estate and Personal Property Taxes, first installment due**
- d. **Sunday, October 6 – Fire Prevention Annual Open House** from 9am to noon, West Kennebunk Fire Station: meet first responders, see emergency vehicles, fire extinguisher use, smoke trailer, fire truck rides, Sparky the Fire Dog, child identification kits, food, games, prizes.
- e. **Saturday, October 12 – HarvestFest**, a free, family-friendly festival, held rain or shine along Main Street and at the Waterhouse Center: pumpkin decorating and professional carver, scavenger hunt, horse wagon rides, inflatables, costume parade, music, crafters/vendors and so much more! Costumes are encouraged! New this year: In collaboration with the organizers of the KHS Homecoming Parade, the HarvestFest and Homecoming Parades have been combined.
- f. **Monday, October 14 – Indigenous Peoples’ Day Holiday Information**
 - *Offices Closed:* The Town Office and Department of Public Services will be closed on Monday.
 - *Transfer Station/Recycling Center Closed:* (closed on Sundays and Mondays every week)
 - *Trash & Recycling Pickup:* NO CHANGE – pickup will take place as usual all week
- g. **Saturday, October 26 – Residential Household Hazardous Waste Drop-Off Day**, 8:00 a.m.–1:00 p.m. at the Kennebunk Public Services Department at 36 Sea Road. This is open to all Kennebunk, Kennebunkport, Wells and Arundel residents and property owners. Proof of residency is required. FMI, visit www.kennebunkmaine.us/hazmatday.

12. EXECUTIVE SESSION

13. ADJOURNMENT