

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN**

THURSDAY, NOVEMBER 14, 2019 – 5:30 P.M.
(please note, this week's meeting was moved from Tuesday to Thursday)

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

REGULAR MEETING AGENDA

1. CALL TO ORDER
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)

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

- 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).

MOTION: To enter into executive session, with the Town Manager, Finance Director, Director of Community Development and Town Legal Counsel, pursuant to Title 1 MRSA Sec. 405(6)(E), to discuss Matters of Litigation.

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. October 22, 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:

Applications from KHC Hotel Management, LLC d/b/a Grand Hotel for: a Liquor License, Victualer License, Special Amusement Permit and Lodging House License located at 1 Chase Hill Road.

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

MOTION: To approve the Liquor License, Victualer License, Special Amusement Permit and Lodging House License for KHC Hotel Management, LLC d/b/a Grand Hotel.

5. PUBLIC COMMENTS

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

- a. **Hear a Presentation Regarding the Gifting of a “Wind Sculpture” to the Town** – Laura Snyder Smith will be in attendance to discuss the donation of a Lyman Whitaker Double Dancer wind sculpture in memory of Maureen McEnaney. This wind sculpture measures 169” x 49” with a retail value of \$3,500. The funds for this gift were raised over the 2019 summer with more than forty (40) contributors.

MOTION:

b. **New Hires:**

1. **Truck Driver** - We are pleased to announce that Nathanael “Nate” Jackson has been hired as Kennebunk’s Truck Driver in the Public Services Division. Nate’s first day was October 21st.

Nate previously worked for the Public Services Division for almost two years from 2017-18 and most recently worked for the City of Saco. He is already familiar with our Town roads and has experience working with our equipment.

Nate served in Iraq and is a current member of the US Army Reserves.

2. **Administrative Assistant** - Jill Pyburn began her employment as the part-time Administrative Assistant in Community Development on October 28th. She will be working Monday-Friday, 11:30 am to 3:30 pm.

Jill has 15 years of office experience with Hannaford corporate office and has worked as a Shelf Merchandizing Specialist and Customer Business Manager for a sales and marketing company. She has an A.A.S. Degree in Culinary Arts and an A.S. in Dietetic Technology from Southern Maine Technical College.

For the past year, Jill has coordinated and taught Cooking Matters classes through Americorps.

3. **Deputy Tax Collector** - On November 4th, Jenny Casey joined our team in her new role as full-time Deputy Tax Collector. Jenny’s past experience includes working in the Money Center of the Worcester Walmart, Assistant Manager of the Tucson, AZ Circle K, and various office roles. Her educational background includes associates programs in Liberal Arts from the Community College of VT and Environmental Studies from Pima Community College/Northern Arizona University. Jenny has over 10 years’ experience in customer service, which has been a significant part of her career path. Jenny brings experience in customer relations, money handling, problem solving, and more to her new role as Deputy Tax Collector.

Please join us in welcoming Nate, Jill and Jenny to the Kennebunk community.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

a. **Committee Resignation(s)**

- Patrick Orr, Historic Preservation Commission – Regular Member 2021
- J. Steve Hrehovcik, Economic Development Committee – Regular Member 2020

MOTION: To accept the resignations of Patrick Orr from the Historic Preservation Commission and J. Steve Hrehovcik from the EDC and send letters thanking them for their service.

b. **Committee Appointment(s) – Move Up Alternate Members**

1. Historic Preservation Commission – Maria Kyriakides

Maria Kyriakides is the only Alternate member currently on the Historic Preservation Commission. She should be moved up to fill the Regular member position created by the resignation of Patrick Orr. This appointment would fill the remainder of the three-year term, which expires in 2021.

MOTION: To move Maria Kyriakides from Alternate to Regular member on the Historic Preservation Commission to fill the remainder of Patrick Orr’s term that expires on June 30, 2021.

2. Economic Development Committee – Maureen Flaherty and Justin Young

Maureen Flaherty should be moved up to fill the Regular member position recently vacated by Miriam Whitehouse. This appointment would fill the remainder of the three-year term, which expires in 2020.

MOTION: To move Maureen Flaherty from Alternate to Regular member on the Economic Development Committee to fill the remainder of a three-year term that expires on June 30, 2020.

Justin Young should be moved up to fill the remainder of Steve Hrehovcik’s term that expires in 2020.

MOTION: To move Justin Young from Alternate to Regular member on the Economic Development Committee to fill the remainder of a three-year term that expires on June 30, 2020.

c. **Determine the Status of an Easement to the Town from Paul Michaels, Located at 34 Days Mill Road pursuant to 23 M.R.S.A. Sec. 3028(2)**

MOTION: (if needed)

8. OLD BUSINESS

9. NEW BUSINESS

a. **Hear a Presentation from Casella on the Modifications to Kennebunk’s Recycling Program**

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

b. **Discuss Adjusting the Name “Board of Selectmen” to “Selectboard”**

MOTION: (if needed)

c. **Discuss Necessary Road Closures** – The Police Department is requesting approval for the following road closures or delays for the Downtown Tree Lighting and Prelude events. [Prelude](#) will run from December 5 to December 15, 2019.

- **Saturday, November 30 – Closure for Downtown Tree Lighting** - Starting at 4:30 p.m., Main Street will be closed from the intersection of Water and Storer Streets to the intersection of Fletcher and Dane Streets. Main Street is scheduled to reopen at 6:00 p.m., but may be closed longer depending upon the pedestrian traffic.

- **Friday, December 6 - Closure for the Dock Square Tree Lighting** - Western Avenue will be closed from Cooper's Corner to the Mat Lanigan bridge starting at 5:00 p.m. to approximately 6:30 p.m.
- **Saturday, Dec. 7 - Closure for the Hat Parade** - Western Avenue from Cooper's Corner to the Mat Lanigan bridge will be closed from 3:00 p.m. to 3:45 p.m. (estimated) depending on the number of participants.
- **Saturday, Dec. 7 - Closure for Caroling at the Monastery** - Beach Avenue from Cooper's Corner to the Monastery will be closed from 7:15 p.m. to 7:30 p.m. (estimated) to allow for safe passage of pedestrians leaving the Monastery. All vehicle traffic leaving the Monastery will be required to exit left toward the beach until pedestrian traffic has cleared.
- **Friday, Dec. 13 - Closure for the Dock Square Tree Lighting** - Western Avenue will be closed from Cooper's Corner to the Mat Lanigan bridge starting at 5:00 p.m. to approximately 7:00 p.m. Note: after the tree lighting there will also be a fireworks display in Kennebunkport.
- **Saturday, Dec. 14 – Closure for the Seaside Santa Dash** - Western Avenue will be closed from the intersection of Boothby Road to Beach Avenue from 8:50 a.m. to 10:30 a.m. During the race, traffic heading toward Kennebunkport from the Wells direction, will be sent down Lower Sea Road. Local traffic will be allowed on Western Avenue from Sea Road to Boothby Road.

Note: Times are approximate and subject to change.

MOTION: To approve the road closures as noted above.

d. **Discuss Any Other Business**

10. BOARD OF SELECTMEN COMMENTS

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

11. TOWN MANAGER ANNOUNCEMENTS

- a. **Update on the Communication Initiative with RSU 21 School Board**
- b. **Upcoming Selectmen's Meetings and Sessions:**
 - Saturday, 11/16 – **Selectmen Outreach Session** from 8:30-10:30 am on the 3rd floor of the Town Hall.
This session will be hosted by Selectmen Wayne Berry and William Ward, Jr.
 - Tuesday, 11/26 – **Selectmen Regular meeting** (6:30 pm)
 - Tuesday, 12/10 – **Selectmen Regular meeting** (6:30 pm)
 - *Cancelled* - December 21st Selectmen Outreach Session** has been cancelled
 - Tuesday, 1/7 – **Selectmen Regular meeting** (6:30 pm), rescheduled from Dec. 24th
 - Tuesday, 1/14 – **Selectmen Regular meeting** (6:30 pm)
 - Tuesday, 1/28 – **Selectmen Regular meeting** (6:30 pm)
- c. **West Kennebunk Community Thanksgiving Dinner – Thursday, Nov. 28, noon to 2:00 p.m.**
This event will be held at the Stevens Community Center, 80 Thompson Road.
A traditional Thanksgiving Dinner with all the trimmings! *FREE and open to everyone!*

- d. **Thanksgiving Holiday - Closures and Changes - Thursday, Nov. 28 & Friday, Nov. 29**
- Offices Closed: Town Office and Department of Public Services closed both days
 - Transfer Station/Recycling Center closed both days (will reopen on Saturday)
 - **Changes to Curbside Collection of Trash & Recycling for Thanksgiving Week**
 - No trash and recycling collection on Thursday, Nov. 28 (Thanksgiving Day)
 - Thursday's route will be collected on Friday, Nov. 29
 - All other days will remain the same
- e. **Town Hall LATE OPENING - Wednesday, December 4 for Training** – Staff is scheduled to convene at 8:00 a.m. for an “All Staff” training session. The Town Office will be opening at 10:00 a.m. to allow staff to attend and train as a team. The Town Manager appreciates the Board's continued support of this approach to professional development.

12. EXECUTIVE SESSION

13. ADJOURNMENT