

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN**

TUESDAY, SEPTEMBER 10, 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. August 13, 2019 Regular Meeting [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 act on the following:

To see if the Town will vote to accept as a Town Way, Higgins Drive, as depicted on the Subdivision Plan of Howard Farm for Dan and Greer Higgins by Stantec Consulting Services, Inc. approved June 30, 2016 by the Kennebunk Planning Board and as recorded in the York County Registry of Deeds in Plan Book 383, Page 15 on July 7, 2016.

A motion is required if this item is to advance to the November 5, 2019 Special Town Meeting.

If the Board wishes to move this forward, the motion could be:

MOTION: To forward this item to the Special Town Meeting/Election on November 5, 2019.

If the Board forwards this item to the November Election, recommendations have historically been included on the warrant and the ballot.

MOTION: To recommend acceptance of this article by a vote of ____ in favor, ____ opposed.

- b. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

To see if the Town will vote to accept as a Town Way, Flagship Circle, as depicted on the Subdivision Plan for LEB, LLC by Anderson-Livingston Engineers, Inc. approved June 12, 2017 by the Kennebunk Planning Board and as recorded in the York County Registry of Deeds in Plan Book 389, Page 3 on June 13, 2017.

A motion is required if this item is to advance to the November 5, 2019 Special Town Meeting.

If the Board wishes to move this forward, the motion could be:

MOTION: To forward this item to the Special Town Meeting/Election on November 5, 2019.

If the Board forwards this item to the November Election, recommendations have historically been included on the warrant and the ballot.

MOTION: To recommend acceptance of this article by a vote of ____ in favor, ____ opposed.

- c. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

Discuss the Purchase of Property located at 15 Portland Road in Kennebunk.

A motion is required if this item is to advance to the November 5, 2019 Special Town Meeting.

If the Board wishes to move this forward, the motion could be:

MOTION: To forward this item to the Special Town Meeting/Election on November 5, 2019.

If the Board forwards this item to the November Election, recommendations have historically been included on the warrant and the ballot.

MOTION: To recommend acceptance of this article by a vote of ____ in favor, ____ opposed.

- d. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

To see if the Town will vote to authorize the Board of Selectmen to enter into an agreement with the City of Sanford to provide emergency dispatch services from 2020-2023, in the amount of \$291,052.62 for FY 2020-2021, \$303,902.24 for FY 2021-2022, and \$316,715.86 for FY 2022-2023, which agreement shall be in a form substantially similar to that shown in a copy available at the Town Clerk's office.

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

A motion is required if this item is to advance to the November 5, 2019 Special Town Meeting.

If the Board wishes to move this forward, the motion could be:

MOTION: To forward this item to the Special Town Meeting/Election on November 5, 2019.

If the Board forwards this item to the November Election, recommendations have historically been included on the warrant and the ballot.

MOTION: To recommend acceptance of this article by a vote of ____ in favor, ____ opposed.

5. PUBLIC COMMENTS

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

a. **Accept the Following Donations:**

1. The Town recently received several donations to fund a Welcome Coupon to distribute to low-income residents to redeem at the Kennebunk Farmers' Market.

Our local farmers' market recently began accepting SNAP benefits, also known as food stamps, and these Welcome Coupons are a way of inviting residents to the Market who may not have shopped there in the past. In addition to accepting SNAP benefits, the Kennebunk Farmers' Market is participating in a Harvest Bucks matching program where any SNAP dollars spent is matched dollar for dollar with a bonus buck, which can be used to purchase more fruits and vegetables.

The following local businesses have made donations to fund Welcome Coupons worth \$5.00, to be used to purchase market goods:

- Kennebunk Farmers' Market, \$500.00
- Kennebunk, Kennebunkport & Arundel Chamber of Commerce, \$500.00
- Vinegar Hill, LLC, \$225.00

MOTION: To accept the donations from the Kennebunk Farmers' Market, Chamber of Commerce and Vinegar Hill, LLC and send a letter of thanks to all.

2. The Town recently received \$15.00 from a resident as a donation to the Medical Equipment Loan Closet in appreciation for the program.

MOTION: To accept the donation and send a letter of thanks.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

a. **Discuss Boards and Committees**

1. **Candidate to Appear for Appointment Consideration to Town Committee** – The following resident will be in attendance at Tuesday's meeting to discuss his interest in joining the following committee:

- Albert Kolff – Site Plan Review Board
Vacancies: (2) Alternate positions - 2020

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

MOTION: To appoint Albert Kolff as an Alternate Member on the Site Plan Review Board, for a one-year term, expiring in 2020.

2. **Accept the Following Committee Resignations:**

- Committee on Aging – S. Sassy Smallman, Regular Member 2022

MOTION: To accept the resignation of S. Sassy Smallman from the Committee on Aging and send a letter thanking her for her service.

- Parks & Recreation Committee Members:
 - Tyler Stewart, Regular Member 2020
 - Jacqueline Hawkins, Regular Member 2021

MOTION: To accept the resignations of Tyler Stewart and Jacqueline Hawkins from the Parks & Recreation Committee and send letters thanking them for their service.

3. **Discuss the Dissolution of the Skate Park Ad-hoc Committee** – The Skate Park Ad-hoc Committee was formed on November 22, 2016. The charge of the committee was to develop an RFP that would lead to the committee making a recommendation of a design/build firm to construct a skate park in the Town. The committee also worked to offer possible build sites for the Board's consideration. As the Skate Park Ad-hoc Committee has successfully completed their charge, the Board of Selectmen takes this opportunity to thank those who have served on this committee.

James Trentalange, Skate Member	Joseph Peterson, Alternate Member
Marc Barron, Resident Member	Will Hallee, Skate Member (Youth Rep.)
Chris Puffer, Resident Member	Kyle Barrett, P&R Dept. Rep. (Ex-Officio)
Karen Beaudoin, Resident Member	Lt. Eric O'Brien, Police Dept. Rep. (Ex-Officio)
Christine Burgess, Resident Member	Tasha Pinkham, P&R Director (Ex-Officio)
Joseph Peterson, Alternate Member	Shiloh Schulte, Selectman Liaison

MOTION: To dissolve the Skate Park Ad-hoc Committee and send a letter thanking each of them for their service.

b. **Award the Bid for Catch Basin Cleaning** – We received the following bids for the cleaning of 375 catch basins:

- Eastern Pipe Service, Bow, NH \$16,875.00
Cost per each \$ 45.00
Cost per hour to flush and vacuum storm lines \$ 193.75
Estimate of number of basins cleaned per day 30
- Hartigan Wastewater Services, Middlesex, VT \$20,625.00
Cost per each \$ 55.00
Cost per hour to flush and vacuum storm lines \$ 150.00
Estimate of number of basins cleaned per day 30-35
- Nest & Sons, Inc. of Kennebunk, ME \$21,093.75
Cost per each \$ 56.25
Cost per hour to flush and vacuum storm lines \$ 225.00
Estimate of number of basins cleaned per day 75
- Bellemore, Bedford NH \$22,125.00
Cost per each \$ 59.00
Cost per hour to flush and vacuum storm lines \$ 185.00
Estimate of number of basins cleaned per day 28-40

We have \$12,000.00 budgeted for this project.

Last year, the bid was awarded to Hartigan Wastewater Services of Middlesex, VT in the amount of \$11,718.75.

The Public Services Director recommends accepting the low bid from Eastern Pipe Service in the amount of \$16,875.00.

MOTION: To award the bid to Eastern Pipe Service in the amount of \$16,875.00.

c. **Award the Bid for the Sale of the Ford E450 Ambulance** – We received the following bids for the sale of this vehicle:

- Town of Vinalhaven, ME \$48,000.00
- Town of Houlton, Houlton, ME \$39,270.00
- Town of Union, Union, ME \$18,000.00
- Calais, Calais, ME \$15,250.00
- New England Fire Equip. & Apparatus Corp., North Haven, CT \$ 2,500.00

The Fire Chief recommends selling the 2009 Ford E450 Ambulance to the high bidder, the Town of Vinalhaven, ME, at a price of \$48,000.00.

MOTION: To accept the bid from the Town of Vinalhaven, ME in the amount of \$48,000.00 for the 2009 Ford E450 Ambulance.

d. **Award the Bid for a Breathing Air Compressor** – We recently sought bids to replace the breathing air compressor at the West Kennebunk Fire Station. The following bids were received for this item:

- Fire Tech & Safety, Winthrop, ME \$19,995.00
- Industrial Protection Services, So. Portland, ME \$23,480.00

The Fire Chief recommends accepting the low bid from Fire Tech & Safety in the amount of \$19,995.00.

MOTION: To award the bid to Fire Tech & Safety in the amount of \$19,995.00.

- e. **Set the Date of November 5, 2019 and Polling Hours for a Special Town Meeting Referendum Election** – The Board needs to set a date for the Special Town Meeting as well as the hours for the polls. Below are the questions to be voted on:

- Acceptance of Higgins Drive
- Acceptance of Flagship Circle
- Three-year Dispatch Agreement with Sanford Regional Communications Center
- Purchase of 15 Portland Road

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 5, 2019 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.

- f. **Appoint the Warden and Set Additional Hours for Voter Registration and Absentee Voting for the November 5, 2019 Election**

1. **Appointment of Warden** – 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 5, 2019 Election as recommended by the Town Clerk.

2. **Additional Hours for Voter Registration and Absentee Voting** – In addition to the regular Town Clerk office hours, the Clerk is proposing the following schedule:

- Saturday, October 26 9:00 a.m. to 12:00 p.m.
- Sunday, October 27 10:00 a.m. to 12:00 p.m.
- Thursday, October 31 4:30 p.m. to 7:30 p.m. (office will open at 8:00 a.m.)
(This is the last day to vote absentee without special circumstances)

MOTION: To extend the Additional Hours for Voter Registration and Absentee Voting as listed above for the November 5, 2019 Election.

8. OLD BUSINESS

9. NEW BUSINESS

- a. **Discuss Increasing Municipal Agent Fees for Motor Vehicles, All-terrain Vehicles, Snowmobiles and Watercraft Registrations** – The State has passed a new law, effective 9/19/19 regarding service fees for registrations. This bill, LD 917, allows municipal agents to charge higher service fees for registrations for motor vehicles, from \$3 to \$5 for renewals and from \$4 to \$6 for new registrations. It also allows municipal agents to charge higher service fees for registrations for all-terrain vehicles, snowmobiles and watercraft, from \$1 to \$3 for renewals and from \$2 to \$5 for new registrations.

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

MOTION: To adjust the municipal service fees for registrations for motor vehicles, all-terrain vehicles, snowmobiles and watercrafts as noted above and in accordance with LD 917.

- b. **Discuss Any Other Business**

10. BOARD OF SELECTMEN COMMENTS

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

11. TOWN MANAGER ANNOUNCEMENTS

- a. **Tuesday, September 17** –
 - 5:30 p.m. – **Selectmen Ordinance Subcommittee Meeting**, agenda and meeting location TBD
 - 6:30 p.m. – **Selectmen Joint Workshop with Kennebunk Sewer District** to discuss the Sewer District's draft Strategic Plan. **Please note, the location of this meeting will be at the Kennebunk Sewer District's office, 44 Water Street, Kennebunk.**
- b. **Saturday, September 21** – **Selectmen Outreach Session**, 8:30-10:30 a.m., 3rd floor of the Town Office. This session will be hosted by Selectmen Blake Baldwin and Ed Karytko. Stop in for a chat and enjoy a cup of coffee and donut! Any changes to this schedule will be posted on our website.
- c. **Thursday, September 26** – **Jensen Baird Gardner & Henry Municipal Client Seminar**, 5:30 p.m., So. Portland.
- d. **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.
- e. On behalf of Barbara Weeman, Chair of the West Kennebunk Village Committee, the Committee would like to thank the Board of Selectmen for their support and to Selectmen Ed Karytko and Blake Baldwin for their participation in the West Kennebunk Family Fun Day parade on August 3rd.
- f. Parsons Beach Road Tree Replacement Program Update
- g. Connectivity Workgroup Update
- h. Climate Change and Coastal Sustainability Update

12. EXECUTIVE SESSION

- a. **Discuss Pending Litigation** with the Town Manager, Finance Director and Director of Community Development - Title 1 MRSA Sec. 405(6)(E)

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

13. ADJOURNMENT