

**KENNEBUNK SELECT BOARD MEETING MINUTES  
TUESDAY, APRIL 27, 2021 – 5:45 P.M.  
ZOOM TELECONFERENCE MEETING**

**1. Call to Order**

The meeting was called to order at 5:49pm by Chair and presiding officer L. Blake Baldwin, who then led attendees in the Pledge of Allegiance. Those in attendance were:

**Present:** Select Board members L. Blake Baldwin [Chair], Wayne E. Berry [Vice Chair], Shiloh A. Schulte [Secretary], Edward Karytko, Frank G. Paul, and William A. Ward, Jr.; six voting members in total. (Schulte arrived at 5:55pm during the Executive Session.)

**Absent:** One seat on the Select Board is currently vacant.

**Also Present:** Michael Pardue [Town Manager], Joel Downs [Finance Director], Chris Osterrieder [Director of Community Development]; and Natalie Burns [Town Attorney], Karen Winton [Deputy Director of Community Development]; Tasha Pinkham [Parks & Recreation Director]; Merton Brown [Town Clerk]; Jeff Rowe [Fire Chief]; Robert MacKenzie [Director of Community Development]; and Bryan Laverriere [Public Services Director].

**2. Executive Session**

Executive Session pursuant to Title 1 M.R.S.A. Sec 405(6)(C) for discussion or consideration of the disposition of publicly held property where premature disclosures of the information would prejudice the competitive or bargaining position of the Town.

A motion was made at 5:50pm to enter into Executive Session with the Town Manager, Director of Community Development, and Town Attorney pursuant to Title 1 M.R.S.A. Sec 405(6)(C) for discussion or consideration of the disposition of publicly held property where premature disclosures of the information would prejudice the competitive or bargaining position of the Town

**Moved:** Karytko

**Seconded:** Ward

**Vote:** **Roll call vote. 5 votes in favor, 0 opposed, 1 absent [Schulte]; the motion passed.**

The Board moved out of Executive Session at 6:30pm.

At 6:32pm, the Board reconvened the regular meeting.

The Chair stated the Board had nothing to report after exiting the Executive Session.

**3. Approval of Minutes**

The Board reviewed the minutes of the Regular Meeting of April 13, 2021.

A motion was made to accept the Minutes of April 13, 2021 as presented.

**Moved:** Karytko

**Seconded:** Schulte

**Vote:** **Roll call vote. 5 votes in favor, 0 opposed, 1 absent for this vote [Ward]; the motion passed.**

#### 4. Public Hearings

- a. **Special Project Funding:** Municipal Officers of the Town of Kennebunk will hold a Public Hearing to discuss an application being submitted to the State of Maine CDBG program for Special Project funding. The purpose of the grant application is to fund working capital equipment for Nest and Mullen, a meat processing plant rebuilding after a fire.

Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing (with access via the Zoom link on our website calendar or page one of this document). Comments may be submitted in writing to: Karen Winton, 1 Summer Street, Kennebunk, ME 04043 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call (207) 604-1342 so that accommodations can be made.

Winton addressed the Board, explaining the funding process and the fact that the Board is fundamentally being asked to approve a grant which had been approved by the State in the "Letter of Interest" stage, rather than having to advance to a formal application. The Town, she said, will serve as a "pass-through" to accept the funding and reimburse expenses allowed per the grant. The State requires a public hearing, but has already endorsed the grant and awarded the funds. Should there be no public comment to the contrary, and the board so desires, they could vote to support the application and at the same time adopt a resolution to accept the grant terms and funds.

Baldwin opened the session to public comments, but there were none.

Two motions were made. The first was a motion to approve submission of the CDBG grant application to the Department of Economic and Community Development to fund working capital equipment for Nest and Mullen as noted above.

Moved: Karytko

Seconded: Schulte

**Vote: Roll call vote. 6 votes in favor, 0 opposed; the motion passed.**

A second motion was made to accept the State's grant funds in the amount of \$50,000 on behalf of Nest & Mullen.

Moved: Baldwin

Seconded: Karytko

**Vote: Roll call vote. 6 votes in favor, 0 opposed; the motion passed.**

Pardue invited Board members to visit his office to sign the grant documentation.

- b. **Housing Improvement Funding:** The presiding officer advised attendees that Municipal Officers of the Town of Kennebunk will hold a Public Hearing to discuss an application being submitted to the State of Maine CDBG program for the Housing Assistance program. The purpose of the grant application is to fund capital improvements for the Edgewood Apartments, a 15-unit HUD subsidized, accessible and affordable apartment community for very low-income adults with qualifying physical disabilities.

Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing (with access via the Zoom link on

our website calendar or page one of this document). Comments may be submitted in writing to: Karen Winton, 1 Summer Street, Kennebunk, ME 04043 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call (207) 604-1342.

Winton offered additional information about this initiative and confirmed that the property in question was located at 2 Brazier Lane. Berry advised Board members that, because there is a deadline of May 7, members needed to act on this grant opportunity without delay.

Blake invited public comments, but there were none. A motion was made to approve the submittal of the CDBG grant application to the Department of Economic and Community Development for the Housing Assistance program as noted above.

Moved: Karytko

Seconded: Schulte

**Vote: Roll call vote. 6 votes in favor, 0 opposed; the motion passed.**

## 5. Public Comments

There were no public comments.

## 6. Acknowledgements and Announcements

### a. Town Manager's Update on COVID-19 and Town's Preparedness Plans

Pardue offered updates on two COVID-related task forces.

Workplace COVID Task Force: Town Hall, Pardue said, is "nearly back to full strength" after a period of staggered office shifts and quarantine measures. Most employees have been vaccinated. However, personnel continue to exercise appropriate due diligence.

Kennebunk COVID Task Force: This Task Force met on April 26<sup>th</sup>. Pardue also noted that local restaurants are reporting increased traffic and there have been increased hotel reservations. The uptick suggests a rebound in the making.

### b. Other Announcements

The Board also heard updates on the activities of two groups.

- **Parks & Recreation Department Programs:** Tasha Pinkham, Recreation Director, reported that a number of events were "on pause", but some ball games and road races are being organized under CDC guidelines. A discussion about outdoor races and beach activities ensued. Baldwin, Schulte, and Pinkham agreed to organize a meeting with the Chief of Police to set criteria for closing roads for road races. Pinkham will survey the criteria other towns employ regarding closing roadways for races and other events. Blake opened the floor to public comment, but there was none.
- **Treasure Chest:** Baldwin questioned whether it might be time to end the Treasure Chest, which is currently closed, given (a) the pandemic, (b) public misuse, and (c) alternative uses for the public works' garage. There was mixed reaction. Karytko voiced support for reopening. Residents John Costin and Brenda Robinson strongly supported the TC's continued operation as a vital "community-building" service. There was nevertheless general consensus that the facility remain closed during the pandemic. Treasure Chest will remain closed, Pardue concluded, but its future will be reconsidered at a later date.

## 7. Time Sensitive Business and Staff Presentations

- a. **Approve General Obligation Bond Orders:** At Annual Town Meetings dated June 13, 2017, June 12, 2018, June 11, 2019, and July 14, 2020, voters approved issuing bonds to fund various projects. A list of the projects can be found in the supporting material [link](#). Included in the list is \$2,686,000 for bonds approved for part of the work to be done on the Town Garage and Transfer Station. Excluded from the list is \$500,000 for bonds approved for the work to be done in the Lower Village Coopers Corner area. Funding is deferred until the Town receives a Maine Department of Transportation (MDOT) Municipal Partnership Initiative (MPI) 50/50 grant for the project.

The Town's bond advisors, Moors & Cabot, have recommended that the Town issue these bonds during June 2021. As part of the issuance process, the orders, if approved, grants staff and elected officials the necessary authority to execute the documents required to issue bonds that have been authorized at the 2017, 2018, 2019 and 2020 Annual Town Meetings. In addition to issuing new bonds, the Town will be refunding (aka refinancing) its 2010 bonds that remain outstanding. The current balance due is \$2,080,000. The bond order also grants authority to execute the refunding (aka refinancing).

The list of projects includes the Town Garage. There has been discussion with the Board whether to include or defer issuing these bonds. Due to this discussion, two sets of orders have been drafted and are included in the supporting material link. One order includes \$2,686,000 for the garage project; one order excludes the project funding.

Downs advised Board members that this approval could be decided today or postponed until May 11<sup>th</sup>. There is a workshop on the garage project/transfer station use slated for May 4<sup>th</sup>, he said, and a final vote on the grant could take place at the follow-up meeting on May 11<sup>th</sup>.

Karytko asked for an itemization of the sundry projects to be funded, and Downs enumerated them. Karytko observed that bonds should be issued when needed and the projects underlying them should then be undertaken without delay. Berry reminded members that this this bond issue is meant , in part, to replenish funds drawn down from the General Fund, and that a number of projects were already in the works and being financed thanks to that "advance" funding.

Downs envisions that a 2% interest rate is likely, but might be less. A discussion of the timing of the bond issue ensued, and members generally voiced intent on managing cash flow with bond issues.

Baldwin opened the session to public comment, but there was none.

A motion was then made to approve the bond orders in the amount of \$8,136,000 [the total proposed amount *excluding* the projected Town Garage funding].

Moved: Baldwin

Seconded: Schulte

**Vote: Roll call vote. 6 votes in favor, 0 opposed; the motion passed.**

- b. **Accept a Transportation Grant:** The Town of Kennebunk has the opportunity to participate in a pilot grant project entitled *INTCountry*. This two-year project will work with 10 rural communities across the country to build on the Independent Transportation Network (ITN), a nationally recognized model for community-based, non-profit

transportation for seniors and visually impaired people. The Town will have the opportunity to engage stakeholders in the community and develop a tailored program to fit the needs of our Town. Staff from the Community Development Department and the Parks & Recreation Department will lead the development and implementation phases over the 2-year time period. As a participant, the Town will receive a grant in the amount of \$15,000 to cover program-related expenses.

Winton described the grant as a “fantastic” opportunity which would enable Kennebunk to customize new transportation initiatives which might include ride sharing, volunteer driving, “haircut runs”, etc. Two officers from *INTCountry*, Laura Drake and Katherine Freund, stated that the project is likely to result in transportation strategies which differ substantially from existing municipal transportation programs. The grant, they said, would enable Kennebunk to tap important technology platforms at little or low cost and better serve the transportation needs of the under-served, elderly, and special-needs population.

Public commentary in favor of the initiative was robust (and no public commentator voiced opposition). A motion was made to accept the grant in the amount of \$15,000 and authorize the Town Manager to sign the agreements on behalf of the Town

Moved: Karytko

Seconded: Schulte

**Vote: Roll call vote. 6 votes in favor, 0 opposed; the motion passed.**

#### c. **Department Overviews**

As part of the ongoing series of Department updates organized by Pardue, the Board heard presentations on the activities and priorities of two Departments:

- **Police Department:** Chief of Police Robert MacKenzie reported on recent staff departures , and noted that the Department proposes to bring in two retired officers as “reserve” manpower. The Department has won grants for (a) an interim community education intern, (b) credit-report screening to help elders avoid fraud, and (c) two State grants for speed enforcement and impaired driving. The Department is likewise about to unveil a “Neighborhood Watch” initiative which will utilize volunteer surveillance technology.
  
- **Fire Department:** Fire Chief Jeff Rowe confirmed that his Department has signed specifications for a new engine and new ambulance. The Department is re-instituting “live fire training” for staff at an out-of-state location. It has submitted applications to FEMA for grants to take on extra firefighters, has thus far helped to take COVID vaccinations to 1,350 recipients, and is working actively with restaurants to help them understand and satisfy COVID restrictions.

Rowe noted that his Department is working with the Kennebunkport Fire Department to study the cost/benefits of possibly sharing a ladder truck. Rowe will keep the Board abreast of those discussions.

Pardue thanked both Department Chiefs for their Departments’ good service.

#### **8. Old Business**

No old business was discussed.

## 9. New Business

### a. Transfer Station Task Force Update and Progress Report

Schulte offered a brief overview. The Task Force has been meeting since January and is exploring six different options for the Transfer Station, currently an operation subcontracted to a private-sector venture: (1) keep the service where and as it is; (2) find another location, (3) restrict the service for Kennebunk residents only; (4) rely on private industry exclusively; (5) relocate the facility on site; and (6) join forces with other towns to create a "regional" facility.

After finalizing its research and holding discussions with the Board and public, the Task Force will distill all views and formulate a final recommendation. It is the Task Force's intent to have the public vote on a final recommendation in November.

No motion was made, however Berry scheduled a workshop on this topic for May 4<sup>th</sup>, 5 to 7pm, and there was informal Board agreement.

### b. Dedication of the 2020 Annual Town Report

Each year, the Town of Kennebunk honors individuals who have passed away by recognizing their service to our community as employees, committee volunteers, or committee members. The following individuals merit such commendation:

**Wayne T. Adams**

Served as Town Meeting Moderator for many years

**Donna D. Harmon**

Assistant Town Clerk and Ballot Clerk

**James J. Keating III**

Member of the Planning Board

**David M. McConnell**

Kennebunk High School Headmaster

**Melvin I. Uchenick**

Longtime member of the Board of Assessment Review,  
Charter Review Commission, and Zoning Board of Appeals

A motion was made to dedicate the 2020 Annual Town Report to these individuals.

Moved: Karytko

Seconded: Schulte

**Vote: Roll call vote. 6 votes in favor, 0 opposed; the motion passed.**

## 10. Select Board Comments

### a. Subcommittee Reports - none

#### Interim Comments:

Before the presiding officer polled individual members for their comments, Karytko voiced concern about the total impact of new subdivision developments on the community's resources. He cited the example of the proposed Calesa Estates subdivision which proposes to create 25 new residences in West Kennebunk. Such projects, Karytko

opined, are sure to put heavy traffic on neighboring streets and could impact the water quality of neighboring wells.

Karytko recommended that the Board take a more holistic approach when considering new developments, factoring in their community-wide impact on traffic, septic, water, and the like.

Baldwin responded, reminding the Board and public that West Kennebunk had been designated a “growth area” several years ago, and that there is a “Comprehensive Plan” to take community-wide details into account. He noted that the Town’s Engineer, Code Enforcement Officers, specialists in the Sewer and Water Districts, and sundry approval Boards assess the water, traffic, pedestrian, landscaping, road maintenance, and other impacts of new housing.

**b. Comments of Individual Select Board Members**

The chair then solicited the comments of individual Board members;

Baldwin: Noted the passing of Lee Cressey Warner, the Ace Hardware clerk much beloved of Townspeople and “part of the fabric” of Kennebunk life.

Berry: No comment

Schulte: No comment

Paul: No comment

Ward: Extended thanks to the Fire and Police Department chiefs for their hard work.

Karytko: Posed questions about (1) LED street light replacements [Baldwin responding that a detailed report would be given at the next meeting], (2) the status of the Town’s stand on AirBnBs [Pardue reported that the matter is being studied by Legal Counsel]; and (3) status of the Facility Study [Osterrieder reporting that the study is “95%” complete and should be finalized by the end of May.] Karytko asked that tattered or torn flaps be taken to Veterans and unwanted eye glasses and hearing aids be taken to the Lions Club.

**11. Town Manager Announcements**

**Candidates Night for Candidates for Select Board: Thursday, May 13, 6:30pm via Zoom**

Pardue cited the names of the 10 residents on the ballot to fill four available seats on the Select Board:

**Three Available Positions (3-year Term)**

Wayne E. Berry  
John M. Costin  
Anthony Michaud  
Kortney E. Nedeau  
Gwen M. Page  
Lisa Joy Pratt  
Kyle T. Roberts  
Shiloh A. Schulte

**One Available Position (2-Year Term)**

Sally A. Carpenter  
Thomas D. Wellman

Members of the public can watch the Candidates Night live on Cable TV Channels 5 & 1302 as well as online at [www.townhallstreams.com](http://www.townhallstreams.com) and <https://zoom.us>. The session will be re-broadcast on Channels 5 and 1302 periodically until Election Day, June 8<sup>th</sup>.

**12. Adjournment**

There being no additional comments or topics for discussion, the presiding officer adjourned the meeting at 8:52pm

Moved: Karytko

Seconded: Schulte

**Vote: Roll call vote. 6 votes in favor, 0 opposed; the motion passed.**

Respectfully submitted by J. Schlagheck, Recording Clerk

Adopted by the Board in the meeting of 5/11/21  
(Date of Meeting)

Signed by

Select Board Member (Signature)

L. Blake Baldwin

(Printed name)

L. BLAKE BALDWIN