

**KENNEBUNK SELECT BOARD MEETING MINUTES
TUESDAY, MAY 11, 2021 – 5:45 P.M.
ZOOM TELECONFERENCE MEETING**

1. Call to Order

The meeting was called to order at 5:45pm 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.

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]; Karen Winton [Deputy Director, Community Development], Brian Laverriere [Director, Public Services], Tasha Pinkham [Director, Parks & Recreation], Jeri Sheldon [Director, Human Resources], Natalie Burns [Town Attorney].

2. Executive Session

Executive Session pursuant to 1 M.R.S.A. Sec. 405(6)(C) to discuss the condition, acquisition or the use of real property or interests therein or the disposition of publicly held property where premature disclosure of the information would prejudice the competitive or bargaining position of the Town, and 1 M.R.S.A. Sec. 405(6)(E) to consult with the Town Attorney regarding the Board's legal rights and duties.

A motion was made at 5:49pm to enter into Executive Session with the Town Manager, Finance Director, Director of Community Development, Deputy Director of Community Development and Town Attorney pursuant to 1 M.R.S.A. Sec. 405(6)(C) to discuss the condition, acquisition or the use of real property or interests therein or the disposition of publicly held property where premature disclosure of the information would prejudice the competitive or bargaining position of the Town, and 1 M.R.S.A. Sec. 405(6)(E) to consult with the Town Attorney regarding the Board's legal rights and duties.

Moved: Karytko

Seconded: Schulte

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

The Board moved out of Executive Session at 6:32pm. Upon exiting, the Board had nothing to report.

At 6:33pm, the Board reconvened the regular meeting.

3. Approval of Minutes

The Board reviewed the minutes of its Regular Meeting of April 27, 2021.

A motion was made to accept the Minutes of April 27, 2021 as presented.

Moved: Karytko

Seconded: Schulte

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

4. Public Hearing

There were no comments.

5. Public Comments

The Chair invited public comments or questions. John Costin recommended viewing the May 3rd presentation of the Kennebunk School Board's DEI ["Diversity, Equity, Inclusion"] Ad Hoc Committee. Costin also cited past comments by Select Board members about building a new town hall and questioned (a) whether such a building plan exists, and (b) if so, which Board members were involved in the planning. Baldwin responded that there have been no formal discussions on the topic.

Maggie Bartenhagen had questions about LED lighting, but was asked to kindly pose them when the topic was entertained later in the agenda.

6. Acknowledgements and Announcements

a. Donations:

The Chair cited three recent donations:

- \$50 from James K. Pastorelli for Kennebunk Fire Rescue.
- \$100 from Mr. & Mrs. Warren Ferguson II for Kennebunk Fire Rescue. This donation is in memory of Duncan MacPhie who served 19 years with the Kennebunk Fire Rescue Department.
- \$70 from Ann Thompson. This donation is in the memory of the donor's mother, Helen Thompson, who enjoyed and participated in the Park Street community garden. These funds are meant to allow others to do the same in the future.

A motion was made to accept the donations listed above and send letters of thanks to the donors for their generous contributions.

Moved: Karytko

Seconded: Schulte

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

b. Update from the Town Manager regarding COVID-19 and the Town's Preparedness Plans

- Workplace COVID Task Force: Pardue reported that Town departments are operating at nearly 100% capacity with little interruption of public service while respecting CDC guidelines.
- Kennebunk COVID Task Force: The Task Force, Pardue reported, will meet on May 24. Feedback from local businesses is upbeat and positive. Restaurants and hotels, he said, report advance reservations. Town personnel are also helping businesses obtain tent permits for outdoor dining.
- Parks & Recreation Department Programs: A number of programs such as ball games and road races, Pardue reported, are being launched after careful vetting for health and safety concerns.

7. Time Sensitive Business and Staff Presentations

- a. **Set Additional Hours for Voter Registration and Absentee Voting for the Annual Town Meeting on June 8, 2021.** In addition to regular Town Clerk office hours, the Chair reported that the Town Clerk now proposes the following schedule:

- Saturday, May 22 8:00 a.m. to 12:00 p.m.
- Sunday, May 23 8:00 a.m. to 12:00 p.m.
- Thursday, June 3 4:30 p.m. to 7:30 p.m.

The Chair invited public comments on the proposal, but none were forthcoming. Motion was made to set the additional hours for voter registration and absentee voting for the Annual Town Hall Meeting on June 8, 2021 as cited above.

Moved: Karytko

Seconded: Schulte

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

- b. **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:

- **Human Resources:** Director Jeri Sheldon described the HR Department as a “two-person team” supporting 166 employees (of which 84 are full-time). Significant time, she observed, is spent recruiting, interviewing, screening, and making employment offers. Sheldon described numerous initiatives of the team, to include a new “Intranet” enhancement of internal communications, negotiations with a police union, and targeted recruitment. HR’s COVID protocols have successfully incorporated state and federal guidelines to keep employees and Townspeople safe. In response to Board member questions, Sheldon reported that employee turnaround is akin to the national average and not problematic.
- **Parks & Recreation:** Recreation Director Tasha Pinkham reminded the Board that Kennebunk has over 20 parks and a good history of recreation programs both pre- and during COVID. As the pandemic has limited indoor activities, the Department has focused on outdoor ones such as soccer matches (17 teams are playing with masks), tennis, street hockey, road races, and the Rotary Drive-thru BBQ. Pinkham commended her colleagues for shifting into day-care support for local families when schools closed due to the pandemic.

Pardue and Baldwin extended thanks to both Division Directors for their units’ good service.

8. Old Business

- a. **Comprehensive Plan**

J. Vance, member of the Comprehensive Plan Task Force, reported good progress. The team is in the finalization stage and on track to bring the Plan to vote in November. That is an aggressive target, Vance said, as the Comprehensive Plan is meant to be submitted to Maine state reviewers and posted on the Town’s website for public review on or by June 4. A public hearing on the Plan is meant to take place on July 6.

Pardue will resend Plan materials to Select Board members for their review and comment. Ward and Karytko expressed thanks to Vance and the Comprehensive Plan Task Force for their good work.

- b. **Update on the LED Streetlight Initiative:** Over several weeks, as authorized, the Select Board Chair, Vice Chair, and members of Town staff have met with representatives of the Energy Efficiency Advisory Committee and Kennebunk Light and Power District to identify a sound approach for advancing the LED streetlight initiative. Robust discussion on the topic took place at today's Select Board meeting, with input from Board members and the public at large.

Many comments and views coalesced around the RFP being prepared for the transition to LED lighting. Baldwin questioned the wisdom of hiring a specialist lighting consultant to (1) evaluate the Town's lighting policy, (2) create a "census" of existing lights, (3) determine the suitability of existing light locations, and (4) contribute to and/or refine the final RFP for lighting.

Karytko voiced concern about delaying the RFP. Public commentators Maggie Bartenhagen, John Costin, Dan Sayre, and Sharon Staz (Chair of the Town's Energy Efficiency Advisory Committee) voiced support for the idea of retaining a consultant.

Baldwin asked Pardue to craft a specific motion on this option for discussion at the Board's May 25th meeting.

- c. **Reconsideration of Recently Approved Bond Orders** – At its regular meeting of April 27, 2021, the Select Board approved bond orders totaling \$8,136,000. On May 4, 2021, the Select Board held a workshop to discuss the replacement and reconstruction of the Town's Garage and Transfer Station facilities at 36 Sea Road. Question arose as to whether the Select Board should amend the previously approved bond orders to include the additional \$2,686,000 in bonds approved by the voters on June 13, 2017. These additional funds would pay for a portion of the total expense expected to be incurred at the Town Garage and Transfer Station. The total cost for the project is currently estimated to be \$10 to \$13 million.

Board members posed a number of questions about the option. Finance Director Joel Downs recommended enlarging the bond orders to take advantage of prevailing low interest rates and the fixed cost of issuing bonds. Berry, Schulte, and Karytko concurred.

Motion was therefore made to retract and nullify the bond orders approved by the Select Board on April 27, 2021 for \$8,136,000.

Moved: Berry

Seconded: Ward

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

Motion was then made to approve the bond orders that include the bonds for the Town Garage and Transfer Station, for a total bond issue of \$10,822,000.

Moved: Karytko

Seconded: Schulte

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

9. New Business

- a. **Review of the Purchase and Sale Agreement with 8 Summer Street LLC for the Sale of Town-Owned Property Identified as Tax Map 46 Lot 40**

This is a triangular parcel of land, approximately 0.09 acres in size, located behind 8 Summer Street. The parcel was acquired by the Town as part of its purchase of 15 Portland Road.

Motion was made to authorize the Purchase and Sale Agreement and other actions necessary to effectuate the sale to 8 Summer Street LLC of the Town-owned property identified as Tax Map 46, Lot 40.

Moved: Karytko

Seconded: Schulte

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

b. **Other New Business**

No other business was discussed.

10. Select Board Comments

a. **Subcommittee Reports**

Pardue noted that the Transfer Station Task Force will present its findings on May 25.

b. **Individual Select Board Member Comments**

The Chair then solicited the comments of individual Board members;

Baldwin: The Town's Bicentennial (201st Anniversary) celebration will be virtual with a "drive-by", take-out dinner.

Berry: No comment

Schulte: Candidates Night on May 13 should be exciting.

Paul: No comment.

Ward: No comment

Karytko: Torn flags can be taken to the American Legion; used eye glasses can be left at the Town Clerk's office; and questioned the status of the Route 1 Rest Stop ("on track" according to Osterrieder).

11. Town Manager Announcements

Pardue next made the following announcements:

a. **Thursday May 13: "Candidates Night" at 6:30pm via Zoom**

b. **Beach Permits:** Permits for the 2021 season are now available at the Town Office. Permits are required from June 15 to September 15.

c. **"Buy-a-Brick" for Waterhouse Center:** The Town Office is currently accepting orders for personalized, engraved bricks to be installed in the fall around the Waterhouse Center pavilion. June 30 is the deadline for ordering bricks for the fall 2021 installation.

d. **Saturday, May 15: Virtual Select Board Outreach Session, 8:30-9:30pm via Zoom.**

12. Executive Session

Executive session pursuant to 1 M.R.S.A. Sec. 405(6)(D) to discuss with the Town's Negotiators the Status of the Ongoing Negotiations of Labor Contracts between the Town of Kennebunk and the Maine Association of Police for the Police Patrol Officers and Police Sergeants Unit and, between the Town of Kennebunk and Teamsters Local Union No. 340 for the Kennebunk Public Services Department.

At 8:56pm, motion was made to enter into Executive Session with the Town Manager, Finance Director and Director of Human Resources pursuant to Title 1 MRSA Sec. 405(6)(D) for the purpose of discussing with the Town's negotiators the status of the ongoing negotiation of labor contracts between the Town of Kennebunk and Maine Association of Police for Police Patrol Officers and Police Sergeants Unit and, between the Town of Kennebunk and Teamsters Local Union No. 340 for the Kennebunk Public Services Department.

Moved: Karytko

Seconded: Ward

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

The Board exited the Executive Session at 9:52pm. Upon exiting, two motions were made.

Motion to ratify the contract between the Town of Kennebunk and Teamsters Local Union No. 340 as presented for a three (3) year term.

Moved: Baldwin

Seconded: Berry

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

Motion to ratify the contract between the Town of Kennebunk and Maine Association of Police for Police Patrol Officers and Police Sergeants Unit as presented for a one (1) year term.

Moved: Baldwin

Seconded: Karytko

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

13. Adjournment

There being no further business to discuss or comment, the Chair adjourned the meeting at 9:55pm.

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 5/25/21
(Date of Meeting)

Signed by
Select Board Member (Signature) J. Blake Baldwin

(Printed name) L. Blake Baldwin