

TOWN OF KENNEBUNK

BOARD OF SELECTMEN MINUTES

May 14, 2019 – 6:30 P.M.

1. CALL TO ORDER

On Tuesday, May 14, 2019, at approximately 6:30 p.m., in Room 301 of the Town Hall, Richard Morin, Chairman of the Board of Selectmen for the Town of Kennebunk, called to order the Board of Selectmen. Present were Selectmen Richard Morin, L. Blake Baldwin, Christopher Cluff, Edward Karytko, William Ward, Jr., Wayne Berry, and Shiloh Schulte.

Also present was Town Manager Michael Pardue.

2. APPROVAL OF MINUTES

- a. April 23, 2019 Regular Meeting

A motion was made to approve the minutes for the Regular Meeting on April 23, 2019.

MOVED: Karytko

SECONDED: Schulte

VOTE: 7 in favor, 0 opposed. The motion passed.

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:

Application from Live Café LLC d/b/a Live Café for a new Victualer License located at 169 Port Road.

There were no public comments.

A motion was made to approve the Victualer License Application for Live Café LLC d/b/a Live Café contingent upon the issuance of a Certificate of Occupancy by the Kennebunk Code Enforcement Office.

MOVED: Karytko

SECONDED: Cluff

VOTE: 7 in favor, 0 opposed. The motion passed.

5. PUBLIC COMMENTS

There were no public comments offered.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

- a. **Accept a Donation to the Kennebunk Police Department for the K-9 Program**

Lisa and David Harrison each spoke with regard to the donation, citing their strong support for the implementation of a K-9 program in the Town of Kennebunk. Board members, along with Chief of Police MacKenzie, expressed appreciation to the Harrisons for their generous donation.

A motion was made to accept the donation and send a letter thanking Mr. David Harrison, a representative of Eastern Avenue LLC for this generous donation.

MOVED: Karytko

SECONDED: Ward

VOTE: 7 in favor, 0 opposed. The motion passed.

b. Accept a Donation from Kennebunk Savings for the Waterhouse Center

It was noted that this is the third year of a three-year commitment of this very generous donation provided by Kennebunk Savings. It was acknowledged that Kennebunk Savings continues to be a strong supporter of this community venue.

A motion was made to accept the donations from Kennebunk Savings and send a letter thanking them for their generous donation.

MOVED: Karytko

SECONDED: Ward

VOTE: 7 in favor, 0 opposed. The motion passed.

- c. Chief of Police Robert MacKenzie Profiled in Rotary International Publication** – In the May edition of “The Rotarian,” Chief Mackenzie is profiled in an article entitled, “Rotarians Destigmatize Opioid Recovery.” In this article, the Chief is recognized for his work on reducing the stigma associated with opioid use and for being “instrumental in organizing District 7780’s Overdose Recognition and Response seminars.”

The Board, along with those in attendance, recognized Chief MacKenzie for his tireless efforts to reduce the stigma associated with opioid use.

- d. New Hire** – The Town Manager is pleased to announce the hiring of the following new employee:

Shawn Minotti began employment with the Town on April 29th as a full-time Laborer in the Parks & Facilities Department of the Public Services Division. Shawn has significant experience in landscaping and grounds maintenance and enjoys remodeling projects. Please join us in welcoming Shawn to our team and our community.

Town Manager Pardue stated that the hiring of Mr. Minotti brings the Department of Public Services one step closer to approved staffing levels. The Board, along with Mr. Pardue, welcomed Mr. Minotti to the Kennebunk team.

- e. Road Rangers** – Eileen Willard, representing the “Road Rangers” will be recognized by the Board for the great work of this organization. The Road Rangers, a private entity, spend numerous hours removing trash and debris from the side of Town roads. Their efforts are a tremendous benefit to our community. The work of the Road Rangers has resulted in a safer and cleaner roadside landscape and, have relieved the staff of the Public Services Department of this work so they can attend to other equally important needs of the community.

Ms. Willard, along with several members of the Road Rangers, were in attendance and applauded by the Board of Selectmen and Town Manager Pardue for their dedication to keeping the Town of Kennebunk road sides free of trash and debris. Ms. Willard acknowledged the strong support the Road Rangers have received from Town officials, with special appreciation given to the Department of Public Services for

providing reflective vests, work zone signage and other items that make the work of the Road Rangers safer and more productive.

The Board also recognized the work of individual citizens that have taken the initiative to rid the road sides of trash and debris. In particular, the Board recognized Nicole Benham, who earlier in the month had taken the initiative to pick-up trash and debris along a large section of Brown St. Ms. Benham spoke, citing her hope that people will become more respectful of the environment as our actions of today will impact the future of those that follow.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

- a. **Consideration of Candidate for Appointment to Town Committee** – Patricia Seamans will be in attendance to discuss her interest in joining the Dog Advisory Committee.
- Vacancies: (1) Regular Member - 2019

A motion was made to appoint Patricia Seamans as a Regular Member on the Dog Advisory Committee for the remainder of a three-year term that expires on June 30, 2019.

MOVED: Karytko

SECONDED: Ward

VOTE: 7 in favor, 0 opposed. The motion passed.

- b. **Discuss Proposed Depot Street Sidewalk Project** – The Town of Kennebunk was awarded a grant by the Maine DOT (WIN 019392.00) for the design of the sidewalk along Depot Street and Factory Pasture Lane. The Town has exhausted the available grant funding. The project agreement is up for renewal. The Maine DOT has budgeted money for the continuation of the project through final design, which could then lead to construction funding within the next three year work plan. The Town needs to consider whether to pursue completion of the project and eventual construction funding.

Town Engineer Christopher Osterrieder provided the Board a comprehensive update as to the status of this project, outlining the Board's options for ways to proceed. The Board engaged in discussion regarding the project.

Town resident Sharon Staz voiced her opposition to advancing this sidewalk project to Water Street.

A motion was made to pursue completion of the project and to authorize the Town Manager to sign documents required for the advancement of the project.

MOVED: Berry

SECONDED: Ward

VOTE: 7 in favor, 0 opposed. The motion passed.

- c. **Discuss the Renewal of the Agreement with the Sanford Regional Communications Center for Dispatch Services** – The Town's Agreement with the City of Sanford for dispatch services is due to expire on June 30, 2019. Sanford Regional Communications Center Director William R. Tower III has provided the Town with a new Agreement for said services. The proposed Agreement begins on July 1, 2019 and expires June 30, 2020. The Town's legal counsel has reviewed this agreement and made suggested edits. Those edits have been incorporated in the document being presented and Mr. Tower and Sanford City Manager Steven Buck are in agreement with those amendments.

The Board discussed the proposed “Fee for Service” contract. It was noted that in one section of the contract there was reference to this being a “Partnership Agreement.” The Board asked that the proposed contract be amended to delete the reference to a “partnership,” as the Agreement is simply a “Fee for Service” agreement.

A motion was made to approve the agreement with the Sanford Regional Communications Center as presented and to authorize the Town Manager to sign the Agreement after making the discussed amendment(s).

MOVED: Karytko
SECONDED: Cluff
VOTE: 7 in favor, 0 opposed. The motion passed.

A motion was made to authorize the Town Manager to appoint a representative he deems appropriate to serve as a member of the Sanford Regional Communications Advisory Board as outlined in Section 7 of the Agreement.

MOVED: Cluff
SECONDED: Ward
VOTE: 7 in favor, 0 opposed. The motion passed.

8. OLD BUSINESS

- a. **Discuss the Energy Innovation and Carbon Dividend Bill (HR763) as presented by the Energy Efficiency Advisory Committee** – This is a follow up to the discussion presented at the Board's April 23rd meeting.

Board Vice Chairman Baldwin shared that he had given significant thought to this topic. He identified that climate change is indeed a concern, particularly as we are a coastal community dealing with what appears to be a rise in sea level. Selectman Baldwin referenced that HR 763 appears to be a partisan bill and that he feels the Town should not be engage in partisan issues as to do so can open the door for future partisan “asks.” He further referenced that the work of the Kennebunk Board of Selectmen has been being performed without partisanship, with the Board’s focus on doing what is best for Kennebunk. Selectman Baldwin encouraged the Board to refrain from taking a position on this proposed, partisan bill.

Selectman Schulte stated the importance of the Town / Board not functioning in a vacuum when addressing their carbon footprint and climate change.

Selectman Karytko stated that he needs more time and information to assess HR763 and that the Energy Efficiency Advisory Committee had previously stated that this matter is not time sensitive.

Chairman Morin suggested the public review HR763 and offer comment on this proposed bill when the Board discusses same at a future meeting.

Sharon Staz, Chair of the Energy Efficiency Advisory Committee stated that the Energy Efficiency Advisory Committee had struggled with their support of HR763 for the same reasons cited by Selectman Baldwin.

A motion was made to table this matter until the Board’s July 16, 2019 meeting.

MOVED: Schulte
SECONDED: Baldwin
VOTE: 7 in favor, 0 opposed. The motion passed.

9. NEW BUSINESS

a. **Hear an Update from the Street Light Committee on their Research into Converting Street Lights in Kennebunk to LED Fixtures.**

Sharon Staz, Chair of the Energy Efficiency Advisory Committee (EEAC) provided the Board with the EEAC's to-date progress in their exploration of converting the Town's current street lights to LED fixtures. She stated that the EEAC has narrowed their search for possible lighting fixtures to three (3) vendors, noting that the EEAC hopes to begin interviewing those vendors, and viewing their proposed fixtures, sometime in the near future. Ms. Staz further explained that it is the goal of the EEAC to place sample fixtures in an area of town so residents can see the fixture(s) in operation. She said this will allow the EEAC to solicit feedback from those viewing the sample fixtures, helping the EEAC to make future LED conversion recommendations to the Board of Selectmen.

Chair Staz also stated that the EEAC is working on developing a draft RFP in an effort to aid the Town if and when the decision is made to seek pricing for the LED street light conversion.

b. **Discuss the Selectmen's Summer Meeting Schedule** – In previous years the Board has elected to cancel one meeting in July and August to accommodate staff and Board member vacation schedules. If the Board chooses to remain consistent with this approach, it is recommended that the July meeting be held on July 16th and the August meeting be held on August 13th. Should a pressing matter present between meeting dates, a special meeting of the Board can be called.

A motion was made to move the July 9 meeting to July 16 and cancel the July 23 and August 27 meetings.

MOVED: Cluff

SECONDED: Ward

VOTE: 6 in favor, 1 opposed (Karytko). The motion passed.

c. **Discuss Any Other Business**

10. BOARD OF SELECTMEN COMMENTS

a. **Subcommittee Reports**

The Selectmen Ordinance Subcommittee met just prior to this meeting to meet with the Energy Efficiency Advisory Committee to discuss the committee's proposed amendments to the Town's "Long-Term Street Lighting Policy." This updated policy will come before the full Board of Selectmen on May 28, 2019 for further consideration.

The Selectmen Finance Subcommittee will meet at 7:30am on Thursday, May 23, 2019 on the 3rd floor of Town Hall. An agenda for this meeting will be published soon.

b. **Individual Selectmen Comments**

Selectmen Baldwin:

- Additional lights have been installed at the Waterhouse Center. These lights are intended to aid those participating in certain events at the Waterhouse Center, to include Pickleball.

Selectmen Berry, Schulte, Ward

- None

Selectman Cluff

- Torn and tattered flags should be taken to the American Legion Hall for proper handling. Hearing aids and glasses are being collected and can be dropped in collection boxes located on the second floor of Town Hall. The round-a-bout is looking good.

Selectman Karytko

- Same as stated by Selectman Cluff. Also, West Kennebunk Village Committee is working on Family Fun Days. Participated in County Budget Board meeting. Proposed budget passed with no changes by the County Commissioners. Please don't litter.

Selectman Morin:

- Acknowledging the great work by staff and the overall condition of the Town's roads and public areas.

11. TOWN MANAGER ANNOUNCEMENTS

Announcements were made by the Town Manager.

12. EXECUTIVE SESSION

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

This executive session was cancelled.

13. ADJOURNMENT

At approximately 8:23 p.m., a motion was made to adjourn the meeting.

MOVED: Schulte

SECONDED: Cluff

VOTE: 7 in favor, 0 opposed. The motion passed.



Christopher Cluff, Secretary
Kennebunk Board of Selectmen

Date: _____

5/28/19