

TOWN OF KENNEBUNK

BOARD OF SELECTMEN MINUTES

SEPTEMBER 24, 2019 – 6:30 P.M.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

On Tuesday, September 24, 2019, at approximately 6:30 p.m., in Room 301 of the Town Hall, L. Blake Baldwin, Chairman of the Board of Selectmen for the Town of Kennebunk, called to order the Board of Selectmen. Present were Selectmen Edward Karytko, Wayne Berry, William Ward, Jr., L. Blake Baldwin, Shiloh Schulte and Frank Paul.

Also present was Town Manager Michael Pardue.

Absent was Selectman Christopher Cluff.

The Pledge of Allegiance was recited.

2. APPROVAL OF MINUTES

- a. September 10, 2019 Special Meeting (15 Portland Road Site Walk) [Please refer to supporting material \(PDF\)](#)
- b. September 10, 2019 Regular Meeting [Please refer to supporting material \(PDF\)](#)
- c. September 17, 2019 Special Meeting (Recovery Residences) [Please refer to supporting material \(PDF\)](#)

A motion was made to approve the minutes for the September 10, 2019 Special Meeting.

MOVED: Karytko
SECONDED: Schulte
VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

A motion was made to accept the minutes for the September 10, 2019 Regular Meeting.

MOVED: Karytko
SECONDED: Schulte
VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

A motion was made to approve the minutes for the September 17, 2019 Special Meeting.

MOVED: Karytko
SECONDED: Schulte
VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). 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 hear public comment on the following:

To adopt the Maine Municipal Association Model Ordinance GA Appendices (A-D and H) for the period of October 1, 2019-September 30, 2020. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A § 4305 (4).

Information on the proposed appendices is available in the Town Clerk's Office.

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

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

Each year, the municipal officers approve and adopt the appendices to the General Assistance Ordinance.

Karytko asked if they can have at least a brief description of what this is.

Karen Winton, General Assistance Administrator, spoke with regard to this agenda item.

A motion was made to approve the 2019-20 General Assistance Ordinance Appendices (A-D and H) of the Kennebunk General Assistance Ordinance.

MOVED: Karytko

SECONDED: Ward

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

5. PUBLIC COMMENTS

Town Clerk Merton Brown spoke, saying that last week he received a call from the Maine Bicentennial Group and that they asked if Kennebunk would be willing to accept a State of Maine Bicentennial flag to be flown during Kennebunk's Bicentennial (which coincides with Maine's). Brown said he is here on behalf of that committee to present the flag to the Board of Selectmen, which was on display in the room, and he said he will forward it on to the Bicentennial Committee.

Chris Kennard, from the public, spoke with regard to his concerns of the sober house at the end of Stevens Way in West Kennebunk. He said he is opposed to it, as are others. He asked if any plans have been approved for this. In response to that question, Baldwin said no, and Baldwin made further comment. Kennard thinks they should have some kind of regulation in place.

Nick Branchina, Kennebunk resident and ratepayer for the Kennebunk Sewer District, spoke with regard to the Board of Selectmen workshop with the Kennebunk Sewer District last week. He said he incorporated his concerns and comments in a memo. Branchina said the Kennebunk Sewer District's Charter does not require them to check with the ratepayers for making budgetary decisions. Branchina made further comment, elaborating on his concern about transparency on disclosure of costs with regard to what the Kennebunk Sewer District is doing. Branchina said that with the sewer plant upgrade, the way it stands now, only the Kennebunk Sewer District ratepayers (half the Town) would be paying 100% of the cost: approximately \$34,574,000. He added that in his opinion there needs to be some oversight by the Selectmen with the three utilities and RSU 21.

Mike Davies, from the public, spoke about the proposed sober house. He said it is right to have clear regulations on the operation. Davies spoke about NFPA 101.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

- a. **Accept the following Donations** for the purchase, planting and maintenance of trees to be planted along Parsons Beach Road, in memory of Lawrence E Dwight.

Janet Dwight Stevenson - \$1,000.00

Timothy and Louise Spang - \$3,000.00

Deborah Dwight Kelley - \$2,500.00

Timothy Dwight - \$2,500.00

Louise Spang and her brother, Timothy Dwight, spoke. Louise said they are honored to be here to give the Town this donation and said they think their father would be thrilled by it. Louise said their father had a very special place in his heart for the Town of Kennebunk and for Parsons Beach.

Timothy Dwight expressed thanks for people demonstrating patience and grace as they interacted with him and his family during the Parsons Beach Road tree project.

Karytko said he truly appreciates this. He asked if this will allow them to put all 40 trees in at one time. In response to that question, Pardue said contingent upon a few things, 40 trees will be in place next spring. Karytko was pleased with Pardue's response.

A motion was made to accept the donations and send letters thanking the donors for their generous donation.

MOVED: Karytko

SECONDED: Ward

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

b. We are pleased to announce the following new employees:

- Kailey Dubuque, part-time HR Generalist
- Christopher Gorham, full-time Mechanic

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

a. **Discuss Boards and Committees**

- **Candidate for Appointment Consideration to Town Committee:**

Sarah Snow – West Kennebunk Village Committee

Vacancy: (1) Regular position - 2021

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

A motion was made to appoint Sarah Snow as a Regular Member on the West Kennebunk Village Committee, with a term expiring in 2021.

MOVED: Karytko

SECONDED: Ward

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

- b. **Discuss a Proclamation for Ostomy Awareness Day** – Christine Ryan, Executive Director of the United Ostomy Associations of America, Inc. (organization located in Kennebunk), is requesting the Board issue a proclamation that recognizes October 5, 2019 as “Ostomy Awareness Day – Ostomies Are Life-Savers.” This proclamation is being made to raise awareness of the need for public education and awareness related to ostomy, a surgical procedure that aids a person that has lost normal function of digestive or urinary systems due to birth defects, cancer, Chron’s disease and other medical conditions.

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

Christine Ryan spoke with regard to this agenda item.

A motion was made to declare October 5, 2019 as “Ostomy Awareness Day – Ostomies Are Life-Savers” and call upon all residents of Kennebunk to unite on this day in a showing of support.

MOVED: Karytko

SECONDED: Ward

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

- c. **Award the Bid for a Fire Department Command Vehicle** – We received the following bids for a Command Vehicle for the Fire EMS Department. Bid specifications were for a Chevrolet Tahoe.

Hilltop Chevrolet, Somersworth, NH	2020 Chevrolet Tahoe	\$38,324.76
Quirk Auto Group, Hallowell, ME	2020 Chevrolet Tahoe	\$39,361.24
Arundel Ford, Arundel, ME	2020 Ford Expedition SSV	\$40,848.40
Arundel Ford, Arundel, ME	2020 Ford Interceptor	\$36,887.70

We have \$45,000.00 budgeted for this purchase.

After a review of the bids by the Fire Chief and staff, their recommendation is to purchase the Chevrolet Tahoe from Quirk Auto Group for \$39,361.24. Quirk Auto Group met all bid specifications.

The low bid from Hilltop Chevrolet did not meet bid specifications. The exception they presented resulted in an additional \$1,748.60, bringing the price to \$40,073.36.

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

Fire Chief Rowe explained that this requested vehicle would replace a 2009 vehicle that's still in service, saying we hope to get at least 10 years out of this vehicle as well.

Baldwin asked what we do with the old vehicle. In response to Baldwin, Rowe said the older one is being reassigned; it's being handed down to the duty officer position, which is a nightly position that the volunteer chiefs and captains serve to augment the Town force.

Schulte asked what the expected additional costs to outfit the new vehicle is to bring it up to operational status. To that, Rowe said he thinks the total budget they had talked about is in the neighborhood of \$60,000.

Discussion continued.

A motion was made to award the bid to Quirk Auto Group for a 2020 Chevrolet Tahoe at a price of \$39,361.24.

MOVED: Karytko

SECONDED: Ward

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

- d. **Approve and Sign the November 5, 2019 Special Town Meeting Warrant** – Items being voted on are as follows:

- Purchase of 15 Portland Road
- Three-year Emergency Dispatch Services Agreement with the City of Sanford
- Acceptance of Higgins Drive
- Acceptance of Flagship Circle

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

A motion was made to approve the November 5, 2019 Special Town Meeting Warrant as presented.

MOVED: Karytko

SECONDED: Ward

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

8. OLD BUSINESS
9. NEW BUSINESS

- a. **Hear a Summary of the AmeriCorps VISTA Summer Associate Activities** – Sophie Kenny served for 10 weeks as an AmeriCorps VISTA Summer Associate with the Town of Kennebunk in the Social Services Office and Community Development Department. She focused on programs and initiatives that serve low-income individuals, children and families and addressed issues related to food insecurity.

Karen Winton spoke with regard to what Sophie Kenney has accomplished over her ten weeks in this position. Winton told of Kenney's spreading the word as to the services low-income people in the community have available to them. Winton also explained that Kenney has begun a draft of a resource document which will identify local programs for residents in need of various supports. Winton said they are hopeful that the Town's age-friendly committee will be able to pick up where Kenney left off, complete the document and be able to distribute it to many of the Town's residents who are looking for this type of resource.

Schulte asked if Winton and Kenney heard about barriers to go to the market or getting there. He wondered what was thought to be the barriers to more use of the resource. In response to Schulte, Kenney said what she found to be a limiting factor was the expensiveness of farmers' markets; and she said the reputation of farmers' markets is that they are pretty expensive. Kenney noted incentives now available for low-income people to buy items at the farmers' market.

Karytko said Kenney did a great job.

Ward said it sounds like a very impressive list of work that Kenney has accomplished this summer.

- b. **Discuss Shoreline Trolley Funding Assistance** – The 2019-2020 budget includes \$34,000 for "Transportation" services. Previously, this total amount was used to fund the Blue 4b and Aqua Lines of the [Shoreline Explorer Trolley](#), a service provided through [York County Community Action](#) (YCCA). These "Lines" are designed primarily to bring visitors on trips between Wells and Kennebunk. During the past summer season, the Blue 4b line was operated by YCCA, with the understanding, and as reflected in the Board minutes of April 9, 2019, that the Board would consider contributing to the costs of operating this service upon the Town's operating budget receiving approval by the voters in June. YCCA is respectfully requesting the Board consider contributing the sum of \$12,000 to aid in offsetting their expenses of operating the Shoreline Explorer this past summer season.

Pardue elaborated on this agenda item. He discussed visioning for a shuttle service for Kennebunk residents. Pardue said too that currently YCCA provides a ridership service from Kennebunk to Biddeford every Wednesday. He said that the idea would be to have a service in addition to the Wednesday shuttle service currently in place, one that may start as early as December 2019, operating one day a week in-town and then grow further on or around July 1, 2020. Pardue expounded further, saying that he is hopeful that as of July 1st, contingent upon federal funding and the Town continuing to support YCCA, there would be a second day added to our local service. This provision would then account for two days of in-town service and one day of service taking riders roundtrip between Kennebunk and designated sites in Biddeford.

Pardue also referenced Robert Currie, Transportation Program Director at YCCA, apologized that he could not be here tonight due to prior commitments.

Discussion continued. For instance, Schulte said there definitely was a loss with no longer having the Aqua Line. He said some people from West Kennebunk could get a job in Lower Village if there was some kind of transportation system within the Town that could get them there. Schulte said the Town loses businesses in the downtown area when they are not drawing people to Kennebunk, drawing people to Kennebunk being something

the Aqua Line could have been successful in helping to do. Schulte thinks that, in addition to what this agenda item details, they need to be also be thinking about the two things he mentioned.

Baldwin noted the popular request of the Town's elderly to have the ability to have transportation to get places. Baldwin said he wants to thank Pardue, Chris Osterrieder and Karen Winton for working hard to put this pilot program together, and Baldwin said hopefully we can build on it along the lines that Schulte just stated. Baldwin also said that in the past he did a documentary on the 50th anniversary of YCCA. He said that group was born in 1965 with the passage of the Economic Opportunity Act. Baldwin said that for them (YCCA) to be vibrant for this long is quite a testament to their ability to serve the needs of York County. Baldwin said he really feels it is important that the Town of Kennebunk be viewed as a partner with its vendors, that it doesn't take advantage of vendors. Baldwin said he strongly supports this measure.

Ted Trainer, Chairman of the Committee on Aging, spoke after Karytko asked if he had a comment. Trainer said the Committee on Aging heard this proposal at their last meeting. He added that at their next meeting they are going to try to figure out how they could fill in the holes in the service idea being discussed, because a regular cycle wouldn't cover some people who can't schedule appointments the time the bus is running. He said they agreed they will look at that and see how they can best support this plan of the Town.

Discussion continued.

A motion was made to contribute the amount of \$12,000 to York County Community Action to aid in offsetting the cost of operating the Shoreline Explorer Trolley in Kennebunk this past summer season.

MOVED: Schulte

SECONDED: Ward

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

- c. **Discuss Necessary Road Closures Associated with Special Event Applications** – The Special Event Policy requires Board approval for road closures. The Police Department is requesting approval for the following road closures or delays.

- **Saturday, October 12 – Kennebunk High School Homecoming/HarvestFest Costume Parade**

Road Closures Needed:

Dane Street/Park Street: 11:30 A.M. - 12:00 P.M. (line-up)

Main Street: 12:00 P.M. - 12:20 P.M.

Storer Street: 12:20 P.M. - 12:40 P.M.

Fletcher Street, from the roundabout to Ross Road: 12:40 P.M. - 1:00 P.M.

(The times noted above are subject to change.)

A motion was made to approve the road closures noted above for the Kennebunk High School Homecoming/HarvestFest Parade.

MOVED: Karytko

SECONDED: Ward

Before the Board could vote on this motion, Schulte said it is going to be interesting to see if the little kids will make it the whole length of the parade. In response to that comment, Pardue said there will be a pull-off spot at the Lafayette Center. Schulte said he thinks that's wise.

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.

- d. **Discuss Any Other Business**

10. BOARD OF SELECTMEN COMMENTS

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

Selectmen Ward, Schulte, Paul:

- None

Selectman Karytko:

- Torn or tattered flags? Drop them off at the American Legion on Water Street. You can leave the flag(s) in a bag and hang the bag on the door if you need to, and somebody will take care of it.
- Eyeglasses, hearing aids, cell phones? The Lions Club has a box for them down by the Town Clerk.
- I want to thank David Boyd and Maling's Welding for doing that wonderful job on our handicap rails outside. They did a great job. From what I understand, some work has been contributed by Maling's.
- Spoke of the recent West Kennebunk Village Committee Meeting and the holiday fair, which is going to take place on Saturday, November 2nd at the West Kennebunk Fire Station.
- The Sewer District meeting I found quite interesting. They did a great job in presenting all the information and letting us know what was going on.
- Selectmen Outreach Session: I think it was a very good day at that session. Most of the conversation centered around the "recovery residence" in West Kennebunk. There were some questions about the skate park and Town lighting.
- We had talked about perhaps trying to meet with the RSU. I didn't know how things are going with that.

Selectman Berry:

- I think the Board and Town should note the recent passing of Tim Dietz, whose quiet presence in Town over the last few decades has made a difference, working in the background. I personally will miss him.

Selectman Baldwin:

- At the Chamber event held two weeks ago, we had an opportunity to recognize Tim Dietz with the Joel Stevens Community Service Award. I was there to videotape the remarks that were made, and I passed that video along to the family. Tim Dietz got to see his honor in the final days of his life. He was a really nice guy.
- Chris Osterrieder was recognized as the Municipal Employee of the Year at the Chamber event and that was a nice honor for him

11. TOWN MANAGER ANNOUNCEMENTS

Pardue made some announcements.

12. EXECUTIVE SESSION

13. ADJOURNMENT

At approximately 7:53 p.m., a motion was made to adjourn.

MOVED: Karytko

SECONDED: Schulte

VOTE: 6 in favor, 0 opposed, 1 absent (Cluff). The motion passed.



L. Blake Baldwin, Chairman
Kennebunk Board of Selectmen

Date: 10/8/19