

TOWN OF KENNEBUNK
BOARD OF SELECTMEN
TUESDAY, JANUARY 26, 2016 – 6:15 P.M.
KENNEBUNK TOWN HALL
3rd FLOOR/ROOM 301
AGENDA

REGULAR MEETING – 6:15 P.M.

Interview the following Candidate for Committees:

Madeleine Tunison	Festival Committee	Vacancies:	(2) Regular 2018
			(1) Regular 2017
			(1) Regular 2016
			(1) Alternate 2016

REGULAR MEETING – 6:30 P.M.

1. Call to Order & The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

2. Minutes (2-3 minutes)

- a. January 7, 2016 Special Meeting (Joint Meeting w/ Arundel, K'bunk, K'port & RSU 21)
- b. January 12, 2016 Regular Meeting

3. Items to be Signed (3-5 minutes)

- a. Items as Presented

4. Public Hearing(s)

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

Brian and Shanna O'Hea d/b/a The Kennebunk Inn LLC
located at 45 Main Street
for a renewal of a Malt, Spirituous and Vinous Liquor License

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

Fire Department: no deficiencies noted in the annual inspection.

Police Department: no calls for service that would interfere with the renewal of the license.

MOTION: *To approve the renewal of a Malt, Spirituous and Vinous Liquor License for Brian and Shanna O'Hea d/b/a The Kennebunk Inn LLC.*

5. Public Comments (5-10 minutes)

6. Acknowledgements/Announcements (5 minutes)

- a. New Hire/Police Department – We are pleased to announce that Michael F. Nugent has been selected as the Deputy Chief of the Kennebunk Police Department. He started with the Town on January 11, 2016.

Michael is a veteran law enforcement officer, recently serving as Captain at Westbrook Police Department, where he has been since 1996. Prior to his law enforcement career, Michael served with the United States Army, active duty for 12 years and reservist for 10 years, retiring at the rank of Major. Michael holds a Bachelors degree in Criminology through Indiana University of Pennsylvania. Michael has attended the FBI-LEEDA Executive Seminar and FBI-LEEDA Command Institute for LE Executives.

Michael resides in Wells with his wife Diane.

Please join us in welcoming Michael to the Town of Kennebunk.

- b. Recreation Director Retiring – Brian Costello, Kennebunk’s long-time Recreation Director, has announced he will be retiring on April 22nd, after 30 years with the department.

Costello began his employment with the Parks and Recreation Department in March 1986 as a Program Assistant and Parks Maintenance Lead, becoming Director in June 1986. He has been instrumental in growing the Department’s programs to serve the diverse needs of the community.

Under his tenure, the number of department programs grew from just 45 with revenues totally \$26,000 to more than 500 this past year, generating over \$700,000 in revenues. Costello also led numerous improvements at many of the Town’s facilities. During his 30-year tenure, Brian built a highly professional recreation department that has adapted to the changing needs of the community.

We’d like to thank Brian for his outstanding service to the Town. His commitment to the youth, families and businesses was superb and will certainly be missed. We wish him the very best in his future endeavors.

7. Time Sensitive Business

- a. Award the Bid for the Sale of the Fire Department’s 1973 Dodge Brush Truck (3-5 minutes) – The Kennebunk Fire Rescue was approved to purchase a new brush truck in the current capital improvement program. This new vehicle will replace the 1973 Dodge “Brush 2” at the West Kennebunk Station and should arrive by the end of the month. The old brush truck (1973 Dodge, model W200, AWD) was put out for sealed bid on December 28, 2015 with bids due on January 21, 2016. The Truck was advertised on the Town’s website, Maine Municipal Association’s website, the Maine Fire Chiefs website, and Craigslist. The bid specifications (3 page document), can be viewed on our website by following this [link](#).

As you can see on the attached bid opening sheet, we had a tremendous response to our bid advertisement. The bids prices submitted ranged from \$101.00 to \$5,973.73. Our recommendation is to sell the vehicle to the highest bidder, Barry Moses from Kingston, NH, at a price of \$5,973.73.

MOTION: To award the sale of the 1973 Dodge M200 Brush Truck to Barry Moses from Kingston, NH at a price of \$5,973.73.

8. Old Business (2nd Reading)

- a. Discuss the 2016 Single Axle Dump Truck Bids (5 minutes) – In this year’s budget (2015-16), we allocated \$170,000 for a single axle dump truck. Bids specifications were sent out and the following bids were received:

Company	Bids	
Portland North Truck Center	Base Bid: (H.P. Fairfield Package)	\$164,404.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Portland North Truck Center	Base Bid: (Tenco/Messer Package)	\$187,830.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Portland North Truck Center	Base Bid: (Viking Cives Package)	\$165,265.00
Falmouth, ME	Deduct Alt. 1 (allowance for trade-in)	0
International truck	Add Alt. 1 (extended warranty)	\$3,560.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Tenco/Messer Package)	\$188,336.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (H.P. Fairfield Package)	\$164,910.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Viking Cives Package)	\$165,771.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Freightliner	Add Alt. 1 (extended warranty)	\$4,901.00
O’Connor Motor Co.	Base Bid: (H.P. Fairfield Package)	\$189,228.00
Portland, ME	Deduct Alt. 1 (allowance for trade-in)	0
	Add Alt. 1 (extended warranty)	\$11,289.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Tenco/Messer Package)	\$194,473.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (H.P. Fairfield Package)	\$171,047.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Freightliner & Western Star of Maine Inc.	Base Bid: (Viking Cives Package)	\$171,908.00
Westbrook, ME	Deduct Alt. 1 (allowance for trade-in)	0
Western Star	Add Alt. 1 (extended warranty)	\$4,901.00
Plow Equipment only:	Subtotal	
Viking Cives	Equip. less Chassis	\$77,285.00
Lewiston, ME	Viking package	

The Public Services Director recommends accepting the low bid from Portland North Truck Center (HP Fairfield Package) for \$164,404.00, without the extended warranty. The bid specifications (25 pages) can be viewed on our website by following this [link](#).

MOTION: To award the 2016 Single Axle Dump Truck to the low bidder, Portland North Truck Center, for the HP Fairfield Package at a price of \$164,404.00, without the extended warranty.

- b. Discuss the Three Dams Located on the Mousam River in Kennebunk (5-10 minutes) – At the last meeting, the Board discussed holding a joint workshop with the Kennebunk Light & Power District (KLPD) on options for the dams not listed in their current study. Our staff, consulting with KLPD, would develop the alternate options. The tentative date for a workshop is Tuesday, March 15th, pending KLPD confirmation.

Concerning the timing sequence for a straw vote and the Federal Energy Regulatory Commission (FERC) licensing requirements, a straw vote would need to be held in June versus November. Depending on the straw vote outcome, this would allow for a potential final vote with a funding commitment in November, 2016. The presidential election has the most voter turnout. This timeline would allow KLPD to meet the FERC deadline of March, 2017.

MOTION: To tentatively set the date of March 15th for a Joint Workshop with KLPD.

- c. Discuss the Time and Attendance Bids (5 minutes) – A new time and attendance system to replace the existing antiquated, non-integrated system currently used by the employees at Town Hall and Public Services was presented at the last meeting. Currently, manual data entry is required to get time data input for the Recreation department’s part-time employees and all employees in the Fire and Police departments. The new system can be used by all departments and provides accruals and attendance reporting for employees and supervisors.

The bid summary is shown below and a detailed listing of the bids/systems is attached in the packet for your review.

Company Name	BiznusSoft	KRONOS	Andrews Technology	Cincinnati Time of Maine
In-house	n/a	n/a	\$38,190.00	\$34,430.00
Software as a Service (SaaS) (Cloud) (As listed on bids)	\$97,800/12 months (500 employees; purchased clocks)	\$1,008.5/month (100 employees; leased clocks)	\$35,000/12 months (250 employees; purchased clocks)	\$1,573.90/month (402 employees; leased clocks)
SaaS (Restated as 250 employees per month for 12 months; purchased clocks)	\$82,800.00	\$35,625.00	\$35,000.00	\$17,911.00

After our review, the system that best meets our needs, at the least cost, is the Attendance on Demand system proposed by Cincinnati Time of Maine at a price of \$17,911.00. The budgeted amount for this purchase is \$15,000.00. The difference can be funded from the remaining budgeted monies for the current maintenance of the time clock system. We have the funds for this SaaS (cloud) approach for all departments except the link to the IMC system used by the Police. We would need to budget \$4,000 for the IMC conversion link in next year’s budget. This item was discussed with the Selectmen’s Finance Subcommittee at their meeting on January 5th and at the Board’s last meeting.

MOTION: To purchase the time and attendance software, Attendance on Demand, proposed by Cincinnati Time of Maine at a price of \$17,911.00 with funding from the capital operating budget.

- d. Discuss Various Special Events and Timing Thereof (10 minutes) – Over the course of one year, Kennebunk is host to approximately 40+ special events. These events are either non-profit organizations or Town events. Events of non-profit organizations that encumber the roadway total 17, while Town-sponsored events total eight. The remaining events do not impact the roadways. We are now receiving applications from businesses and individuals to hold events, i.e. road races, etc. on Town roads that would profit from the event (they are not a non-profit individual or group). A summary of all events held in 2015 is attached, providing insight into the potential conflicts by areas and dates.

At the last meeting, the Board requested a draft policy be written to regulate these events. A Special Event Policy has been drafted and is included in the packet. A quick summary of the draft includes these parameters:

- Areas covered in Town
- Priority ranking of which application is first
- Restrictions for road events and number of events on any given weekend
- Number of events allowed within a given area (Lower Village, Downtown, West Kennebunk)
- Events can only be reserved six months in advance
- All events must comply with the Special Events Application

MOTION: To move the discussion of the proposed policy to a second reading.

- e. Discuss the Pay-As-You-Throw Program and Bag Pricing (5-10 minutes) – Recently, the Selectmen’s Subcommittee on Solid Waste met to discuss the Pay-As-You-Throw (PAYT) program, Recycling, and the Transfer Station. The attached spreadsheet reflects the program’s history. Again, this year, a deficit will be realized in the enterprise fund for this program. This is a result of several factors: increased cost for collection, weight vs. volume collection, and the increased tipping fee. Also, we have not raised the price of bags for three years. That deficit can be eliminated by increasing the bag pricing or funding from the undesignated general fund or combination thereof. To better understand the non-compliance of users, a report is attached looking at two weeks in January indicting the percentage of households not using town bags. The non-compliance rate is under 1%. We currently place stickers on the containers of all violators alerting them of the violation. We will be sending printed cards to the homeowner in the coming weeks further highlighting the issue.

The estimated numbers to correct the deficit will be ready Tuesday evening. The four options are:

1. Increase the bag pricing to cover 100% of deficit on a yearly basis.
2. Supplement the shortfall using undesignated fund balance each year.
3. A combination of 1 and 2 above: Increase the bag pricing and supplement the shortfall using funds from the undesignated fund balance.
4. Place a warrant article before the voters in June eliminating the PAYT program, which would result in increasing the mil rate by an estimated “X” cents.

Note: If this program is eliminated, the cost for solid waste disposal will fluctuate on the total weight delivered to the tipping station. The potential issue in the future for this option will depend on how faithful the residents are in recycling. This increase in the tax rate will affect all property taxpayers, including those that do not participate in the program (businesses as well as residents who have chosen to use a private contractor).

MOTION:

- f. Discuss the 2016 TIF Operational Expenditures (5-10 minutes) –The Economic Development Committee has met with the Lower Village, Downtown and West Kennebunk Village Committees to discuss the operational expenditures. Attached are the proposed expenditures for 2016, which the committees support.

MOTION: To approve the proposed expenditures for 2016.

- g. Discuss Long-Term Capital TIF Infrastructure Projects (5-10 minutes) – The Economic Development Committee has reviewed the various projects by area with the Downtown, Lower Village and West Kennebunk Village Committees and has prioritized those items for discussion, funding and implementation. Attached is a summary of those possible projects, estimated cost, and statute references. More information is included concerning the balances within the TIFs and how they benefit the Town monetarily.

MOTION:

- b. Public Meeting Notice for Mathew J. Lanigan Bridge Replacement Meeting – Wednesday, February 10th at 6:00 p.m. in the Kennebunk High School Auditorium.

12. Executive Session(s)

- a. Discuss an Economic Development Matter with the Town Manager, Economic Development Director and Finance Director regarding an economic development matter where premature disclosure of the same would prejudice the competitive bargaining position of the Town relative to the same - Title 1 MRSA Sec. 405(6)(C)
- b. Discuss Salaries and Wages with the Town Manager, Finance Director and Human Resource Director - Title 1 MRSA Sec. 405(6)(A)

13. Adjournment