



Don't forget the May Day Festival on Saturday (May 7)

Always fun! A great Kennebunk tradition!

Events happening all morning, Parade 1:30pm, many events after the Parade!

View schedule of events at www.kennebunkmaine.us/mayday

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN
TUESDAY, MAY 10, 2016 – 6:15 P.M.
KENNEBUNK TOWN HALL
3rd FLOOR/ROOM 301
AGENDA**

SPECIAL MEETING – 6:15 P.M.

Interview the following Candidate for Committees:

Amy Eileen Tyson
Paul Bevacqua

Downtown Committee
Historic Preservation Commission

Vacancies
(1) Alternate 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. April 26, 2016 Regular Meeting

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

a. Items as Presented

4. Public Hearing(s) - none

5. Public Comments (5-10 minutes)

6. Acknowledgements/Announcements (5-10 minutes)

- a. Candidates on the June 14th Ballot - Nomination papers have been returned and the following candidates will be on the ballot for the June 14, 2016 Annual Town Meeting Election.

Selectmen, 2 seats, 3-year terms

Baldwin, L. Blake
Cahoon, Thomas J.
Morin, Richard A.
Ward, William A. Jr.

RSU #21, 2 seats, 3-year terms

Fadiman, Matthew R.
Kahn, Emily L.

Trustee, Kennebunk Light and Power District, 1 seat, 5-year term

Bartilucci, Daniel
Jordan, Michael L.

Trustee, Kennebunk Sewer District, 2 seats, 3-year terms

Brockway, Wayne A.
Sharood, Edward R.

- b. RSU #21 District Budget Meeting will be held on Tuesday, May 17, 2016 at 7:00 p.m. at the Kennebunk Elementary School. This meeting is a requirement of State law before the final vote is taken at the June Town Meeting concerning the School District's proposed budget for 2016-17.
- c. York County Firefighter of the Year – On Saturday April 9, 2016, the York County Firefighters Association (YCFFA) held its annual firefighter awards banquet at the York Beach Fire Department. Over 80 firefighters attended the event. Each year, the YCFFA solicits nominations for Firefighter of the Year in two categories, heroism and public service. This year our own Firefighter, Shane Enger, was nominated and chosen for the 2015 Heroism award.

Firefighter Enger was nominated for his efforts while attempting to rescue an occupant trapped on the second floor at a structure fire at 305 Cat Mousam Road on June 22, 2015. Fire conditions in that room at the time he entered were doubtful at best, as flashover conditions were eminent. His efforts that morning were unsuccessful, however, that does not diminish the great personal risk he took in his attempt to rescue another.

For those reasons, Kennebunk Fire Rescue was proud to nominate Firefighter Shane Enger for the York County Firefighters, ***Firefighter of the Year Award for 2015.***

Congratulations to Firefighter Shane Enger on his well deserved nomination and award!

- d. Thank you to Carolyn Hughes – Carolyn Hughes, our Human Resource Director since September, 2014, has submitted her resignation. Carolyn will be embarking on a private consulting business. We wish her the very best in her new endeavor and thank her for her dedicated service to the Town.

7. Time Sensitive Business

- a. Confirm the Town Manager's Appointment of Michael Pardue as Interim Human Resource Director (3-5 minutes) – As noted in the previous article, our current Human Resource Director, Carolyn Hughes, submitted her resignation. Carolyn's last day was May 6th.

To ensure continuity, I am recommending the confirmation of Michael Pardue as the Town Manager's appointment as Interim HR Director. Mike will be on staff 37.5 hours per week as a contracted employee until a decision on how to proceed is determined.

Mike is well versed in municipal operations and employee resource management and will bring a depth of knowledge to the position. He has worked closely with most of the Town's departments and was Interim Public Services Director from January to July 2015. He also has an extensive background in municipal consulting. His rate of pay will be \$37.50 per hour.

MOTION: To confirm the Town Manager's appointment of Michael Pardue as Interim Human Resource Director.

- b. Sign the June 14, 2016 Annual Town Meeting Warrant (3-5 minutes) – Attached is the final warrant for the 2016 Annual Town Meeting. The Board needs to sign the warrant.

No motion is needed.

- c. Discuss Harvesting Alewives in the Town for the 2016 Season (3-5 minutes) – We received the enclosed letter from the Department of Marine Resources requesting the Board vote on the right to harvest alewives. Their suggested motion below gives harvesting rights to individuals and prohibits commercial harvesting.

This used to be voted on (annually) at the June Town Meeting. A few years ago, the authority was delegated from the voters to the Board of Selectmen.

MOTION: To retain the alewife harvest rights for individuals and to keep the alewife fisheries closed (for commercial harvesting) for conservation for 2016.

8. Old Business (2nd Reading)

9. New Business (1st Reading)

- a. Discuss Amending a Portion of the Parking Ordinance on High Street in Front of Cherie's Bistro (5 minutes) – The current one parking space in front of Cherie's Bakery at 7 High Street has a 2-hour limit. In discussions with Paul Flaherty and Cherie Davis, their request was to amend this to 30 minutes. Should the Board agree, a Public Hearing would be required before any amendments could be considered.

The current ordinance is:

N) High Street: Parking on High Street from York Street to Friend Street (where designated) shall be limited to 2 hours between the hours of 8:00 AM and 6:00PM.

MOTION: To schedule a public hearing on May 24, 2016.

- b. Discuss Amending the Policy for Placing Minutes on the Town's Website (5-7 minutes) – Recently, a resident contacted Selectman Boothby about not being able to view committee meeting minutes (in some cases going back a few months).

One issue seems to be that some boards desire to have all members who were present at the initial meeting approve and sign the minutes. This causes delays if the members who were present at the initial meeting are not present at the meeting when the minutes are being approved and signed.

Another issue is that it is difficult to complete minutes of lengthy meetings (Planning Board recently had minutes that were 45 page long) in a one week turn-around time in order to enclose them in the next meeting's packet. This is compounded by the fact that their next meeting would be occurring and those minutes also need to be processed.

The Town does have a policy on the approval and posting of meeting minutes. On February 9, 2010, the Board approved a policy regarding "Placing Meeting Minutes on Website", which is enclosed.

Section 3 and 3.a in the policy regarding the approval of minutes (for binding and non-binding committees) reads as follows:

3. All minutes for Town binding committees must be filed with the Town Clerk's office in their final, approved form with the necessary signatures and date of approval on that final form within two weeks of being accepted.

All minutes for Town non-binding committees must be filed with the Town Clerk's office in their final form within two weeks of the date of approval.

- a. For most boards, commissions, or committees the signature(s) will be that of the secretary of the board, the chairperson or a majority of the board, commission or committee.

Proposed amendment:

3. All minutes for Town binding committees must be filed with the Town Clerk's office in their final, approved form with the necessary signature(s) and date of approval ~~on that final form~~ within ~~two weeks~~ 30 days of being accepted the original meeting date. An additional 30 days may be extended for meetings that are exceptionally long or complicated.

All minutes for Town non-binding committees must be filed with the Town Clerk's office in their final form within ~~two weeks~~ 30 days of the date of approval the original meeting date. An additional 30 days may be extended for meetings that are exceptionally long or complicated.

- a. For most boards, commissions, or committees the signature(s) will be that of the secretary of the board, the chairperson or a majority of the board, commission or committee.

We should also remind Committee Chairmen of the language listed in item 3.a. and ask them to amend their committee's by-laws if they require all members to approve and sign minutes. A chairperson, vice-chairperson, or secretary's signature is acceptable.

MOTION: To move to a second reading on May 24th and notify all Committee Chairmen of the proposed amendment to the Policy.

- c. Discuss a Request to Waive the Beach Parking Permit Requirements for KBIA (3-5 minutes) – We received a request from Elizabeth Lapointe, Events Coordinator for KBIA, to waive the beach parking permit requirements to allow the attendees and volunteers of their July 10th Road Race access to park at Mother’s Beach. In prior years, this waiver has been approved.

They are requesting to have the permit requirements waived for the following event:

**Sunday, July 10 - A Day at the Beach, 5K Road Race
6:00 a.m. to 12:00 p.m. at Mother’s Beach only
(to accommodate registration and road race)**

MOTION: To waive the beach parking permit requirements for KBIA’s “A Day at the Beach” Road Race on July 10th from 6:00 a.m. to noon at Mother’s Beach only.

- d. Discuss Boards and Committees (resignations/appointments, if any) (3-5 minutes)

• **Appointment of Resident(s) being interviewed at the beginning of the meeting:**

- Amy Eileen Tyson Downtown Committee (1) Alternate 2016
- Paul Bevacqua Historic Preservation Comm. (1) Alternate 2016

If the Board wishes to make the appointments, the motion could be as follows:

MOTION: To appoint Amy Eileen Tyson as an Alternate member on the Downtown Committee with a term expiring on June 30, 2016 (when all other alternate positions expire) and Paul Bevacqua as an Alternate member on the Historic Preservation Commission with a term also expiring on June 30, 2016.

- e. Discuss Any Other Business (2-3 minutes)

10. Selectmen’s Comments

- a. Subcommittee Reports (if any)
- b. Individual Selectmen Comments

11. Town Manager’s Comments/Notes

- a. **May 18** – Candidates Night for Candidates Running for Two Positions on the Board of Selectmen – Wednesday, May 18th at 6:30 p.m., 3rd floor of the Town Hall.

The candidates running for the two seats on the Board of Selectmen are L. Blake Baldwin, Thomas Cahoon, Richard Morin, and William Ward, Jr.

Members of the public can attend the Candidates’ Night in person at the Town Hall, view it live on digital Cable TV Channel 5, or stream it live (or watch it later) at www.townhallstreams.com. It will also be re-broadcast on Channel 5 periodically until Election Day, June 14th.

- b. **May 21** – Board of Selectmen Outreach Sessions – The next session will be held on Saturday, May 21st on the 3rd floor of the Town Hall from 8:30 a.m. to 10:30 a.m. Selectmen Cluff and Morin will host this session.

These sessions will provide residents with a chance to meet and talk with Selectmen on a one-on-one basis. They will be informal gatherings attended by two Selectmen. Refreshments will be available.

Sessions are generally held on the 3rd Saturday of each month at the Town Hall (3rd floor) from 8:30 a.m. to 10:30 a.m. Watch our website (www.kennebunkmaine.us/calendars) for any changes in the schedule due to the weather, availability of Selectmen, etc.

- c. **May 30 – Memorial Day Parade 2:00 p.m. – Main Street**
Veterans Appreciation Concert (after parade) – Waterhouse Center (all are welcome!)

This year, a free Memorial Day Veterans Appreciation Concert will be held at the Waterhouse Center. The concert features the Don Campbell Band with a special tribute to local veterans. Please join us for this special concert. This year marks the 150th Anniversary of the celebration of Memorial Day (1866-2016).

- d. **May 31 – Survey Deadline**

We want to hear from you! Complete our Online Survey (or paper version available at Town Hall) Deadline extended to May 31st! The Town is developing a strategic planning process to guide their future activities. The survey is divided into three sections:

1. Strategic planning questions for the Board of Selectmen and Town Manager
2. Comprehensive planning and land use questions for the Update Committee
3. Demographic information about you to help us better understand trends in the community

Please take the time to participate in this important effort. Your comments and observations will be anonymous and we encourage you to be open and candid.

The online survey can be found on the homepage of the Town's website (under News & Announcements) or at www.kennebunkmaine.us/planningsurvey. Printed copies are also available at the Town Clerk's Office. Surveys must be completed by May 31st.

- e. Wright Pierce Report/Dams – On March 22, 2016, Kennebunk Light & Power District released the updated Wright Pierce Hydro Alternates Report regarding the dams. The report is posted on their website at: www.klpd.org/hydro-facilities. It can also be found on the Town's website at: www.kennebunkmaine.us/klpd.

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 Pending Litigation with the Town Manager, Director of Community Development, Finance Director and Town Attorney - Title 1 MRSA Sec. 405(6)(E)

13. Adjournment