

TOWN OF KENNEBUNK
BOARD OF SELECTMEN
TUESDAY, JUNE 28, 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:

<u>Name</u>	<u>Committee</u>	<u>Vacancies</u>
Rachel Phipps	Economic Dev. Comm.	(1) Regular (2018-B.Baldwin's position)*
Linda Miller Cleary	Dog Advisory Committee	(2) Regular (no terms)
Dianne Trachimowicz (non-resident)**	Dog Advisory Committee	
Olivia Aiken	Recreation Committee	(1) Youth Rep. (2017)
Roberta (Bobbi) Searles	West Kennebunk Village Comm.	(2) Regular: (2017) & (2018)
Heather McLaughlin	Budget Board	(1) Regular (2019)
Thomas Cahoon	Budget Board	

* Blake's term on the EDC will become available on July 1st when his Selectmen's term begins. Rachel has been on the waiting list.

** The Dog Advisory Committee discussed having non-residents serve on the committee and were fine with it. They are looking forward to having Linda and Dianne join the committee.

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. June 14, 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:

**Rebecca Charles d/b/a Pearl/Spat Oyster Cellar
for new licenses for:**

**Special Amusement Permit
Victualer License
Malt, Spirituous, and Vinous Liquor License**

Located at 27 Western Avenue

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

Fire Department/Codes Office: Due to the renovations currently underway, the facility is not ready for a Fire & Life Safety Inspection. The Fire Chief's recommendation is to issue the licenses and hold until the following have occurred: Code Enforcement Officer's final inspection and Occupancy Permit issuance, and Fire Department's Fire & Life Safety Inspection.

Police Department: new license – nothing to report from police

MOTION: To approve the new Special Amusement Permit, new Victualer License and new Malt, Spirituous, and Vinous Liquor License for Rebecca Charles d/b/a Pearl/Spat Oyster Cellar, contingent on final inspections by the Code Office and Fire Department and the issuance of the Certificate of Occupancy Permit.

5. Public Comments (5-10 minutes)

6. Acknowledgements/Announcements (5-10 minutes)

- a. Welcome Newly Elected Selectmen – On Tuesday, June 14th, voters elected new Selectman L. Blake Baldwin and re-elected Richard Morin as Selectman, both to three-year terms. Congratulations to each of you – Staff looks forward to working with you!
- b. Thank you to Outgoing Selectman Donovan – We would like to thank Kevin Donovan for his service on the Budget Board and Board of Selectmen. Kevin served on the Budget Board for one year and the Board of Selectmen for six years, with the last two serving as Chairman. Kevin's expertise, commitment and willingness to serve the community has been a tremendous asset in moving the community forward and keeping the quintessential New England character of our community. We wish him the very best in the future. His elected appointment will end on June 30th.

7. Time Sensitive Business

- a. Discuss Fuel Oil Options for 2016-17 (5-7 minutes) – Each year we try to anticipate the optimum time to obtain pricing for fuel purchasing. Over the past few years, we have found that contacting dealers for pricing/quotes verses a formal bid process can result in the best pricing. Suppliers are only able to offer pricing for a short time (usually one day), and we must be able to react quickly to that offer. Would the Board consider authorizing the Town Manager to monitor the pricing with the Finance Director to seek the optimum pricing and lock in the rate (after a discussion with a Finance subcommittee member)? **This was authorized for the last several years and has worked well.** For 2014-15, the rate was \$3.149. This year (FY15-16) our rate was \$2.649.

MOTION: To authorize the Town Manager to lock in the #2 heating fuel pricing, subject to a discussion with the Finance Director and a Finance subcommittee member.

8. Old Business (2nd Reading)

- a. Presentation of Division/Department Overviews (25-30 minutes) – Division Directors will be presenting a 3-5 minute overview of significant accomplishments within their departments over the past fiscal year and identifying select goals and objectives they will be striving to obtain during the next fiscal year. As you will recall, the last meeting contained overviews from Public Services, Community Development, Kennebunk Free Library, and Human Resources.

We will hear overviews from:

- Merton Brown – Town Clerk/Elections
- Jeff Rowe – Fire/EMS
- Robert Mackenzie – Police
- Mathew Eddy – Economic Development
- Joel Downs – Finance Office (Finance, Tax Collection, Assessing, IT Dept., GA)

No motion is necessary.

9. New Business (1st Reading)

- a. Discuss a Park Use Ordinance (5-7 minutes) – Staff, led by Public Services Director Eric Labelle, has drafted a policy for the use of the Town parks. This proposed ordinance clearly defines the uses and relevant information in one document. This policy provides concise information for the public.

MOTION: To move to a second reading on July 12th.

- b. Discuss Boards and Committees (resignations/appointments, if any) (2-3 minutes)

- **Accept the Following Resignation(s):**

L. Blake Baldwin – Economic Development Committee

With Blake's appointment to the Board of Selectmen, he can no longer serve on the Economic Development Committee (term 2018).

MOTION: To accept the resignation of L. Blake Baldwin from the Economic Development Committee and send a letter thanking him for his service and for his dedication as Co-Chairman.

- **Move Up Alternate**

Leah B. Rachin – Zoning Board of Appeals

Ms. Rachin is currently the first Alternate member on the ZBA (appointed in 2013). Her position should be moved up to fill the Regular position vacancy created by Jens-Peter W. Bergen, who was not seeking re-appointment. This appointment would be for a Regular three-year term, which expires in 2019.

As you will recall, at the last meeting the Board moved other Alternates to Regular member status; however, this appointment was left off that list by error.

MOTION: To move Leah Rachin from Alternate to Regular Member on the Zoning Board of Appeals with a term expiring in 2019.

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

<u>Name</u>	<u>Committee</u>	<u>Vacancies</u>
Rachel Phipps	EDC	(1) Regular 2018
Linda Miller Cleary Dianne Trachimowicz (non-resident)	Dog Advisory Committee	(2) Regular (no terms) Dog Advisory Committee
Olivia Aiken	Recreation Committee	(1) Youth Rep. (2017)
Roberta (Bobbi) Searles	West Kennebunk Village Comm.	(2) Regular: (2017) & (2018)
Heather McLaughlin Thomas Cahoon	Budget Board Budget Board	(1) Regular (2019)

Before the Board makes a decision on the appointment of a new Economic Development Committee (EDC) member, please see the attached memo from the EDC regarding their request to delay the naming of new members pending the restructuring of their committee. At their meeting on June 22nd, the committee voted to take some time to draft a proposal to the Selectmen that would include the concept of “right-sizing” the committee, as well as more direct membership links to other committees (i.e. Lower Village, Downtown, etc.).

MOTION: To wait on the appointment of any new Economic Development Committee members until the EDC has a chance to review the committee restructuring.

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

MOTION: To appoint the following as committee members:

- Linda Cleary, Dog Advisory Committee, Regular Member (no term)
- Dianne Trachimowicz, Dog Advisory Committee, Regular Member (no term)
- Olivia Aiken, Recreation Committee, Youth Member (2017)
- Roberta Searles, WKVC, Regular Member (2018)

MOTION: To appoint the following resident to the Budget Board with a term expiring in 2019:

- Heather McLaughlin or Thomas Cahoon

c. 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. **Upcoming Events and Workshops:**
 - Selectmen’s Summer Meeting Schedule:

July 12	6:30 p.m.
July 26	<u>Canceled</u>
August 9	6:30 p.m.
August 23	<u>Canceled</u>

The regular meeting schedule (2nd and 4th Tuesday) will resume in September.

- **Tuesday, September 6** – Board of Selectmen Workshop on TIFs will be held at 6:30 p.m. on the third floor of the Town Hall.

12. Executive Session(s)

13. Adjournment

Special
Meeting
6:15 p.m.
(interviews)

Kathy Nolette

From: noreply@civicplus.com
Sent: Wednesday, June 22, 2016 11:10 AM
To: Kathy Nolette
Subject: Online Form Submittal: Committee Volunteer Form

*on waiting list
since 7/17/12*

Committee Volunteer Form

Step 1

Town of Kennebunk, Maine

Committee Volunteer Form

First Name Rachel

Last Name Phipps

Street Address Dane Street

Mailing Address Dane Street

Daytime Phone #

Cell Phone #

E-Mail Address

Board/Committee/Commission I wish to be considered for appointment to: Economic Development Committee

Step 2

Term and Membership Status Regular Membership Status (3-year term)

Do you currently serve on any Town Committee? no

If so, please list the committee. Not currently serving

Years of Service Not currently serving

Occupation social worker

Employer The Opportunity Alliance

List any Civic Organizations to which you belong: Kennebunk Land Trust; Kennebunkport Conservation Trust;

Step 3

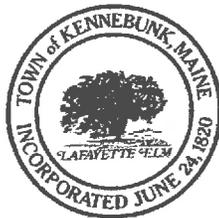
- | | |
|---|--|
| 1. Do you have any questions about what the committee does or its mission? | No, I am familiar with what it does and its mission. I have been interested in serving on this committee since 2012. |
| 2. Do you have any practical experience or formal education that would be related to the committee? | I have spent my entire professional career in the non-profit sector which contributes more to the Maine GDP than the manufacturing and industrial sectors combined and employs one in every seven Maine workers. I served on the Board of Selectmen for two terms, during which the Town of Kennebunk created its first TIF district, so I am familiar with TIFs as well. I also worked for the Town of Kennebunk for eight years. |
| 3. Why would you like to be on the committee? | I would like to represent the critical and robust nonprofit sector on the Economic Development Committee. |
| 4. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings? Please note: Failure to attend three regular meetings in a row or 25% of all meetings in a six-month period may result in forfeiture of your position on the committee. | Yes. |
| 5. Do you have any conflict of interest that might involve either direct or indirect financial gain or other gain? | I wish! |
| 6. Do you have anything you would like to add? | It will be a pleasure to again serve the Town of Kennebunk in a new capacity. |

Thank you for volunteering to serve your community.

The Board of Selectmen will consider all applications. Once the form has been submitted to the Town Manager's Office, an informal meeting will be set up for you to meet the Selectmen. The Selectmen like to meet all candidates before appointing them to committees. Please note that not all committees have openings; however, vacancies occur on a regular basis. If the committee you wish to serve on does not have an opening at this time, you may still submit the form and your name will be placed on a waiting list. You will be notified when an opening occurs on the committee. Thank you for considering serving the Town on one of the many Town committees.

Town of Kennebunk, Maine

Received: 5/20/14
mail



Committee Volunteer Form (please type or print clearly)

✓
6:15 PM
6/28/16

Full Name Linda Miller Cleary

Street Address River hocks Rd.

Mailing Address (if different from street address) _____

Daytime Phone # _____ Cell Phone # _____

E-Mail Address _____

I wish to be considered for appointment to the: Kennebunk Dog Advisory Committee
Committee

(Check one or both):

Regular Membership Status (3-year term) X
or
Alternate Membership Status (1-year term) _____
(Alternates vote if Regular member absent)

<p><u>Town Use Only:</u></p> <p>Committee: _____</p> <p>Membership: Regular or Alternate</p> <p>Term ends: _____</p>

Do you currently serve on any Town committee? NO

If so, please list the committee and the number of years of service _____

Occupation retired professor

Employer Un. of Minnesota

List any civic organizations to which you belong: None

Please complete questions on back of this form

1. Do you have any questions about what the committee does or its mission?

No.

2. Do you have any practical experience or formal education that would be related to the committee?

Ph.D. in Education, ability to teach others to understand beach etiquette and tolerance.

3. Why would you like to be on the committee?

I believe that the efforts of the committee can support peaceful communication between dogs, dog owners, and other beach users.

4. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings?

Yes.

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

No

6. Do you have anything you would like to add?

SIGNATURE:

Linda Miller Cleary

Thank you for volunteering to serve your community.

Please return form by (1) mailing or dropping off to the Town Manager's Office, 1 Summer Street, Kennebunk, ME 04043, (2) emailing to knolette@kennebunkmaine.us, or (3) faxing to: 207-985-4609.

The Board of Selectmen will consider all applications. Once the form has been submitted to the Town Manager's office, an informal meeting will be set up for you to meet the Selectmen. The Selectmen like to meet all candidates before appointing them to committees. Please note that not all committees currently have openings; however, vacancies occur on a regular basis. If the committee you wish to serve on does not have an opening at this time, you may still submit the form and your name will be placed on a waiting list. You will be notified when an opening occurs on that committee.

Thank you for considering serving the Town on one of the many Town committees.



(Non-Resident)

✓ 6:15
6/28/14

Committee Volunteer Form
(please type or print clearly)

Full Name DIANNE Trachi mowicz

Street Address Drakes Island Rd Wells, ME 04092

Mailing Address (if different from street address) _____

Daytime Phone # _____ Cell Phone # _____

E-Mail Address _____

I wish to be considered for appointment to the: Kennebunk Dog Advisory
Committee

(Check one or both):

Regular Membership Status (3-year term)

or

Alternate Membership Status (1-year term) _____
(Alternates vote if Regular member absent)

Town Use Only:
Committee: _____
Membership: Regular or Alternate
Term ends: _____

Do you currently serve on any Town committee? no

If so, please list the committee and the number of years of service _____

Occupation Registered nurse

Employer Retired from Faulkner Rehabilitation Hospice
508-741-6351 189 May St Worcester, MA 01602

List any civic organizations to which you belong:
Volunteer for Wells Elementary School
Member of "Dress A girl around the world,"
Kennebunk Beach Monitor,
Member Drakes Island Improvement Assoc.
Member Wells Ogunquit Senior Center

Please complete questions on back of this form

1. Do you have any questions about what the committee does or its mission?

No, I have been a beach monitor for Kennebunk for 2 years & understand what the committee's purpose is.

2. Do you have any practical experience or formal education that would be related to the committee?

I was a case manager in a Brain Injury Program for 14 years. I am familiar with dealing with BE patients

3. Why would you like to be on the committee?

I & their families are very passionate to allow dogs on their beaches. Please consider. It is wonderful for the dogs & their owners.

4. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings?

yes

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

No

6. Do you have anything you would like to add?

I want to ensure that dogs will be allowed to use the beaches & help anyway I can to make this happen

SIGNATURE: *Duane Trachunowicz*

Thank you for volunteering to serve your community.

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Thank you for considering serving the Town on one of the many Town committees.

Kathy Nolette

From: noreply@civicplus.com
Sent: Saturday, April 09, 2016 7:00 AM
To: Kathy Nolette
Subject: Online Form Submittal: Committee Volunteer Form

Committee Volunteer Form

Step 1

Town of Kennebunk, Maine

Committee Volunteer Form

First Name Olivia
Last Name Aiken
Street Address Remington Way
Mailing Address Kennebunk, ME 04043

Daytime Phone #

Cell Phone #

E-Mail Address

Board/Committee/Commission Recreation Committee
I wish to be considered for
appointment to:

Step 2

Term and Membership Status Youth Membership Status (1-year term)

Do you currently serve on any
Town Committee? no

If so, please list the committee. Not currently serving

Years of Service Not currently serving

Occupation Kennebunk High School Student

Employer NA

List any Civic Organizations
to which you belong: NA

Step 3

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- | | |
|--|---|
| 1. Do you have any questions about what the committee does or its mission? | I believe I understand what the committee does for the community. |
|--|---|
-
- | | |
|---|---|
| 2. Do you have any practical experience or formal education that would be related to the committee? | I participated in many of the town's Recreation programs from K- 8th grade. I have also volunteered at events for the Recreation department.. |
|---|---|
-
- | | |
|---|--|
| 3. Why would you like to be on the committee? | I would like to be on the committee to contribute to the Town ideas for programs and be educated on how a committee works. |
|---|--|
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- | | |
|---|---|
| 4. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings? Please note: Failure to attend three regular meetings in a row or 25% of all meetings in a six-month period may result in forfeiture of your position on the committee. | I am aware of the commitment and I believe I can attend the monthly meetings. |
|---|---|
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- | | |
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| 5. Do you have any conflict of interest that might involve either direct or indirect financial gain or other gain? | No |
|--|----|
-
- | | |
|--|---|
| 6. Do you have anything you would like to add? | Thank you for considering me for the committee. |
|--|---|
-

Thank you for volunteering to serve your community.

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Email not displaying correctly? [View it in your browser.](#)



✓
6:15 pm
6/28/16

Committee Volunteer Form
(please type or print clearly)

Full Name Roberta M. Searles (Bobbi)

Street Address Portage Way, Kennebunk Me 04043

Mailing Address (if different from street address) _____

Daytime Phone # _____ Cell Phone # _____

E-Mail Address _____

I wish to be considered for appointment to the: West Kennebunk Village Com.
Committee

(Check one or both):

Regular Membership Status (3-year term) _____
or
Alternate Membership Status (1-year term) _____
(Alternates vote if Regular member absent)

Town Use Only:
Committee: _____
Membership: Regular or Alternate
Term ends: _____

Do you currently serve on any Town committee? NO

If so, please list the committee and the number of years of service _____

Occupation Sever - cook

Employer Jenn Lord (Huntington Common

List any civic organizations to which you belong: _____

1. Do you have any questions about what the committee does or its mission?

NO

2. Do you have any practical experience or formal education that would be related to the committee?

NO

3. Why would you like to be on the committee?

4. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings? *Please note: Failure to attend three regular meetings in a row or 25% of all meetings in a six-month period may result in forfeiture of your position on the committee.*

YES

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

NO

6. Do you have anything you would like to add?

NO

SIGNATURE:

Roberto Seals

Thank you for volunteering to serve your community.

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Thank you for considering serving the Town on one of the many Town committees.

Kathy Nolette

From: noreply@civicplus.com
Sent: Wednesday, June 01, 2016 8:36 PM
To: Kathy Nolette
Subject: Online Form Submittal: Committee Volunteer Form

✓
6:15
6/28/16

Committee Volunteer Form

Step 1

Town of Kennebunk, Maine

Committee Volunteer Form

First Name Heather
Last Name McLaughlin
Street Address Woodhaven Drive
Mailing Address Woodhaven Drive
Daytime Phone #
Cell Phone #
E-Mail Address

Board/Committee/Commission Budget Board
I wish to be considered for
appointment to:

Step 2

Term and Membership Status Alternate Membership Status (1-year term)
Do you currently serve on any
Town Committee? no
If so, please list the committee. Not currently serving
Years of Service Not currently serving
Occupation Teacher
Employer RSU 21
List any Civic Organizations
to which you belong: South Congregational Church UCC Kennebunkport

Step 3

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- | | |
|--|----|
| 1. Do you have any questions about what the committee does or its mission? | No |
|--|----|
-
- | | |
|---|---------------------------|
| 2. Do you have any practical experience or formal education that would be related to the committee? | School and home budgeting |
|---|---------------------------|
-
- | | |
|---|--|
| 3. Why would you like to be on the committee? | I would like to learn more about how the town budget works. I would also like to support Kennebunk through town involvement. |
|---|--|
-
- | | |
|---|-----|
| 4. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings? Please note: Failure to attend three regular meetings in a row or 25% of all meetings in a six-month period may result in forfeiture of your position on the committee. | Yes |
|---|-----|
-
- | | |
|--|----|
| 5. Do you have any conflict of interest that might involve either direct or indirect financial gain or other gain? | No |
|--|----|
-
- | | |
|--|-----------------------------|
| 6. Do you have anything you would like to add? | Thanks for the opportunity. |
|--|-----------------------------|
-

Thank you for volunteering to serve your community.

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Email not displaying correctly? [View it in your browser.](#)

Kathy Nolette

From: noreply@civicplus.com
Sent: Monday, June 20, 2016 11:44 AM
To: Kathy Nolette
Subject: Online Form Submittal: Committee Volunteer Form

Committee Volunteer Form

Step 1

Town of Kennebunk, Maine

Committee Volunteer Form

First Name Thomas J.

Last Name Cahoon

Street Address Thompson Road

Mailing Address

Daytime Phone #

Cell Phone #

E-Mail Address

Board/Committee/Commission Budget Board
I wish to be considered for
appointment to:

Step 2

Term and Membership Status Regular Membership Status (3-year term)

Do you currently serve on any
Town Committee? yes

If so, please list the committee. West Kennebunk Village Committee

Years of Service Less than 5

Occupation Sales/Mechanical HVAC Engineering

Employer Johnstone Supply

List any Civic Organizations
to which you belong: Kennebunk Fire Rescue York County Juvenile Fire
Setters Program Kennebunk fish & Game

Step 3

1. Do you have any questions about what the committee does or its mission?	None
2. Do you have any practical experience or formal education that would be related to the committee?	Committee Chair - United Way Budget Allocations Committee - 6 Years Maine Leadership Youth Organization - Chairman/Treasurer - 15 Years High O'Brain Youth Foundation - Fundraising Chairman - 6 Years United States Jaycees - President - Maine Chairman Of The Board University Of Maine - Business/Marketing
3. Why would you like to be on the committee?	14 years involvement in the Volunteer Fire Department and town committees building a better community drives me to join the Budget Committee. My concern for our residents and their future generations to be able to reside and live in Kennebunk is a priority by managing and reviewing the budget for the town. We need to pay attention to the budget dollars spent each year and be aware of the increasing costs that are now effecting our residents who have helped build this community and are now facing hardship to live here. I bring a common sense approach and are very proud to be part of this community.
4. Are you aware of the time involved and would you be able to attend, at the minimum, 75% of all committee meetings? Please note: Failure to attend three regular meetings in a row or 25% of all meetings in a six-month period may result in forfeiture of your position on the committee.	I am Aware & Ready to Participate.
5. Do you have any conflict of interest that might involve either direct or indirect financial gain or other gain?	None
6. Do you have anything you would like to add?	I wish to urge our younger residents to get involved in our town committees and forums to help our town set the pace for the future.

Thank you for volunteering to serve your community.

The Board of Selectmen will consider all applications. Once the form has been submitted to the Town Manager's Office, an informal meeting will be set up for you

2

(MINUTES)

TOWN OF KENNEBUNK
BOARD OF SELECTMEN MINUTES

JUNE 14, 2016 - 6:30 P.M.

1. REGULAR MEETING – 6:30 P.M.

On June 14, 2016, at 6:30 P.M., in Room 301 of the Town Hall, Kevin Donovan, Chairman of the Board of Selectmen for the Town of Kennebunk, called to order the Regular Meeting of the Board of Selectmen. Present were Selectmen Kevin Donovan, Richard Morin, Edward Karytko, Daniel Boothby, Christopher Cluff and Deborah Beal. Absent was Selectman Shiloh Schulte who was out of the country.

Also in attendance were Town Manager Barry Tibbetts, Finance Director Joel Downs and Town Engineer Chris Osterrieder.

The Chair proceeded to the next item.

2. MINUTES

- a. May 24, 2016 Regular Meeting

DISCUSSION:

None.

There was no public comment.

A motion was made to approve the May 24, 2016 Regular Meeting Minutes.

MOVED: Cluff

SECONDED: Karytko

MODIFICATIONS: None

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

The Chair proceeded to the next item.

3. ITEMS TO BE SIGNED

None.

The Chair proceeded to the next item.

4. PUBLIC HEARING(S)

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

**Toroso, LLC d/b/a Toroso
located at 149 Port Road for a
new Special Amusement Permit
new Victualer License
new Malt, Spirituous, and Vinous Liquor License**

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

Fire Department/Codes Office: Due to the renovations currently underway, the facility is not ready for a Fire & Life Safety Inspection. The Fire Chief's recommendation is to issue the licenses and hold until the following have occurred: Code Enforcement Officer's final inspection and Occupancy Permit issuance, and Fire Department's Fire & Life Safety Inspection.

Police Department: new license – nothing to report from police

DISCUSSION:

None.

There was no public comment.

A motion was made to approve the new Special Amusement Permit, new Victualer License and new Malt, Spirituous and Vinous Liquor License for Toroso, LLC d/b/a Toroso, contingent on final inspections by the Code Office and Fire Department and the issuance of the Certificate of Occupancy Permit.

MOVED:	Karytko
SECOUNDED:	Cluff
MODIFICATIONS:	None.
VOTE:	7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

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

**Pizza On The Fly, LLC d/b/a Fire and Company
located at 102 York Street
for a new Victualer License**

(This is a catering food preparation location, not a public restaurant; they are operating this location as a central kitchen for an established catering company)

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

Fire Department/Codes Office: food inspection by the State Health Inspector has been completed

Police Department: new license – nothing to report from police

DISCUSSION:

None.

There was no public comment.

A motion was made to approve the new Victualer License for Pizza On The Fly, LLC d/b/a Fire and Company.

MOVED:	Cluff
SECOUNDED:	Karytko
MODIFICATIONS:	None
VOTE:	7 in favor, 0 opposed.

The Chair proceeded to the next item.

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

**Ryan Cary d/b/a Fire and Company
located at 102 York Street
for a new Qualified Catering Liquor License**

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

Fire, Codes and Police recommendations: see previous public hearing

DISCUSSION:

None.

There was no public comment.

A motion was made to approve the new Qualified Catering Liquor License for Ryan Cary d/b/a Fire and Company.

MOVED: Cluff
SECOUNDED: Karytko
MODIFICATIONS: None
VOTE: 7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

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

**Webhannet Golf Club d/b/a Webhannet Golf Club
located at 26 Golf Club Drive
for a renewal Malt, Spirituous and Vinous Liquor License**

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

Fire Department/Codes Office: nothing found in the inspection that would interfere with the renewal of the license

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

DISCUSSION:

None.

There was no public comment.

A motion was made to approve the renewal Malt, Spirituous and Vinous Liquor License for Webhannet Golf Club d/b/a Webhannet Golf Club.

MOVED: Karytko
SECOUNDED: Cluff
MODIFICATIONS: None
VOTE: 7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

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

**Berry'd Treasures LLC d/b/a Berry'd Treasures
located at 22A Main Street
for a new Victualer License (ownership changed)**

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

Fire Department/Codes Office: nothing found in the inspection that would interfere with the renewal of the license.

Police Department: new license – nothing to report from police

DISCUSSION:

None.

There was no public comment.

A motion was made to approve the new Victualer License for Berry'd Treasures LLC d/b/a Berry'd Treasures.

MOVED: Cluff
SECOUNDED: Karytko
MODIFICATIONS: None
VOTE: 7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

- f. The Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following Proposed Changes to Town of Kennebunk Ordinances Section 2:

2-2 Limited Parking, 2-1

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 6:00 PM, excluding the designated parking space at 7 High Street which shall be a 30-minute allowance.

The proposed amendment for Route One/York Street is as follows:

2-2 Limited Parking, 2-1

M) York Street: Beginning 50 ft. from the intersection of High Street and York Street heading southwesterly to Friend Street, parking shall be 30 minutes. Heading northeasterly on the opposite side of the street beginning at Friend Street to the intersection of High Street and York Street, the parking shall be limited to 2 hours between the hours of 8:00 AM and 6:00 PM.

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

The changes to Section 2, 2-2 Limited Parking 2-1, can be approved at this public hearing and do not require a Town Meeting vote.

DISCUSSION:

Tibbetts noted that businesses most affected by these proposed changes were in favor of them. Karytko asked why one parking space was for 2-hour parking while the other was for 30-minute parking. Tibbetts said that they figured they would make them different to “mix it up” and said that they could amend the changes easily.

There was no public comment.

A motion was made to approve the changes to Section 2, 2-2 Limited Parking 2-1 as noted above.

MOVED: Karytko

SECOUNDED: Cluff

MODIFICATIONS: None

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

The Chair proceeded to the next item.

5. PUBLIC COMMENTS

None.

The Chair proceeded to the next item.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

None.

The Chair proceeded to the next item.

7. TIME SENSITIVE BUSINESS

None.

The Chair proceeded to the next item.

8. OLD BUSINESS (2ND READING)

- a. Discuss the Strategic Plan Survey Results – Don Jutton from Municipal Resources Inc. will be present to share the results of the recent survey and discuss the next steps for developing the strategic plan.

DISCUSSION:

Don Jutton from Municipal Resources Inc. listed the results of the Strategic Plan Survey Results. The summary list of the results of this survey is attached to these minutes. The survey was given out in the middle of March with 34 questions on it. There were 141 pages of narrative comments from people. Jutton wanted the Selectmen to come prepared when they meet with him again, with a goal for a category from the top five suggested priorities of the public (based on question #1 of this survey). There will be a workshop on June 21, 2016 at 6:30 P.M. regarding this and they will come up with priorities. Karytko asked how accurately this survey reflected the will of the people

of Kennebunk. Jutton said that this survey is a starting point and it is better than doing nothing. He did note that no people 18 years of age or younger took the survey; Karytko said that a lot of younger people come to the Board of Selectmen with issues.

There was no public comment.

The Chair proceeded to the next item.

- b. Discuss a Preliminary Review of the Road Rating System – The road rating system has been reviewed by staff. An updated list includes (1) road improvements for this coming year, (2) identification of roads to receive crack sealing and (3) a potential listing of roads to receive improvements in the future. Staff will present the details at the meeting. Selectman Schulte will not be at the June 28th meeting and wanted to be a part of these discussions. Therefore, the second reading for this discussion should be held on the July 12th meeting.

DISCUSSION:

Chris Osterrieder, Town Engineer, discussed the conditions of the roads in Kennebunk as well as what work will be done to them in the coming years. Tibbetts noted that these assessments are simply estimates and cannot be considered as permanent or perfect evaluations. Boothby asked if the costs were calculated in today's dollars. Osterrieder said that they were. He also explained that all of the roads were in "Fair" condition, a 70 on the PCI rating scale. 100 PCI being the best possible rate that a road can get. He said that each road loses about 3 points a year, thus they can determine when a road will need to be repaired. For example, a road in perfect condition may not need to be repaired for another 10 years. Some roads, explained Osterrieder, are not worth fixing (it is not cost effective to fix them). For example, a road with only a few houses on it does not receive a lot of traffic, therefore more money and time should be spent on roads with more traffic on them. He said the original 3 year phased plan estimated \$1.5 million/year then phasing in \$800,000 with a re-evaluation. This new revised plan being provided this evening indicates a total phase in over 12 years with a longer bonding period of 6 years.

Morin asked for descriptions (or explanations) of the road repairs. Osterrieder noted three types of repairs. He said that crack sealing is not a repair. The first type of repair mentioned by Osterrieder is a 1.5 inch overlay (for roads in fairly good shape, but are starting to show weaknesses). Not much has to happen with this type of repair. The next listed type of repair is a 2 inch overlay which is more of a "structural repair". When roads are in very poor condition they are torn up and such is good for the price. Plus, other things like sidewalks and drainage can be added when a road is torn up. He did, however, mention that one must think before actually doing this because there is a period of time without any pavement at all. The last type of repair referenced by Osterrieder is what he called "rehab" or "reconstruction" which is when material is physically dug out and replaced with new material. He mentioned that this type of repair is to be avoided. The price of such a repair is not cost effective. In other words, it is much better to repair a road before it gets in bad enough condition to require digging up material. Some of the roads that are already in fairly bad condition and are not traveled on much can be repaired at virtually any time because its condition will not get much worse.

Cluff wanted to make sure that putting money into these roads paid off. Tibbetts explained how the current street opening ordinance requires a 1 year bond and suggested that they review that particular ordinance and check other municipalities to see what they have done, and consider their ordinances

regarding the matter. He said that some of the municipalities require a bond for a longer period of time. Having more time with a bond, explained Tibbetts, would allow them to not have to be responsible for the road opening for that period of time. Also, the Town would not be blamed for roads deteriorating in those sections during that period. Donovan liked the fact that this draft of the road repairs to be done in the future is at least available to the public. Karytko added that he believes most people don't care about a road being repaired as long as they know when it is going to be repaired; Donovan concurred.

Finally, Beal expressed concern over the fact that Old Falls Road is not scheduled to be repaired for ten years, noting that the shoulders of the road have "crumbled". She wondered what kind of classification that road would be given. Osterrieder said that he was familiar with the road and said that the road may be too narrow, with a decent amount of traffic. Thus, when two cars go by each other at the same time each car must go closer to the edges, causing the crumbling that Beal described. This is just one reason for the crumbling. Osterrieder did say that some of the budget may be available for such a road.

There was no public comment.

A motion was made to send to a second reading on July 12th

MOVED: Karytko

SECOUNDED: Cluff

MODIFICATIONS: None

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

The Chair proceeded to the next item.

9. NEW BUSINESS (1ST READING)

- a. Presentation of Division/Department Overviews – Division Directors will be presenting a 3-5 minute overview of significant accomplishments within their departments over the past fiscal year and identifying select goals and objectives they will be striving to obtain during the next fiscal year.

Overviews Scheduled for the June 14th Meeting

- Eric Labelle – Public Services (Public Works, Parks, Recreation)
- Chris Osterrieder – Community Development (Planning, Codes, Community Development)
- Jill LeMay – Kennebunk Free Library
- Michael Pardue – Human Resources

Overviews Scheduled for the June 28th Meeting

- Merton Brown – Town Clerk/Elections
- Jeff Rowe – Fire/EMS
- Robert Mackenzie – Police
- Joel Downs – Finance Office (Finance, Tax Collection, Assessing, IT Dept., GA)

DISCUSSION:

Tibbetts explained how such presentations should occur about 2 to 3 times during each budget year.

Eric Labelle, Director of Public Services, spoke first. Two replacement coordinators were added and are doing well. There are two mechanics that have been working hard, trying to make the vehicles last

as long as possible. Labelle said that they have already seen improvements and that they expect fewer breakdowns. He said that he wanted to get all of the vehicles inspected so that every vehicle gets examined at least once a year. The new supervisor in public works seems to be doing well too. Because there was not too much snow removal needed last winter they saved some money. They did not use that much sand, other than during some of the ice storms. They did not go over their budget for the winter and were under it in terms of costs for materials. Listing goals and objectives, Labelle said that they want to look at the teen center (and other programs) and to set up a teen advisory board in order to adjust to the changing needs of teens in today's society. Labelle wants to replace failed drainage on Route 1, renovate the West Kennebunk playground, and try to support all of the paving works. They have also been improving their vehicles and the Police Chief, as well as the Fire Chief, seem pleased. In addition, they want to create a 15-year replacement program for their vehicles. Washing the vehicles underneath is important to Labelle as well, in order to remove all of the sand, salt and anything else that gets onto the undercarriage of a vehicle.

Chris Osterrieder, Town Engineer and Director of the Community Development Department, spoke next. He listed off some accomplishments. First he said that they changed their Code Enforcement database to a new software system. The new system is working well and was working on time and under budget. The new software should allow both Code Officers to access the database remotely. Last year they received grant funding from DOT (Department of Transportation) for certain projects. He explained that the DOT doesn't give away money too easily, so they have to be efficient. He explained the excellent work of various employees as well. He said that he wanted to keep the service the way it is. They are attentive to people and usually don't turn people away (someone will most likely be around to help, in other words). Finally, they received a grant from DOT to evaluate expanding the Eastern trail with a design through the rest of Kennebunk.

Jill LeMay, Director of the Kennebunk Free Library, noted numerous accomplishments and occurrences at the library over the last year. They have had some successful fundraisers to help with the budget for the library. Some, like the annual Appeal and the road race, are repeated every year. One example of a new fundraiser was the "cabin fever reliever." Last year was the first full year that they were a part of Minerva, which is a statewide interlibrary loan group. Five days a week the library receives hundreds of books that come in crates. Such deliveries come from over 60 libraries across the state of Maine. LeMay said that the Kennebunk Free Library's circulation has increased and the number of pleased consumers has increased as well. This described new system (the usage of Minerva) has also brought more work, which has been subdued thanks to an increase in volunteers. LeMay also discussed the makeover of the Children's Room in the library, which was not planned. On February 16th one of the water valves failed (but they were fully insured). All 14,000 books in the Children's Room were freeze-dried and approximately 90% of the books were salvaged. They re-opened on April 28th. They are a part of Town festivals so they can engage with the community. They came in second in a walking contest held this spring. Continuing on with the accomplishments and services of the Kennebunk Free Library, LeMay said that they do weekly deliveries to Atria and Huntington Commons for those who cannot make it to the library. Twice a month the Children's librarian goes to RSU-21 to conduct preschool story time; a homework club is also helped to let people know that the library is always there as a resource. Looking toward things needed to be accomplished in the future LeMay noted that they are in need of more space. A lot of people are requesting meeting space, but are denied because of the lack of adequate space in the library. However, she said that they were currently trying to better use the space that they do have. Finally, LeMay noted the need for maintenance on cement steps (where staff enter) and possibly on the parking lot as well.

Michael Pardue, the Human Resources Director, spoke. He expressed his enjoyment of being the new person in charge of the position (he has held the position for four weeks). Pardue said that he wants to make a point of being in touch with every employee and has already been doing such. He wants to stay in touch with all of the Division Directors, almost on a daily rate. As a part of his accomplishments, he listed off several new employees and added that he believes that he has conducted 27 backgrounds in his first 4 weeks as the Human Resources Director. There will be a July 20th wellness fair for Town employees. A new public service administrative assistant may be added (for 24 hours a week) as well to help an employee who is already responsible for several other duties at the current time. Such can be done, said Pardue, under the current budget. In the future he wants to work with employees on goals and objectives and make sure that they are able to achieve them. Also, a new salary study from the Maine Municipal Association will be coming out in a couple weeks and a national salary study has already come out and they are reviewing it.

There was no public comment.

The Chair proceeded to the next item.

b. Discuss Nominations to MMA's Legislative Policy Committee – We recently received information from Maine Municipal Association (MMA) regarding the nomination of community members to serve on the Legislative Policy Committee (LPC).

MMA takes its direction on all questions regarding the goings-on at the State House in Maine from the 70 elected and appointed municipal officials who are chosen by their peers to serve on MMA's LPC.

Our district (Senate District #34) is comprised of Acton, part of Berwick, Kennebunk, Lebanon, North Berwick and Wells. Kennebunk and the other municipalities in this district are entitled to nominate a representative (elected or appointed municipal official) to the LPC.

Nomination forms (including a LPC Nominee Biography) must be received by MMA no later than **June 21st at 5:00 p.m.**

Once all the nominations are in, a ballot will be mailed to each municipality where two municipal officials will be elected from each of Maine's 35 Senate Districts.

Kennebunk can choose to nominate a municipal official; however, we are not required to do so.

DISCUSSION:

Karytko asked for an explanation. Tibbetts said that MMA has a Legislative Policy Committee which reviews all new legislation that will go in front of the Legislature. They look at various legislation and review its impact on Municipalities and make various decisions on legislation (to support or not to support legislation). Morin has been on the Committee and explained it further. He said that when a subcommittee meets and makes a decision to support or oppose legislation (or stays neutral) such legislation is brought in front of the whole committee. He also expressed his enjoyment of being a part of the Committee. Karytko asked if Morin would do it again; Morin said he would.

There was no public comment.

A motion was made to nominate Dick Morin as Kennebunk's representative to the MMA Legislative Policy Committee with Karytko as a backup.

MOVED: Cluff

SECOUNDED: Beal

MODIFICATIONS: None

VOTE: 6 in favor, 1 abstained (Morin). The motion passed.

The Chair proceeded to the next item.

- c. Discuss the Selectmen's Summer Meeting Schedule – In past years we have cancelled the Selectmen's second meeting in July and August to accommodate staff and board member vacation schedules. This would be the recommendation again for the coming summer. The meeting dates to cancel would be July 26 and August 23.

DISCUSSION:

None.

There was no public comment.

A motion was made to cancel the July 26 and August 23 Selectmen's meetings and schedule any special meetings as needed.

MOVED: Donovan

SECOUNDED: Cluff

MODIFICATIONS: None

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

Karytko opposed in memory of Al Searles.

The Chair proceeded to the next item.

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

• **Accept the Following Resignation(s):**

- JoAnn Lapoint Recreation Committee – Regular 2018
- Dawn Stevens West Kennebunk Village Committee – Regular 2018

DISCUSSION:

None.

There was no public comment.

A motion was made to accept the resignations of JoAnn Lapoint from the Recreation Committee and Dawn Stevens from the West Kennebunk Village Committee, and to send letters thanking them for their service.

MOVED: Donovan

SECOUNDED: Karytko

MODIFICATIONS: None

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

The Chair proceeded to the next item.

- e. Take Up the Annual Town Manager Appointments – Below you will find the Town Manager’s Nominations for Annual Appointments for the period of July 1, 2016 to June 30, 2017. Confirmation from the Board is required.

TOWN MANAGER'S APPOINTMENTS (1 YEAR) 7-1-16 to 6-30-17	
Finance Director, Deputy Tax Collector, Treasurer	Joel Downs
Acting Town Manager	Joel Downs
Police Chief	Robert MacKenzie
Fire Chief	Jeffrey Rowe
CEP Director	Jeffrey Rowe
Tax Assessor	Daniel Robinson
Director of Human Resources	Michael Pardue
Director of Public Services	Eric Labelle
Road Commissioner	Eric Labelle
Recreation Director	Tasha Pinkham
General Assistance Agents	Barry Tibbetts, Joel Downs, Kris Fogg, Karen Winton
Director of Information Services	Richard Boucher
Community Development Director	Christopher Osterrieder
Town Engineer	Christopher Osterrieder
Town Planner	Judith Bernstein
Code Enforcement Officer	Paul Demers
Building Inspector	Paul Demers
Plumbing Inspector	Paul Demers
Alternate Building Inspector	Brian Paul
Alternate Plumbing Inspector	Brian Paul
Alternate Building Inspector	Wayne Mathews
Alternate Plumbing Inspector	Wayne Mathews
Electrical Inspector	James Nichols
Alternate Electrical Inspector	William Clark
Alternate Electrical Inspector	Marc Lamontagne
Harbormaster	Raymond Billings
Shellfish Warden	Russell W. Brown
Town Historian	Stephen Spofford
Tree Warden	Wayne Cutting
Constables	Christopher Russell, Michael Tucci, Eric O'Brien

Note: The Town Clerk was appointed in November of 2015 for three years (through 2018) and therefore is not listed above.

TOWN MANAGER'S APPOINTMENTS (3 YEAR) 7-1-16 to 6-30-19	
Health Officer	John Brady
Assistant Health Officer	Paul Demers

DISCUSSION:

Cluff asked why the 3 year appointments were not 1 year appointments and Tibbetts said such was the case because of State law.

There was no public comment.

A motion was made to confirm the Town Manager’s Nominations listed above for the 2016-2017 Annual Appointments.

MOVED: Karytko
SECOUNDED: Cluff
MODIFICATIONS: None
VOTE: 7 in favor, 0 opposed. The motion passed.

A motion was made to confirm the Town Manager’s Nominations of John Brady as Health Officer and Paul Demers as Assistant Health Officer each for a three-year term.

MOVED: Karytko
SECOUNDED: Cluff
MODIFICATIONS: None
VOTE: 7 in favor, 0 opposed. The motion passed.

The Chair proceeded to the next item.

f. Take up the Annual Board Re-Appointments – The board members up for re-appointment have terms expiring on June 30, 2016. These are Regular members (3-year terms), Alternate members (1-year terms), and Youth members (1-year terms).

Below is a list showing members that:

- (1) wish to be re-appointed
- (2) are not seeking re-appointment
- (3) should be moved up from Alternate to Regular positions

→ **1. The following members have stated they DO wish to be re-appointed:**

COMMITTEE	MEMBER	Regular (3 -yr.) Alternate (1-yr.) Youth (1-yr.)	# of meetings from minutes on file Sept.'15-Feb.'16 (6 mos.)	# of meetings attended
Board of Assessment Review	Richard B. Smith	Regular 3-yr. (no meetings Sept-Feb but attended 2 of 2 before)		
Budget Board	John Costin	Regular 3-yr.	6	6
Budget Board	Thomas Wiggins	Regular 3-yr.	6	4
Cons. & Open Space Planning Comm.	Nicholas Branchina	Regular 3-yr.	12	12
Downtown Committee	Arlene L. Salvati	Regular 3-yr.	5	3
Downtown Committee	Lorraine Burr	Alternate 1-yr.	new member	1 of 1
Economic Dev. Committee	Robert Georgitis	Regular 3-yr.	6	6
Economic Dev. Committee	Angus Macaulay	Regular 3-yr.	6	4
Economic Dev. Committee	Gary Dugas	Regular 3-yr.	6	6
Economic Dev. Committee	John Daamen	Regular 3-yr.	6	6
Energy Efficiency Adv. Comm.	Scott Negley	Regular 3-yr.	1	1
Festival Committee	Lynne Abelson,	Regular 3-yr.	4	4
Festival Committee	Patricia A. Nicholas	Regular 3-yr.	4	4
Festival Committee	Samantha Abelson	Youth 1-yr.	4	4
Historic Preservation Comm.	Maureen Adams Weaver	Regular 3-yr.	7	5
Historic Preservation Comm.	Barbara Fleshman	Alternate 1-yr.	7	5
Historic Preservation Comm.	Paul Bevacqua	Alternate 1-yr.	7	6
Lower Village Committee	Elizabeth Smith	Regular 3-yr.	7	6
Planning Board	Robert B. Metcalf	Regular 3-yr.	11	9
Planning Board	Matthew Randall	Regular 3-yr.	11	9

Planning Board	Janice Vance	Alternate 1-yr.	11	11
Recreation Committee	Jonathan Whitehouse	Regular 3-yr.	5	1
Recreation Committee	Eddie St. John	Regular 3-yr.	5	4
Recreation Committee	John Hackett	Alternate 1-yr.	5	5
Recreation Committee	Julia Milligan	Alternate 1-yr.	4	3
Site Plan Review Board	Matthew Fagginger-Auer	Regular 3-yr.	3	2
Site Plan Review Board	Kristi Kenney	Alternate 1-yr.	3	3
Tree Committee	Boyd A. Swenson	Regular 3-yr.	1	0
West Kennebunk Village Comm.	Brenda L. Spulick	Regular 3-yr.	4	4
West Kennebunk Village Comm.	Raymond Ingalls	Regular 3-yr.	4	1
Zoning Board of Appeals	Douglas Gallagher	Regular 3-yr.	4 meetings (Sept. '15 to Mar.'16)	2
Zoning Board of Appeals	Leah B. Rachin	Alternate 1-yr.	4 meetings (Sept. '15 to Mar.'16) Did not attend 3 of those meetings due to a conflict of interest	1
Zoning Board of Appeals	Leah B. Rachin	Alternate 1-yr.	4 meetings (Sept. '15 to Mar.'16) Did not attend 3 of those meetings due to a conflict of interest	1
Zoning Board of Appeals	James Atwood	Alternate 1-yr.	New member (Feb.) Did attend March meeting	1

DISCUSSION:

Morin asked if the Selectmen who will be with them in the future should get to be present or comment on these appointments. Such could happen on the 28th and meet the 30th deadline. Beal didn't think that it was necessary because most of the Board will remain. Boothby and Cluff agreed with Beal.

John Costin, from the public, was concerned with basically anyone being able to move into an open seat, unless they have committed some kind of crime. He was surprised that they have a tradition being followed rather than a policy regarding Board appointments and re-appointments.

Donovan thought that it was a good point. Cluff said that what Costin was saying was true: basically anyone can be on the Board if they wish.

There was no public comment.

A motion was made to appoint the Regular members listed above with new three-year terms expiring on June 30, 2019, to appoint the Alternate members listed above with new one-year terms expiring on June 30, 2017, and to appoint the Youth member listed above with a new one-year term expiring on June 30, 2017.

MOVED: Cluff

SECOUNDED: Karytko

MODIFICATIONS: None

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

2. The following members have stated they DO NOT wish to be re-appointed:

COMMITTEE	MEMBER	Regular, Alternate or Youth	Any Alternates to move up?
Affordable Housing Committee	Wayne E. Berry	Regular 3-yr.	No
Budget Board	Peter Marshall	Regular 3-yr.	No
Downtown Committee	Tucker Smith	Regular 3-yr.	Yes, see below
Downtown Committee	Amy Tyson	Alternate 1-yr.	n/a
Energy Efficiency Adv. Committee	Robert Wuerthner	Regular 3-yr.	No
Recreation Committee	Eric Aiken	Youth 1-yr.	n/a
River Committee	Peter W. Donovan	Regular 3-yr.	Yes, see below
Zoning Board of Appeals	Jens-Peter W. Bergen (recently moved to Arundel)	Regular 3-yr.	No

A motion was made to send a letter to the above committee members that did not wish to be re-appointed, thanking them for their service to the Town.

MOVED: Donovan
SECOUNDED: Karytko
MODIFICATIONS: None
VOTE: 7 in favor, 0 opposed. The motion passed.

3. The following Alternate members can be MOVED UP to Regular member positions:

COMMITTEE	MEMBER	NOTES	# of meetings from minutes on file Sept.'15-Feb.'16 (6 mos.)	# of meetings attended
Downtown Committee	Lorraine Burr	Move up to Regular to fill position vacated by Tucker Smith who is not seeking re-appointment	new member	1 of 1
Recreation Committee	Judy Milligan	Move up to Regular to fill position vacated by <u>resignation</u> of JoAnn Lapoint (previous article)	5	4
River Committee	Charles Barker	Move up to Regular to fill position vacated by Peter Donovan who is not seeking re-appointment	New member (2/23/16) 4 meetings (Feb.-May)	4

A motion was made to appoint:

- Lorraine Burr as a Regular member on the Downtown Committee with a term expiring in 2019,
- Judy Milligan as a Regular member on the Recreation Committee with a term expiring in 2018 (to fill remainder of JoAnn Lapoint's 3-year term), and
- Charles Barker as a Regular member on the River Committee with a term expiring in 2019.

MOVED: Cluff
SECOUNDED: Karytko
MODIFICATIONS: None
VOTE: 7 in favor, 0 opposed. The motion passed.

Note: Interest in Possible Upcoming Committee Vacancies: We have been contacted by the following individuals that are interested in vacancies that may be occurring on committees:

- Budget Board, Heather McLaughlin – a vacancy will occur on the Budget Board when Peter Marshall’s 3-year term expires at the end of June. Peter is not seeking re-appointment to the regular member position on the Budget Board. Heather has submitted a Volunteer Committee Form and is scheduled to be interviewed on June 28th for this position.
- Recreation Committee, Olivia Aiken – a Youth member vacancy (1-year term/2017) will occur when Erik Aiken’s term on the Recreation Committee expires at the end of June. Erik will be attending college in the fall. Erik’s sister, Olivia, who attends Kennebunk High School, has submitted her Volunteer Committee Form. She is scheduled to be interviewed on June 28th for this position.
- Economic Development Committee, Rachel Phipps – a vacancy (remainder of the 3-year term expiring in 2018) will occur if Blake Baldwin is elected to the Board of Selectmen on June 14th. Rachel submitted her Volunteer Committee Form on July 17, 2012 and has been on a waiting list since then. She may be scheduled to be interviewed on June 28th, depending on the outcome of the election.

The Chair proceeded to the next item.

g. Discuss Any Other Business

None.

The Chair proceeded to the next item.

10. SELECTMEN’S COMMENTS

a. Subcommittee Reports (if any)

Karytko talked about trash and noted that he wished that everybody would recycle and not just throw everything into the trash.

Donovan signed a lot of financial materials.

b. Individual Selectmen Comments

Selectman Boothby:

- Wanted to invite everybody to the Town Hall tomorrow night (June 15th, 2016 for Selectmen Outreach Session) from 6-8 p.m., in room 306, to talk to the Board of Selectmen about anything.
- Noted that the grass on Fletcher Street (where the DOT sign is) is getting long. He wondered if mowing the grass there was the Town’s responsibility or DOT’s. Cluff said that they were mowing it today and others on the Board of Selectmen concurred with Cluff.

Selectman Karytko

- Realized that Donovan won’t be at any more meetings, thus wanted to thank Donovan for all of the work that he has done.
- Complemented Public Works for clearing the branches at the cemetery on Route One.

- About a week ago (last Wednesday night) he attended an event at the Dorothy Stevens Center. It was a program on seniors. The Speaker of the Maine House of Representatives, Mark Eves, was there. He thought that it was very informative.

Selectman Cluff:

- Was at the grocery store on Sunday and the Energy Efficiency Committee was there giving out reusable bags (he noted such was good because his dogs destroyed his on Friday). He really liked them doing this and commended the work that the Committee has done.
- Thanked everyone for voting today and said that traffic was steady when he was at the Town Hall around noon. He also thanked the Town Clerk for his efforts leading up to the voting.
- Cited the death of Tim Hussey (a true leader), who died yesterday. Tibbetts noted that the wake will be on Monday, June 20th, from 3 p.m. to 7 p.m. at the Pilot House. The funeral is scheduled for Tuesday, June 21st, at 11 a.m. (at St. Martha's). Cluff intends on attending, at least, the visiting hours (and hoped that the other Board members did as well). He hopes that they send flowers or at least make a donation.

Selectman Morin:

- Thanked a lady for bringing coffee and snacks. He was here around 6:30 a.m.
- Thanked everyone who voted and, like Cluff, said that the turnout of voters was steady, yet Morin added that it was not packed.
- Thanked his opponents and enjoyed talking with them.
- Thanked his wife, Marie, for bringing him a coffee at 6:20.
- Thanked Donovan for his service (noted that the two of them started doing this six years ago).
- Said that he and Donovan have disagreed on a lot, yet they were able to stay friends throughout their time working with each other. Suggested that people involved in American politics should look at them for an example of how to settle differences. He has had a lot of fun working with Donovan over the years.

Selectman Donovan:

- Appreciated the comments and cited that this would be his last meeting (he is being sent to a Department of Homeland Security course at Texas A & M during the last week of June). He does a lot of volunteer work with the Maine Emergency Management as well as Federal Emergency Management.
- Explained his pleasure of working on the Board of Selectmen for six years (two years as a Chairman). He was also on the Budget Board. He noted that Kennebunk is a great town.
- Cited the excellence of various Town Departments.
- Acknowledged the differences that he and others have had with people of the three lower villages in Kennebunk. It is always a battleground, said Donovan, between businesses and citizens. He was confident that the differences will indeed be settled.
- Thanked the members of the Board of Selectmen, Barry Tibbetts and Joel Downs.
- Noted that differences must be put aside in order to serve the citizens.

Selectman Beal:

- None.

The Chair proceeded to the next item.

11. TOWN MANAGER'S COMMENTS/NOTES

a. Upcoming Events and Workshops:

- Wednesday, June 15 – Board of Selectmen Outreach Session – The next session will be held on June 15th on the 3rd floor of the Town Hall in Room 306 from 6:00 p.m. to 8:00 p.m. Selectmen Beal and Boothby will host this session. These sessions will provide residents with a chance to meet and talk with Selectmen on a one-on-one basis. These are informal gatherings attended by two Selectmen. Refreshments will be available. Please note, the Outreach Sessions are generally held on the 3rd Saturday of each month at 8:30 a.m. Please watch our website for adjustments to the schedule (as was done with this session!).
- Tuesday, June 21 – Workshop on Strategic Planning will be held at 6:30 p.m. on the third floor of the Town Hall.
- Wednesday, June 22 – Appreciation BBQ for Committee Members will be held at the Waterhouse Center (rain or shine) beginning at 5:30 p.m. RSVPs are requested (email or call Kathy in the Town Manager's office if you haven't already done so).
- Tuesday, September 6 – Workshop on TIFs will be held at 6:30 p.m. on the third floor of the Town Hall.

- b. Update on the Dedication of the 2015 Annual Town Report – On April 12th, the Board approved the list of four residents for the dedication of the 2015 Town Report. As we were getting ready to publish the report, we realized two other members of the community were not included: Joseph V. Cummings, served on the Board of Selectmen from 1980-83 and was well known as the owner of Cummings Market and Hazel N. Jones, who worked as a ballot clerk for many years. Since time was of the essence, we adjusted the list to include Joseph Cummings and Hazel Jones. The other citizens the report was dedicated to are: C. Wesley Crowell, Richard F. Hogue, E. Barbara Storer and Carolyn F. Walker.

Tibbetts also thanked Donovan for his service.

The Chair proceeded to the next item.

12. EXECUTIVE SESSION(S)

- a. Discuss an Economic Development Matter with the Town Manager 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).

A motion was made to go into executive session at 9:16 P.M.

MOVED: Donovan

SECONDED: Cluff

MODIFICATIONS: None

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

Upon coming out of executive session, the Board stated they had nothing to report.

13. ADJOURNMENT

A motion was made to adjourn the meeting at approximately 9:26 P.M.

MOVED: Donovan

SECOUNDED: Cluff

MODIFICATIONS: None

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

Deborah Beal, Secretary
Kennebunk Board of Selectmen

Date: _____

DRAFT



Kennebunk Board of Selectmen Strategic Planning Survey Overview

6/14/16

SURVEY: Launched March 17, 2016 – 34 Questions received 441 Responses – Report is 165 pages – 141 are narrative comments & suggestions. Of those responding:

- 80% have lived here more than 5 years; 55% more than 15 years
- 75% are married
- 82% are year round residents
- 74% own the home / condo they live in
- 84% are 50 or older
- 38% work full-time; 17% work part-time; 40% are retired
- 40% have an income in excess of \$100K

Question # 1: Suggested Priorities for Selectmen – out of 15 choices the top five are:

Priorities: Infrastructure 275(65.01%) – Community Character 277(64.87%) – Capital & Financial Planning 274(63.08%) – Public Safety 233(55.34%) – Citizen Engagement 210(49.3%)

Question # 4: Addressed communication between the Town and residents – Split:

166 – Excellent / Good 171 Fair / Poor (communication)

Question #7 Service Quality provided by Town employees: Exceptionally positive:

387 Excellent / Good 13 Poor (services)

Question # 9 - Why people live here : It's all about environment & community character

- 1) (278) Access to beaches & coastal areas
- 2) (223) Small Town Atmosphere
- 3) (117) Village Center
- 4) (116) Historic character

Question # 12 Affordable Housing: Strong sentiment in favor of affordable housing options

For young families: yes 249 (65.55%)	no 109
For workforce: yes 225 (63.56%)	no 129
For seniors: yes 296 (79.36%)	no 77

Question # 14 Dedicate areas for business parks & commercial? Split

Yes 196 (52.97%) No 99 (26.76%) Don't know 75 (20.27%)

Question # 15: Are we protecting the environment adequately? Split

Yes 154 (41.96%) No 104 (28.34%) Don't know 109 (29.7%)

Question # 16: Will you support purchase of conservation land thru taxes? Clear support

Yes 235 (63.51%) No 90 (25.32%) Don't know 45 (12.65%)

Question #17: Shall we expand building design standards to preserve New England character? Clear support

Yes 318 (85.71%) No 31 (8.36%) Don't know 22 (5.93%)

Question #18: Do you support public and private services or facilities for senior citizens? Clear support

Yes 258 (68.98%) No 9 (2.41%) Don't know 11 (2.94%) Need more info 96 (25.67%)

Question #19: Priority Items for long term quality of life:

Beaches and river access: 291(79.08%)
Water quality (rivers & ocean): 287(78.2%)
Public Safety: 246(67.03%)
Neighborhood character: 246(67.21%)
Road system maintenance: 240(65.57%)
Preserve and maintain the Downtown: 239(65.12%)
Downtown vitality: 216(59.34%)
Walkability: 214(58.31%)
School system: 210(57.22%)
Open space: 198(54.55%)
Sustainable energy: 189(52.21%)
Town services: 184(50.83%)

Question # 21: Priority for public improvements in the following areas?

Community design, accessibility to all (ADA sidewalks, entries etc.): 161(45.87%)
Parking in Lower Village: 146(41.01%)
Areas for active recreation: 132(37.82%)
Lower Village: 121(34.38%)
Boat access to rivers: 120(34.09%)

Question # 22: Controlling residential development: Split

Limit by regulation: 114 (31.67%)
Not regulate but restrict to areas with water & sewer: 70 (19.44%)
Leave it to market forces: 90 (25%)
Actively promote residential development: 30 (8.33%)



Question # 24: Views about future business or commercial growth: Split

Amount should be limited by regulation 85 (23.74%)
Not regulated but restricted to areas with utilities 108 (30.17%)
Left to market forces 49 (13.69%)
Town should actively promote 81 (22.63%)

Question #25: View of present land use regulations: Clear consensus

Too restrictive: 58 (16.86%)
A good balance between regulations & owner rights: 187 (54.36%)
Too lenient: 55 (15.99%)

FREQUENTLY MENTIONED IN NARRATIVE RESPONSES:

- Increasing tax rate & fees
- Cost and structure of Schools
- Pay per bag program
- Preserve VS breach Mousam River Dams
- Town Government service delivery structure VS staffing & cost control
- Functioning of local government - role of Selectmen & Town Manager
- Tension between need for community & economic development VS preservation of the environment & "small town character"
- Tension between tourism & quality of life
- Lack of employment opportunities
- Need for Senior Citizen & youth services
- Need for long term vision & planning
- Need for affordable housing opportunities

9.a

TOWN OF KENNEBUNK USE OF PARK ORDINANCE

1. PURPOSE

The purpose of this ordinance is to provide open spaces and facilities for educational and recreational purposes to all residents of Kennebunk and those visiting. These Rules and Regulations are intended to assist the Town of Kennebunk in its management of its Properties and Facilities to ensure that all residents of the Town of Kennebunk have safe and equal access to its Properties and Facilities.

2. AUTHORITY TO MAKE RULES

The Public Services Director or his/her authorized representatives may issue such rules and regulations as are necessary to insure public health and safety in the use and enjoyment of any and all park facilities, which will be referred to as "Parks" in this document, including but not limited to its park lands, beaches, playgrounds, trails, Teen Center, Dorothy Stevens Center, Waterhouse Center, and any other recreational facilities.

3. PARK CLOSING HOURS

The Parks shall be closed from Dusk until Dawn the following morning, except for permitted Special Events, Town sanctioned events, or Recreation Programs. No person or property of any kind shall remain in the Parks after closing time unless written permission of the Public Services Director or Designee for later hours. (Class A)

4. PERMITS

All events within the Parks will comply with the Town of Kennebunk's Special Events Policy. (Class A)

5. REFUSE AND RECYCLABLES

No person shall deposit or leave any garbage, tree, shrub, or grass trimmings or clippings, refuse or other material of any kind on the Parks or waters. Paper, glass, cans, garbage and other refuse of every kind resulting from picnics or other proper use of the park system shall be deposited in the appropriate receptacles provided for that purpose, and no person shall litter, suffer, or cause the park system to be littered in any way. (Class B)

6. GRAFFITI PROHIBITED

1. It shall be unlawful for any person to write, paint, draw or otherwise mark upon any wall, rock, bridge, building, fence, gate or other structure, tree or other real or personal property, located within the Parks unless otherwise authorized by the Public Services Director or his designee. (Class C)
2. The Public Services Director or her/his designee may by written permit, allow writing, painting, drawing or other marking upon specified structures or property in the Parks, at specified times and for specified purposes, upon such reasonable terms and conditions as he/she may determine, which conditions shall be evenly and fairly applied. (Class C)

7. TREES AND SHRUBS

1. No person shall cut, break, or in any way injure or deface any tree, shrub, plant, flower, turf, or any of the buildings or other structures and properties, or dig into the soil or into any road, park, parkway or playground within the Parks without written permission of the Public Services Director or his/her designee. (Class B)
2. No person shall cut, quarter or remove any dying, dead or downed trees or shrubs from the Parks property without written permission of the Public Services Director or his/her designee. (Class B)

8. ANIMALS

1. No person shall hunt, trap, catch, wound or kill or treat cruelly, or attempt to hunt, trap, catch or wound or kill any bird or animal in any park. (Class B)
2. No person shall bring a dog or cat within the Parks, unless properly leashed and under control at all times. It is also unlawful for any dog owner to allow a dog under his/her control to deposit solid waste or dung without immediately removing such waste in a proper container. (Class A)
3. Any animal found within the park system in violation of this section may be apprehended, removed to the animal shelter, public pound or any other place, provided for that purpose and impounded, all at the expense of the owner. (Class C)

9. FIRES

No person shall light or make use of any fire in the park system except at such places as may be established for such purposes and then only under such rules as may be prescribed therefore. Every fire shall be continuously under the care and direction of a competent person from the time it is kindled until it is completely extinguished. This ordinance does not supersede the Town of Kennebunk's Beach Ordinance 3-5 Public Beaches. (Class A)

10. SMOKING AND ALCOHOL PROHIBITED

It shall be unlawful for any person to smoke within the Parks cigarettes, cigars, pipes or other types of tobacco; it shall also be unlawful to possess or consume alcohol within the Parks. (Class A)

11. CAMPING

No person shall be permitted to camp in Parks without first having obtained an approved Special Events Permit or written permission from the Public Services Director. (Class A)

12. RESTRICTED AREAS

No person shall enter upon any portion of the Parks where persons are prohibited as indicated by sign or notice. No person shall enter or attempt to enter any building or area in the Parks when it is closed to the public or scheduled for a specific group or activity, unless invited by same. (Class A)

13. DISORDERLY CONDUCT

No person within the Parks shall do any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace. (Class B)

14. WEAPONS, MISSILES AND FIREWORKS

No person or organization shall bring, carry, or use in any way knives, firearms, or other weapons of any kind, or any fireworks or other explosive substance of any kind into the park system without the written permission from the Public Services Director or his/her designee. No person shall throw, cast, or shoot arrows, stones, or other missiles of any kind within the Parks except at such places and times as designated for such purposes. (Class B)

15. HAWKING, PEDDLING AND SELLING

No person shall hawk, peddle or sell or attempt to hawk, peddle or sell any goods, wares or merchandise of any kind or nature within the Parks without first having obtained written permission of the Public Services Director. This does not supersede Town of Kennebunk Ordinance 6-1. (Class A)

16. SOUND AMPLIFICATION

No person within the Parks shall play or operate any sound amplification device including radios, television sets, public address systems, amplified musical instruments and the like or operate any other energy amplification device in a manner which may reasonably be expected to annoy other persons in the Parks. This does not supersede Town of Kennebunk Ordinance 3-19. (Class A)

17. ADVERTISING

No person shall display any placard or advertisement of any kind in any park, nor shall any person distribute, cast, throw, or place any handbill, pamphlet, circular, advertisement or notice of any kind, nor post, stencil or otherwise affix any notice or bills, advertisements or other papers upon any structure or thing in the Parks unless otherwise authorized by the Public Services Director or his/her designee. (Class A)

18. MOTORIZED VEHICLES

1. No person shall drive any automobile, truck, motorcycle, or other motorized vehicle within any of the Parks except upon the designated roadways and parking areas provided for driving or parking the same, except Town of Kennebunk employees in the performance of their duties.
2. Speed Restrictions - No person may drive a vehicle upon any roadway of the Parks at a speed which is greater than 15 mph. (Class B)
3. Designated Parking Areas - No person shall park any vehicle in designated parking areas of the Parks beyond the normal closing hour of the park system at Dusk except where an individual is attending a function where written permission has been granted for a later closing hour by the Public Services Director, her/his designee, or specified therein. (Class A)
4. Parking, Standing or Stopping Illegally - No person shall park, stand or otherwise stop a vehicle within any Park, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic control device, in any of the following places: (Class A)
 - a. On lawn areas and grounds.
 - b. In front of public or private driveways or loading zones.
 - c. In any position to block another car legally parked.

- d. At any place where official signs prohibiting parking entirely or prohibiting parking for more than a specified period have been posted by the Parks.
 - e. In any park beyond the normal closing hour of Dusk.
 - f. In any position which obstructs or interferes with the travel of other vehicles on a roadway or the use of any park facility within the Parks.
 - g. Within fifteen (15) feet of a fire hydrant or traffic control signal or sign.
5. Impounding of Vehicles - Any vehicle parked or standing within the park system in violation of any law, ordinance, or rule is hereby declared to be a public nuisance. Such vehicle may be removed and impounded and the owner or person entitled to possession of the vehicle shall pay all charges and expenses arising out of any action taken hereunder. (Class C)

19. PENALTIES

1. Eviction – Any person violating any of the provisions of this chapter may be forthwith evicted from the Parks.
2. Penalties – Any person violating any of the provisions of this chapter shall, upon conviction, pay a fine of not less than \$100.00 nor more than \$1,000.00 to be recovered in a manner and form provided by law.
3. Any person accused of violation of any provision of this chapter may settle the claim against him or her by paying to the Town of Kennebunk the sum as described below:
 - Class A Fines: Not less than \$100.00 per offense
 - Class B Fines: Not less than \$150.00 per offense
 - Class C Fines: Not less than \$250.00 per offense
4. The penalties set forth above shall be deemed minimum penalties and in appropriate cases the Town of Kennebunk may seek higher penalties not to exceed the maximum amount allowed and provided by law.

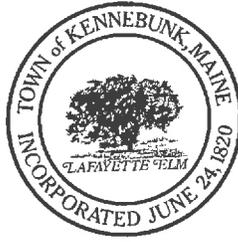
20. ISSUANCE OF CITATION

The Town of Kennebunk's Town Manager shall designate the proper persons or authorities that have the power to issue complaints or citations regarding the enforcement of all ordinances in the preceding chapters.

PROPOSED: 2016-06-14

9.b.

Town of Kennebunk, Maine



Mathew Eddy
Economic Development Director

Tel: (207) 604-1366
Fax: (207) 985-4609
Email: meddy@kennebunkmaine.us

Economic Development Committee

To: Board of Selectmen
From: EDC, Bob Georgitis, Co-Chair
Date: June 23, 2016
Subject: Delay in Naming new Members

The EDC would like to request a delay in naming any new members to the Board. We have long talked about restructuring the EDC. This included the concept of right-sizing the committee, as well as more direct membership links to other committees (i.e. Lower Village, Downtown, etc.). Given the changeover in the committee and the vacancies we now have, we would like to take the time to fashion a proposal for your review and approval. Thanks for your patience in this matter.