

TOWN OF KENNEBUNK

BOARD OF SELECTMEN

TUESDAY, OCTOBER 4, 2016 – 6:30 P.M.

KENNEBUNK TOWN HALL – 3rd FLOOR

WORKSHOP AGENDA

1. Call to Order
2. Review the following items concerning Town Committees:
 - List of all Town committees
 - List of members on each committee
 - Attendance of committee members
 - Committee members' terms (3-year Regular, 1-year Alternate, 1-year Youth, etc. note: not all committees have terms)
 - Committee By-Laws and Mission Statements
 - Status of minutes by committee
 - Current practice for appointments
 - Appointments to Boards, Committees & Commissions Policy
 - Committee Correspondence Policy
 - Committee comparison with other Towns
3. Adjournment

TOWN OF KENNEBUNK/COMMITTEE LISTING - AS OF SEPTEMBER 30, 2016

COMMITTEE	MEMBERSHIP	EXPIRATION DATE (June 30)	VACANCY	MEETING SCHEDULE	By-Laws	Mission Statement	Status of Minutes	Attendance 7/1/15-6/30/16 #meetings/#attended
Affordable Housing Comm.	Jennifer Gordon, Chair	2017	(2) 2019	Meets as Needed	none on file	no	n/a	n/a
7 (5 Regular, 2 Alternate)	Brian T. Hutchins	2018	(2) Alt. 2017				no mtgs held	
committee is inactive	Elva Kindler	2017						
Board of Assmt. Review	Richard B. Smith, Chair	2019		Meets as Needed	BAR Rules of Procedures, updated 2006		up to date	2/2
3 Regular	Caroline R. Parker	2017			Charter			2/2
	Melvin Uchenick	2018						2/1
Board of Selectmen	Richard. A. Morin, Chair	2019		2nd & 4th Tues.	yes, updated 2013	Charter	up to date	31/31
Elected	Christopher Cluff, Vice Chair	2017		at 6:30 p.m.	Charter			31/30
	Deborah Beal, Secretary	2017						31/31
	Daniel S. Boothby	2018						31/29
	Edward Karytko	2018						31/31
	Shiloh A. Schulte	2018						31/25
	L. Blake Baldwin	2019						new member
Budget Board	John Costin, Vice Chair	2019		Meets as Needed	Charter	Charter	(8 mtgs held)	8 mtgs. (of 5, attended 5)
7 Regular	Larry Dwight	2018					3 missing	8 mtgs. (of 5, attended 4)
	Donald C. Burnham	2017					missing:	8 mtgs. (of 5, attended 5)
	William A. Ward, Jr.	2017					1/14/2016	8 mtgs. (of 5, attended 5)
	Thomas Wiggins	2019					4/12/2016	8 mtgs. (of 5, attended 4)
	Thomas Wellman	2018					4/26/2016	new member
	Thomas J. Cahoon	2019						new member
Selectman Liaison	Christopher Cluff							
Committee on Aging	Bevan Davies, Chair	2019		2nd Thurs.	in process	in process	up to date	1/1
11 Regular	Edward Trainer, Vice Chair	2019		at 4:00 p.m.				1/1
and 4 Ex-Officios	S.Sassy Smallman	2019						1/0
	Alice White NR	2019						1/1
They may wish to adjust the size of the committee	Susan Pettit	2018						1/1
	Christina Bronzetti	2018						1/1
	Barbara Yates	2017						1/1
Considering name change to:	Donna Curtis-Binette	2017						1/1
Resource Comm. on Aging	Marti Hess-Pomber	2017						1/1
	Judith Metcalf	2018						new member
	Susan LeBlanc Malley	2018	(resignation on 10/11 BOS agenda)					n/a
	Karen Winton, GA Rep. (Ex-Officio)	ex-officio						
	Judy Bernstein, Planner Rep.(Ex-Off)	ex-officio						
	Candice Simeoni, PD Rep.(Ex-Officio)	ex-officio						
	Alaina L. Tridente, Chamber Rep.(Ex-Off)	ex-officio						
Selectman Liaison	L. Blake Baldwin							

TOWN OF KENNEBUNK/COMMITTEE LISTING - AS OF SEPTEMBER 30, 2016

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Community Dev. Block Grant (CDBG) Façade Adv. Comm.	Angus Macaulay (EDC Rep.)	no terms	5 vacancies	Meets as Needed	none on file	info on website	(4 mtgs held)	4 mtgs. (of 3, attended 2)
	Robert Metcalf (Pl. Bd. Rep.)						1 missing	4 mtgs. (of 3, attended 3)
9 Regular and 1 Ex-officio	Frances Smith (HPC Rep.)						missing:	4 mtgs. (of 3, attended 0)
<i>Ideally, per Mat Eddy, comm. could consist of Reps from EDC, Pl Bd, HPC & residents of WK, LV and Downtown areas with 1 ex-officio</i>	Terrence Vaughan (WKVC Rep.)						7/15/2015	4 mtgs. (of 3, attended 3)
	vacant (Downtown Comm. Rep.)							
	vacant (Chamber Rep.)							
	3 vacant (Resident Reps.)							
	Mathew Eddy (Ex-Officio)							
Community Garden Committee	Leslie Lindgren, Chair	no terms		4th Wed. at 5:30 p.m.	yes, updated 2016	yes	up to date	13/13
	Leo Hallen, Vice Chair							13/13
11 Regular and 1 Assoc.	Mary Elizabeth "Liz" Baker							13/8
	Sarah Downs							13/11
	Joseph "Gus" Favreau							13/11
	Barbara Rummler							13/10
	Harry Ruth							13/13
	Steven Doughty							13/13
	Dominic Cacciola							13/5
	Michelle Ruth							13/13
	Rona Klein							13/10
	Sandra P. Tillman (Assoc.)	Assoc.						n/a
Selectman Liaison	Deborah Beal							
Comprehensive Plan & Zoning Ord. Update Comm.	Robert Metcalf, Chair, Pl. Bd Rep.	no terms		2nd & 4th Wed. at 6:00 p.m.	Comprehensive Plan	info on website	(8 mtgs held)	8 mtgs. (of 6, attended 5)
	Charlie Galloway, Vice, Community Rep.						2 missing	8 mtgs. (of 6, attended 5)
15 (13 Regular + 2 Youth)	Robert Georgitis, EDC Rep.						missing:	8 mtgs. (of 6, attended 5)
	Nick Branchina, COSPC Rep.						1/27/2016	8 mtgs. (of 6, attended 6)
	Thomas Cahoon, WKVC Rep.						2/24/2016	8 mtgs. (of 6, attended 1)
	Elizabeth Smith, LVC Rep.							8 mtgs. (of 6, attended 4)
	Maureen Adams Weaver, HPC Rep.							8 mtgs. (of 6, attended 2)
	Philip K. Parker, Jr., SPRB Rep.							8 mtgs. (of 6, attended 6)
	Jeffrey Bonney, Community Rep.							8 mtgs. (of 6, attended 5)
	Daniel Lyons, Community Rep.							new member
	Joseph E. Bergeon, Youth Rep.	Youth						new member
	Kyle Ryan, Youth Rep. NR	Youth						new member
	Mathew Eddy, Economic Dev. Dir.							
	Chris Osterrieder, Comm. Dev. Dir.							
	Judy Bernstein, Town Planner							
Selectman Liaison	Edward Karytko							

TOWN OF KENNEBUNK/COMMITTEE LISTING - AS OF SEPTEMBER 30, 2016

COMMITTEE	MEMBERSHIP	EXPIRATION DATE (June 30)	VACANCY	MEETING SCHEDULE	By-Laws	Mission Statement	Status of Minutes	Attendance 7/1/15-6/30/16 #meetings/#attended
Conserv. & Open Space	Ellen R. Wolf, Chair	2018	(1) 2017	1st & 3rd Mon.	yes, Cons.Comm 1987	info on website	up to date	21/21
Planning Commission	Nicholas Branchina, Vice Chair	2019	(2) Alt. 2017	at 6:30 p.m.	Open Space Plan Imp. Draft 2006			21/21
7 (5 Regular, 2 Alternate)	Jennifer Shack	2017			(othing on file for combined committee)			21/21
	Todd Bridgeo	2019						new member
Selectman Liaison	Deborah Beal							
Dog Advisory Committee	Lisa Kendrick, Chair			2nd Wed.	none on file	info on website	(8 mtgs held)	8 mtgs. (of 5, attended 4)
10 Regular	Susan Stewart			at 6:30 p.m.			3 missing	8 mtgs. (of 5, attended 5)
and 1 Ex-Officio	Cathy Connors						missing:	8 mtgs. (of 5, attended 4)
	Ellen Fagan						5/11/2016	8 mtgs. (of 5, attended 5)
	Robin Levangie						6/8/2016	8 mtgs. (of 5, attended 5)
	Susan Hennessey						7/13/2016	8 mtgs. (of 5, attended 5)
	Ann Legg							8 mtgs. (of 5, attended 5)
	Polly Hoffman							8 mtgs. (of 5, attended 4)
	Linda Miller Cleary							new member
	Dianne Trachimowicz NR (non-voting member)							new member
	Sgt. Andrew Belisle, Ex-Officio	ex-officio						
Selectman Liaison	Daniel Boothby							
Downtown Committee	Ahmed Ciangiulli, Chair	2018	(2) Alt. 2017	1st Thurs.	yes, updated 2016	yes (in by-laws)	up to date	11/11
9 (7 Regular, 2 Alternate)	Sylvia Cavanaugh	2018		at 8:00 a.m.				11/11
	Haven W. Andrews, Jr.	2017						11/9
	Arlene L. Salvati	2019						11/7
	Cynthia Walker	2018						8/5
	Lisa Emmons	2017						5/5
	Lorraine Burr	2019						3/3
Selectman Liaison	L. Blake Baldwin							
Economic Dev. Committee	Robert Georgitis, Chair	2019	(1) 2018	1st Thus.	yes, updated 2010	yes (in by-laws)	(12 mtgs held)	12 mtgs. (of 11, attended 11)
13 (11 Regular, 2 Alternate)	Heather Harris, Vice Chair	2018	(2) 2017	at 5:00 p.m.			1 missing	12 mtgs. (of 11, attended 7)
and 4 Ex-officio	J. Steve Hrehovcik	2017	(2) Alt. 2017				missing:	12 mtgs. (of 11, attended 11)
	Gary Dugas	2019					8/6/2015	12 mtgs. (of 11, attended 11)
EDC wants to change size of comm. to 11 members	John Daamen	2019						12 mtgs. (of 11, attended 10)
	Rachel Phipps	2018						new member
(7 Reg. 4 Alt, to include Reps from LV, Downtown, WK comms.) + 4 ex-officios	Angus Macaulay (resigned)	2019	(resignation on 10/11 BOS agenda)					n/a
	William Macdonald (resigned)	2017	(resignation on 10/11 BOS agenda)					n/a
	Laura Dolce, Chamber Rep. (Ex-Officio)	ex-officio						
	Norm Labbe, KKWWD Rep. (Ex-Officio)	ex-officio						
	Michael Bolduc, KSD Rep. (Ex-Officio)	ex-officio						
	Todd Shea, KLPD Rep. (Ex-Officio)	ex-officio						
Selectman Liaison	Christopher Cluff							

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Energy Efficiency	Anthony W. Dater, Chair	2017	(2) 2018	2nd Wed.	none on file	info on website	(7 mtgs held)	7 mtgs. (of 3, attended 3)
Advisory Committee	Dennis Andersen, Vice Chair	2018	(1) 2019	at 5:30 p.m.			4 missing	7 mtgs. (of 3, attended 3)
9 Regular	David Sluyter, Sec.	2017					missing:	7 mtgs. (of 3, attended 1)
and 1 Ex-officio	Scott Negley	2019					11/18/2015	7 mtgs. (of 3, attended 3)
	Michael S. Wentworth	2018					12/9/2015	7 mtgs. (of 3, attended 1)
	Sharon Staz	2018					2/10/2016	7 mtgs. (of 3, attended 3)
	Todd Shea, KLPD, Ex-Officio	ex-officio					3/9/2016	
Selectman Liaison	Daniel Boothby							
Fair Hearing Authority	Estelle Wellman	2018	(1) 2019	Meets as Needed	Maine State Law	info on website	up to date	in 2013, attended 2/2
3 Regular	Brenda Robinson	2017			Charter, GA Ord.			in 2013, attended 2/2
Festival Committee	Lynne Abelson, Co-Chair	2019	(2) 2018	2nd Mon.	none on file	yes	up to date	9/9
13 (11 Reg, 1 Alt, 1 Youth)	Nancy L. Galloway, Co-Chair	2017	(1) 2017	at 4:30 p.m.				9/8
and 3 Ex-officio	Susan Plass	2017	(1) 2019					9/8
	John W. "Jack" Bates	2017	(1) Alt. 2017					9/8
	Mandy Nelson(new memberr 8/11/15)	2018						8/7
	Patricia A. Nicholas (new 9/8/15)	2019						7/7
	Jason Woloszyn (new 9/8/15)	2017						9/6
	Samantha Abelson (Youth Rep.)	2017, youth						8/9
	Tasha Pinkham, Rec. Dir., Ex-Officio	ex-officio						
	Linda Johnson, D.Comm., Ex-Officio	ex-officio						
	Jill LeMay, Library Dir., Ex-Officio	ex-officio						
Selectman Liaison	L. Blake Baldwin							
Historic Pres. Committee	Frances Smith, Chair	2017		2nd & 4th Mon.	policies adopted 1989	info on website	(20 mtgs held)	20 mtgs.(of 19, attended 15)
7 (5 Regular, 2 Alternate)	Maureen P. Raiter, Vice Chair	2018		at 6:30 p.m.	Charter, Zon. Ord.		1 missing	20 mtgs.(of 19, attended 14)
	Maureen Adams Weaver	2019					missing:	20 mtgs.(of 19, attended 16)
	Patrick Orr	2018					6/27/2016	20 mtgs.(of 19, attended 17)
	Judee Anne Jandreau	2017						20 mtgs.(of 19, attended 14)
	Barbara Fleshman (Alt.)	2017, Alt.						20 mtgs.(of 19, attended 14)
	Paul Bevacqua (Alt.) (new 5/10/16)	2017, Alt.						new member, 1/1
Selectman Liaison	Deborah Beal							
K'bunk Development Corp.	Robert Georgitis, Chair (EDC Rep.)			Meets as Needed	yes, adopted 2009	yes (in by-laws)		
11 Regular	John Sharood, (Resident Rep.)							
	David Moravick,(Finan.Rep.) NR							
(EDC appoints	Charlie Galloway (Resident Rep.)							
members to this	Richard Morin (Selectmen Rep.)							
Corporation)	Durward Parkinson,(Prof. Serv. Rep.)							
	Thomas Wellman (Business Rep.)							
	(Selectmen Rep.)							
	(EDC Rep.)							
	(Chamber Rep.)							
	(Industry Rep.)							
	Barry A. Tibbetts, Town Mgr.	non-voting						

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Kennebunk River Comm. 4 (3 Regular, 1 Alternate) and 1 Joint member w/ Kport	Richard M. Roberts, Jr., Chair	2018	(1) Alt. 2017	3rd Tues.	Interlocal Agreement		(10 mtgs held)	10 mtgs. (of 5, attended 5)
	Jack Jensen	2017		at 7:00 p.m.	Charter		5 missing	10 mtgs. (of 5, attended 5)
	Charles Barker, new 2/23/16	2019					missing:	5 mtgs. (of 5, attended ?)
	Robert Danzilo, Joint memb. w/Kport NR Raymond Billings, Harbormaster (non-voting)	2019					2016: 3/15, 3/21, 4/19 5/17, 6/21	new (3/16/16)
Selectman Liaison	Shiloh Schulte							
Lower Village Committee 9 (7 Regular, 2 Alternate)	Elizabeth Smith, Co-Chair	2019	(2) Alt. 2017	1st Mon. at	yes, adopted 2001	yes (in by-laws)	(13 mtgs held)	11/9 (new member 8/11/15)
	Wendy Ross	2018		8:00 a.m. at			1 missing	13 mtgs. (of 12, attended 10)
	Gregory Burke	2017		Washington Hose			missing:	13 mtgs. (of 12, attended 11)
	Pat Foley	2017		Fire Station, LV			8/3/2015	13 mtgs. (of 12, attended 10)
	Laura Dolce	2018						13 mtgs. (of 12, attended 9)
	Theresa Willette	2017						13 mtgs. (of 12, attended 10)
	Bonnie Clement, Co-Chair	2018	(resignation on 10/11 BOS agenda)					n/a
Selectman Liaison	Richard Morin							
Planning Board 7 (5 Regular, 2 Alternate)	Chris MacClinchy, Chair	2018	(1) Alt. 2017	2nd & 4th Mon.	yes, updated 1996	no	up to date	24/23
	Richard B. Smith, Vice Chair	2017		at 7:00 p.m.	Charter, Zon. Ord.			24/19
	Robert B. Metcalf	2019						24/21
	David C. Smith	2017						24/18
	Matthew Randall	2019						24/18
	Janice Vance (Alt.)	2017, Alt.						24/24
Selectman Liaison	Richard Morin							
Recreation Committee 9 (5 Reg, 2 Alt., 2 Youth)	Tyler J. Stewart, Chair	2017	(1) Alt. 2017	1st Wed.	yes, updated 1994	charge (in by-laws)	up to date	10/7
	Greg Searle	2017		at 4:30 p.m.		(Rec. Dept. has mission statement)		10/8
	Jonathan Whitehouse	2019						10/5
	Eddie St. John	2019						10/8
	Judy Milligan	2018						10/9
	John Hackett (Alt.), Sec.	2017, Alt.						10/8
	Julia Milligan (Youth Rep.) Olivia Aiken (Youth Rep.)	2017, Youth 2017, Youth						8/6 new member
Selectman Liaison	Shiloh Schulte							
Shellfish Committee 7 (5 Regular, 2 Alternate) committee is inactive (clam flats closed)	Philip K. Parker, Jr.	2018	(1) 2019	Meets as Needed	yes, 2002	"purpose" (in by-laws)	n/a	n/a
	John S. White	2017	(1) 2017		Charter		no mtgs held	
	Jonathan LeBarge	2018	(2) Alt. 2017					
	Russell Brown, Shellfish Warden (attends mtgs. but not a member)							

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Site Plan Review Board 7 (5 Regular, 2 Alternate)	Gary Dugas, Chair	2017	(1) Alt. 2017	3rd Thurs.	yes, updated 2013	no	up to date	8/8
	Jeanne Dunn, Vice Chair	2018		at 7:00 p.m.	Charter, Zon. Ord.			8/8
	Philip K. Parker, Jr.	2018						8/8
	Brenda S. Robinson, Sec.	2017						8/8
	Matthew Fagginger-Auer	2019						8/5
	Kristi Kenney (Alt)	2017, Alt.						8/7
Selectman Liaison	Edward Karytko							
Treasure Chest	Susan Flynn	no terms	(1) Reg.	Meets as Needed	none on file	no	n/a	n/a
Monitoring Committee 5 Regular has not met recently	Roger W. Ellenberger						no mtgs held	
	Helen L. Newton							
	Karen Paro							
	Director of Public Services Transfer Station Rep.							
Tree Committee 5 Regular	Greg Searle, Chair	2017		1st Thurs.	none on file	no	up to date	0/1
	John Walker	2018		at 5:00 p.m.				0/1
	Wayne C. Cutting	2018						1/1
	Paul B. Cotton	2017						1/1
	Boyd A. Swenson	2019						0/1
Selectman Liaison	L. Blake Baldwin							
Waterhouse Center	Barry Tibbetts, Town Manager	(position per Endowment By-Laws)			Yes	yes (in by-laws)		
Advisory Committee 5 Regular	Tasha Pinkham, Recreation Dir.	(position per in Endowment By-Laws)						
	Linda Johnson, Downtown Comm.	(appointed by Selectmen, per Endowment By-Laws)						
	Eddie St. John, Recreation Comm.	(appointed by Selectmen, per Endowment By-Laws)						
	vacant, Resident At-Large	(appointed by Board of Directors, per Endowment By-Laws)						
West Kennebunk	Barbara Weeman, Chair	2017	(1) 2017	1st Thurs.	2003	noted in by-laws	up to date	9/8
Village Committee 7 Regular	Brenda L. Spulick, Vice Chair	2019		at 5:00 p.m. at				9/9
	Raymond Ingalls	2019		Stevens Comm. Ctr.				9/3
	Carol A. Whitten	2017						9/9
	Thomas Cahoon	2018						9/4
	Bobbi Searles	2018						new member
Selectman Liaison	Edward Karytko							
Zoning Board	William Macdonald, Chair	2018	(1) Alt. 2017	3rd Mon.	Zoning Ord.	n/a	(4 mtgs held)	4/4
of Appeals 7 (5 Regular, 2 Alternate)	Steve Passerman	2017		at 6:30 p.m.	Charter		4 missing	4/4
	Patricia Kolosowski	2017					missing:	4/2
	Douglas Gallagher	2019					2015: 10/19	4/2
	Leah B. Rachin	2019					11/2, 11/30	1 attended, 3 recused (conflict)
	James Atwood (Alt.)	2017, Alt.					3/21/16	new member, 1/1

TOWN OF KENNEBUNK/COMMITTEE LISTING - AS OF SEPTEMBER 30, 2016

OTHERS:								
COMMITTEE	MEMBERSHIP	EXPIRATION DATE (June 30)	VACANCY	MEETING SCHEDULE	By-Laws	Mission Statement	Status of Minutes	Attendance 7/1/15-6/30/16 #meetings/#attended
Mathew J. Lanigan	Edward Karytko, Selectman Rep.			MDOT sets schedule				
Bridge Advisory Comm.	Jeffrey A. Bonney							
5 Regular	William Macdonald							
(this is a MDOT Comm.)	Bonnie Clement							
	Dwight Raymond							
RSU Committees:								
RSU 21 Cost-Sharing Amend.	Michael Mosher, RSU Dir. Rep.			RSU 21 sets schedule				
RSU 21 Cost-Sharing Amend.	Richard Smith, At-Large Rep.							
RSU 21 Cost-Sharing Amend.	Gayle Asmussen Spofford, At-Large Rep.							
RSU 21 High School Bldg. Cor	Douglas Stockbridge							
Selectmen's Ordinance Review Subcommittee: Deborah Beal, Daniel Boothby, Shiloh Schulte								
Selectmen's Finance Subcommittee: Chris Cluff, Richard Morin, L. Blake Baldwin								
Selectmen's Communications/Dispatch Subcommittee: Chris Cluff, Richard Morin, L. Blake Baldwin								
Selectmen's PAYT, Recycling, Transfer Station Review Subcommittee: Deborah Beal, Chris Cluff, Edward Karytko								
Selectmen's Social Service Agencies Review Subcommittee: Daniel Boothby, L. Blake Baldwin								
INACTIVE								
COMMITTEE	MEMBERSHIP	EXPIRATION DATE (June 30)	VACANCY	MEETING SCHEDULE	By-Laws	Mission Statement	Status of Minutes	Attendance 7/1/15-6/30/16 #meetings/#attended
Bicentennial Comm.	Steve Spofford, Chair	2012	(1) 2013	hasn't met in years	yes, 2017	yes, 2007		
5 Regular	Joyce Butler	2013	(1) 2011, (1) 2012					
Cable TV & Video Comm.	Rich Boucher, Chair (Town Rep.)	no terms	2 Resident Rep.	hasn't met in years	none on file	no		
7 Regular	L. Blake Baldwin (Business Rep.)		1 Bus. Rep.					
	Beth Keezer (Gov't. Rep./School) NR							
	Julie Albert (Resident Rep.)							

TOWN OF KENNEBUNK

CURRENT PRACTICE FOR APPOINTMENTS TO TOWN BOARDS, COMMITTEES AND COMMISSIONS

- **Advertise Openings**

- Town website
- Channel 5
- Town Office bulletin board
- Via reporters of local newspapers
- Paid advertisement in local newspaper

- **Receive Committee Volunteer Form**

Request applicant to submit a Committee Volunteer Form, which is available:

- Town Office (in lobby and at Town Manager's office)
- Town website
 - Download form, fill out, return to Town Manager's office, or
 - Online form, fill out, automatically emails to Town Manager's office

- **Schedule Brief Meeting with Selectmen**

Once the Committee Volunteer Form is received, the Town Manager's office contacts applicant (by email or phone) to schedule applicant to meet briefly with the Selectmen. In most cases, this is scheduled for the Selectmen's next meeting (on agenda as a special meeting, 15 minutes before the regular meeting begins).

- **Meet Selectmen, Make Appointment**

At a Board of Selectmen's meeting, the Selectmen will meet applicant and make the appointment during that meeting.

- **Appointment Notice**

The Town Manager's office notifies the applicant of their appointment (or lack of one) the day after the Selectmen's meeting. In most cases, the applicant is notified via email; if they do not utilize email, a letter is sent. The appointment notification states appointment information and also includes the following information on attendance.

As a Town of Kennebunk committee member, you are obligated, per Town Charter, to be sworn in by the Town Clerk's office within thirty days from the date of this notification or you will forfeit your position on the committee.

You should be aware that the Town Charter has attendance requirements that apply to your committee. Failure to attend the greater of three regular meetings in a row or more than 25% of all meetings in a six-month period will result in forfeiture of your position on the committee.

- **Applicant Sworn In**

The Town Clerk's office administers the oath of office to new committee member.

- **Term Expiring/Reappointment**

Approximately 60 days prior to June 30, members whose terms are expiring are notified and asked if they wish to be reappointed. Names of those seeking reappointment are then forwarded to the Selectmen in June. Attendance is reviewed for those members.

**TOWN OF KENNEBUNK
STATEMENT OF POLICY
APPOINTMENTS TO BOARDS, COMMITTEES & COMMISSIONS**

The Kennebunk Board of Selectmen believes that citizens are best served through a high degree of citizen participation in their government. One important opportunity for participation is through appointments to Town boards, committees and commissions (hereinafter referred to as committees). Our committees perform many vital functions in providing for the public health, safety and welfare of the citizens of Kennebunk. As these functions are so important, it is advisable to have citizens serving on committees who have varied expertise and who represent a broad cross section of our community. It is also advisable to have turnover on committees to ensure as extensive participation as is possible and to encourage new ideas and new approaches to come forward.

Each appointment is for the length of the term and does not ensure re-appointment at the end of the term. Regular terms are for three (3) years unless filling a vacancy; those vacancy appointments shall be for the remaining length of that respective term. Alternate terms are for one (1) year unless filling a vacancy; those vacancy appointments shall be for the remaining length of that respective term. These views are the basis for the following statement of policy:

1. The Board of Selectmen shall annually post all expiring terms on committees. The notice shall include the Town's website and any other media release the Board deems necessary.
2. The Board of Selectmen shall seek to meet with all prospective new appointees in order to discuss special qualifications, expertise and interest of applicants.
3. The Board of Selectmen shall review attendance records to ensure that citizens seeking reappointment have been active members. Attendance records shall be maintained for each committee. The Secretary shall ensure attendance is taken. Issues relating to non-attendance of a committee member shall be reported to the Town Manager by the staff member or Chairman of the committee.
4. A citizen may serve (appointed) as many consecutive terms as he/she is willing to serve.
5. Citizens may serve on more than one (1) binding committee at a time provided there is no conflict of interest, whether it be financial or role-related.
6. The Chairman, Vice Chairman, and Secretary of each committee shall be elected from among the membership. The Town provides paid secretarial assistance only for regular meetings of the Board of Assessment Review, Historic Preservation Commission, Planning Board, Site Plan Review Board, and Zoning Board of Appeals.
7. The Board of Selectmen, as the appointive authority, reserves the right to collectively and individually use whatever additional factors it deems appropriate in considering the appointment or reappointment of a citizen or non-resident to a Town committee.
8. If the Board chooses not to reappoint a resident he/she shall have the ability to request a meeting with the Board to discuss the reasons for the decision.

9. A schedule of committee meetings shall be provided to the Town Clerk. Immediately following each meeting where the official minutes have been approved, they shall be provided to the Town Clerk. Electronic transmittal of minutes is preferred.
10. Attendance is required to be taken at all meetings and provided to the Town Clerk with the meeting minutes. The Secretary will fill out a summary of the attendance in each committee's official binder.
11. Filling of regular vacancy positions by alternates shall be voted on by a majority vote of the Board of Selectmen. The longest serving alternate or first on the list of candidates is not a guarantee of the vacancy filling. The committee's Selectman Liaison shall provide information for the Board's consideration.
12. All regular committee members shall attend the Maine Freedom of Access training session once during their three-year appointment. The Chairman shall attend procedural training as recommended by the Board of Selectmen.
13. Non-residents may be appointed to a non-binding committee provided the appropriate demonstration of the citizen's skill, knowledge, desire and interest in serving the Town of Kennebunk is demonstrated. The appointment will be to an alternate position for a one (1) year term. If the committee does not have alternate positions, the appointment will be to a regular position for a one (1) year term.
14. Regular/permanent full and part-time employees of the Town of Kennebunk may not serve on any Town committee, except by ex-officio appointment. This limitation does not apply to individuals who are hired by the Town to serve as temporary workers, occasional instructors in the Recreation Department programs, or volunteer fire/rescue and volunteer police personnel; such individuals may serve on a committee related or unrelated to their work for the Town.

DRAFT: December 27, 2012

APPROVED: May 14, 2013

TOWN COMMITTEE CORRESPONDENCE POLICY

Purpose: To inform the Board of Selectmen on pertinent information distributed by Town committees.

Policy: Any committee correspondence, including but not limited to letters, emails, brochures, flyers, etc. directed to residents, businesses, or agencies needs to be pre-approved by the Committee's Selectman Liaison or Town Manager prior to public distribution. Either representative can bring the information to the full Board if necessary. A final copy will be sent to all members of the Board of Selectmen.

The policy would exempt:

- Abutter notifications
- Decisions by the Planning Board, Site Plan Review Board, Historic Preservation Commission, Zoning Board of Appeals, Board of Assessment Review, Fair Hearing Authority
- Routine correspondence with State and local agencies

APPROVED: By the Board of Selectmen on 11/22/11

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COMPARISON OF COMMITTEES BY TOWN

	K'bunk	K'Port	Arundel	Sanford	Wells	Ogunquit	Biddeford	Saco
Affordable Housing Committee	X							
Board of Assessment Review	X	X			X	X	X	X
Board of Selectmen or City Council	X	X	X	X	X	X	X	
Budget Board	X		X					
Committee on Aging	X							
CDBG Façade Adv. Committee	X							
Community Garden Committee	X							
Comp.Plan & Zoning Ord. Update Comm	X				X		X	
Cons. & Open Space Planning Comm	X	X			X	X	X	X
Dog Advisory Committee	X							
Downtown Committee	X						X	
Economic Development Committee	X						X	X
Energy Efficiency Adv. Committee	X							X
Fair Hearing Authority	X							X
Festival Committee	X							
Historic Preservation Committee	X					X	X	X
Kennebunk DevelopmentCorp.	X							
Lower Village Committee	X							
Planning Board	X	X	X	X	X	X	X	X
Recreation Committee	X		X		X	X	X	X
River Committee	X	X	X					
Shellfish Committee	X	X				X	X	
Site Plan Review Board	X							
Staff Review Committee	X				X			
Treasure Chest Monitoring Committee	X							
Tree Committee	X							
Waterhouse Ctr. Adv. Committee	X							
West Kennebunk Village Committee	X							
Zoning Board of Appeals	X	X	X		X	X	X	X
Inactive:								
Bicentennial Committee	X							
Cable TV & Video Committee	X						X	

COMPARISON OF COMMITTEES BY TOWN

	K'bunk	K'Port	Arundel	Sanford	Wells	Ogunquit	Biddeford	Saco
Special Committees:								
Mathew J. Lanigan Bridge Adv. Comm	X	X						
RSU 21 Cost Sharing Amend. Committee	X							
RSU 21 High School Bldg. Committee	X							
Selectmen's Ord Rev Subcommittee	X							
Selectmen's Finance Subcommittee	X							
Selectmen's Comm/Dispatch Subcomm	X							
Selectmen's PAYT, Recycling, Transfer St Rev Subcom	X							
Selectmen's Social Service Agencies Review Subcom	X							
Other Committees :								
Administrative Code Committee		X						
Beach Advisory Committee		X						
Cape Porpoise Pier Advisory Committee		X						
Cemetery Committee		X	X					
Government Wharf Committee		X						
Growth Planning Board		X						
Lighting Committee		X						
Parsons Way Committee		X						
Public Safety Committee		X					X	
Road Book Committee		X						
Sewer Advisory Committee		X						
Shade Tree Committee		X						
Sidewalk Committee		X						
Budget Review Committee					X	X		
Friends of the Library					X			
Harbor Advisory Committee					X	X	X	
Library Board of Trustees					X			
Ordinance Review Committee					X			
Personnel Advisory Board					X		X	X
Airport Advisory Committee				X			X	
Community Development Advisory Committee				X				
Microloan Oversight Committee				X				
Voter Registration Appeals Board				X				X

COMPARISON OF COMMITTEES BY TOWN

	K'bunk	K'Port	Arundel	Sanford	Wells	Ogunquit	Biddeford	Saco
Biddeford - Saco Area Economic Development Corporation Board								X
Board of Education								X
Coastal Water Commission								X
Land for Saco's Future								X
Saco Museum/Dyer Library Board of Trustees								X
Saco River Corridor Commission							X	X
Sea Level Adaption Working Group								X
Shoreline Commission								X
Southern Maine Regional Planning Commission								X
Traffic Safety								X
Transit Committee								X
Biddeford Housing Authority							X	
Capital Projects/Operations Committee							X	
Charter Revision Commission							X	
Environmental Board							X	
Finance Committee							X	
Fire Commission							X	
Police Commission							X	
Policy Committee							X	
Project Canopy Committee							X	
School Committee							X	
Solid Waste Management Commission			X				X	
Strategic Planning Steering Committee							X	
Tri-City Transit							X	
Wastewater Management Commission							X	
Bike- Pedestrian Committee						X		
Heritage Museum Committee						X		
Marginal Way Committee						X		
Performing Arts Committee						X		
Recycling Committee						X		
Wells - Ogunquit CSD Trustees					X	X		
Total	39	21	8	6	15	16	31	23

TOWN OF KENNEBUNK

CHARTER

ORIGINALLY ADOPTED

NOVEMBER 6, 1984

CHARTER REVISION ADOPTED

NOVEMBER 4, 2008

CHARTER REVISION APPROVED

JANUARY 27, 2009

EFFECTIVE DATE

JULY 1, 2009

AMENDED ON:

6/8/2010 Sec.3.06 1 (b)
1/2/2010 Sec. 3.06 13-19
11/2/2010 Sec. 3.11 2 (f)
6/14/2011 Sec. 2.03 & 5.03 4
6/12/2012 Sec. 3.06 4
11/6/2012 Sec. 3.06 17
11/4/2014 Sec. 2.05, 4.02, 3.04

**TOWN OF KENNEBUNK, MAINE
CHARTER**

ARTICLE I GRANT OF POWERS TO THE TOWN

Sec. 1.01 Incorporation

The Inhabitants of the Town of Kennebunk shall constitute a body corporate and politic by the name of the Town of Kennebunk (hereinafter referred to as the Town). The Town shall have all powers of a municipality under the Constitution and laws of the State of Maine.

Sec. 1.02 Form of Government

The form of government provided by this Charter shall be Town Meeting/Board of Selectmen/Town Manager.

Sec. 1.03 Construction

The provisions of this Charter shall be liberally construed so as to enable the Town to exercise any power or function which the Legislature of the State of Maine has power to confer upon the Town, which is not denied either expressly or by clear implication, and to exercise any power or function granted to the Town by the Constitution, the laws of the State of Maine, or this Charter. The granting of any specific power in the Charter shall not be construed as limiting the general powers of the Town.

ARTICLE II TOWN MEETINGS

Sec. 2.01 Membership; Purpose

The Town Meeting shall be the legislative body of the Town and shall exercise those powers set forth in Section 2.05 and any incidental powers necessary to effectuate the same consistent with the Constitution and laws of the State of Maine, except that the annual budget, any vote to incur bonded indebtedness with a term greater than of one year and all land use ordinances, including the Comprehensive Plan, and any amendments to such ordinances and Plan (hereafter collectively the "land use ordinances"), shall be decided by Town Meeting at referendum. All registered voters of the Town may vote at all Annual and Special Town Meetings.

**Sec. 2.02 Dates of the Annual Town Meeting (Amended 11-07-90
and 06-08-99)**

- 1) The Annual Town Meeting shall convene on the second Tuesday of each June for the purpose of electing Town officials and for voting on referendum articles, including the annual budget and all land use ordinances, and other secret ballot articles, if any, and shall adjourn to the Wednesday immediately following the second Tuesday of June for the purposes of considering and acting upon the remaining business. Terms of municipal officials elected at the Annual Town Meeting will begin on the 1st of July; terms of municipal officials elected at special elections shall begin immediately upon the certification of the results of the vote; ; and terms for School Board Directors, including those elected to a Regional School Unit, or successor organization, will begin on the following July 1.

- 2) Special Town Meetings may be called by the Board of Selectmen as provided in this Charter and the Constitution and laws of the State of Maine.

- 3) The warrant for the Annual Town Meeting shall be published in the Annual Town Report. The Town Clerk shall publish, in a prominent format, any warrant for a Special Town Meeting in a newspaper having general circulation in the Town at least 5 days but not more than 15 days prior to the Special Town Meeting.

Sec. 2.03 Procedure and Conduct of Town Meeting

Except as otherwise limited by this Charter and the Constitution and laws of the State of Maine, each Town Meeting shall adopt rules governing the procedure for and conduct of that particular meeting. The Board of Selectmen shall hold a public hearing on all articles to be voted on at referendum at any town meeting. The public hearing shall be held no less than forty-six (46) days, nor more than sixty-five (65) days, before the date of the town meeting; provided, however, that changes may be made to the warrant articles discussed at the public hearing without requiring another such public hearing; provided, further, that in the event any substantive changes are made to any warrant article, the Board of Selectmen may hold another public hearing no less than ten (10) days, nor more than thirty (30) days, before the date of the town meeting. [Amended 6/14/2011]

Sec. 2.04 Absentee Ballots

Absentee ballots may be cast at all Annual and Special Town Meetings for all matters, which shall be voted on at referendum. Absentee voting procedure shall be as provided in the laws of the State of Maine.

Sec. 2.05 Legislative Authority of a Town Meeting

The following Warrant Articles shall be acted upon by the Town Meeting by secret ballot, or at

referendum for paragraphs (d), (e) and (h)(regarding bond issues):

- a) Election of the members of the Board of Selectmen.
- b) Election of quasi-municipal and district officials.
- c) The Annual Budget, including any supplemental appropriations except as authority is otherwise provided to the Board of Selectmen under Sec. 3.06(4).
- d) All land use ordinances.
- e) Initiative and referendum articles proposed under Article VI.
- f) Any other business deemed appropriate by the Board of Selectmen.
- g) Notwithstanding any other provision of this Charter, any article authorizing a bond issue and related expenditures where necessary to comply with the property tax levy limit over-ride provisions under State law and any vote to incur bonded indebtedness with a term greater than one year.

[Amended 11/4/2014]

ARTICLE III BOARD OF SELECTMEN

Sec. 3.01 Composition

The Board of Selectmen shall consist of 7 members, elected by secret ballot at Town Meeting, for staggered terms of 3 years. To implement the one-time change to 7 members, at the Annual Town Meeting referendum in June of 2009, 4 persons shall be elected with the person receiving the fourth most votes to serve only a 2 year term; thereafter, all terms shall be for 3 years.

Sec. 3.02 Eligibility; Term Limits

In order to hold the office of Selectman, a person must be a resident of and registered voter in the Town, at least 18 years of age, and a citizen of the United States. No Selectman shall serve more than three (3) full, consecutive terms without at least a 3 year break from such office. This restriction shall apply to incumbents on the date of adoption of this provision, except that the three term limitation shall not commence until terms starting with the June 2009 Town meeting elections.

Sec. 3.03 Compensation and Expenses

Selectmen shall be compensated at rates adopted by the Annual Town Meeting, and shall receive reasonable expenses incurred in the course of their official duties as may be approved by a majority of the Board of Selectmen.

Sec. 3.04 Chairman and Vice-Chairman

- 1) At its first meeting in July after the Annual Town Meeting, the Board of Selectmen for the ensuing year shall elect a Chairman, a Vice-Chairman and a Board Secretary.
- 2) The Chairman shall preside at meetings of the Board of Selectmen and shall be entitled

to vote on Board matters.

- 3) The Vice-Chairman shall act as Chairman during the absence of the Chairman.
[Amended 11/4/2014]

Sec. 3.05 General Powers, Duties and Procedures

The Board of Selectmen, as a body, shall exercise all administrative and executive powers of the Town, except as otherwise provided by this Charter or the Constitution and laws of the State of Maine.

Sec. 3.06 Enumeration of Powers.

Selectmen shall have the following powers and duties:

- 1) To appoint and remove the Town Manager and the Town Attorney. All appointments shall be in writing and signed by the Board of Selectmen. No appointee shall be removed without just cause and after notice and hearing. All nomination of Town officials by the Town Manager under Sec. 4.02.5 must be confirmed by the Board of Selectmen. (11-04-97)

- 2a) To appoint members of, and have control over, the following boards and commissions:

<u>Board or Commission</u>	<u>Number of Members</u>
Board of Assessment Review	3 (1 alternate)
Budget Board	7
Fair Hearing Authority	3
Historic Preservation Commission	5 (2 alternates)
Planning Board	5 (2 alternates)
River Committee	3 (1 alternate)
Shellfish Committee	5 (2 alternates)
Site Plan Review Board	5 (2 alternates)
Zoning Board of Appeals	5 (2 alternates).

- b) To create, and appoint members to, such other boards or commissions as statutes, ordinances or Town vote may require, or as the Board of Selectmen in its discretion may deem necessary. Unless otherwise provided by the law creating it, the number of committee members on any new board or commission shall have no less than five regular members.

[Amended 6/8/2010]

- c) Each appointment to any board or commission shall be for a 3 year period commencing July 1 of the year in which the initial appointment is made, unless otherwise prescribed by statute.
- d) Alternate members shall be appointed to 1 year terms and shall vote in the absence of regular members. Alternate members are subject, as are regular members, to the provisions of Sec. 3.11 of this Charter.
- e) All appointments to boards and commissions shall be in writing and signed by a majority of the Board of Selectmen. No appointee shall be removed without just cause after notice and hearing.
- f) No member of the Zoning Board of Appeals shall simultaneously be a member of the planning Board or the Historic Preservation Commission.

3) To set the pay of those officers, officials and employees of the Town who receive compensation after giving consideration to any recommendations made by the Town Manager.

4) To oversee, monitor and account for the appropriations; warrants authorizing all disbursement of Town funds must be signed by (a) the Town Manager or the Finance Director and (b) one or more Selectmen. The Board of Selectmen may, after a duly advertised public hearing, vote to carry-over any unexpected year-end balance from any account previously approved by Town meeting vote from the then-current fiscal year to the next fiscal year in that same account, which carry over balances shall be deemed appropriated for that same account for that next fiscal year. The Board of Selectmen may transfer funds from accounts with balances to cover overdrafts in other accounts. The Board of Selectmen, by a concurring vote of at least a majority of all of its members, plus one, may vote to authorize additional appropriation(s) for the then-current operating budget to be funded from either (a) unanticipated revenues or (b) from the Town's undesignated fund balance ("surplus") for any emergency affecting the public health, safety or welfare. The sum of any or all such appropriation(s) in any single fiscal year may not exceed one-half (1/2) of 1% of the municipal operating budget (exclusive of the school budget) for the then-current budget year. Any such vote of the Board of Selectmen shall be supported by written findings identifying the emergency; [Amended 6/12/2012]

5) To prepare, or provide for the preparation of, and to make available for general distribution, the warrant for the Annual and Special Town Meetings and the Annual Town Report.

6) To enact ordinances as authorized by the laws of the State of Maine.

7) To authorize all actions for the enforcement of ordinances to be brought in the name of the Town.

- 8) To provide for the annual audit required by Sec. 3.07.
- 9) To require, as deemed necessary, a bond from a surety company for all persons trusted with the collection, custody, or disbursement of any of the monies of the Town. The premiums on said bonds shall be paid by the Town.
- 10) To enter into and execute contracts on behalf of the Town concerning matters authorized by this Charter, Town Meetings, or State statutes, except as otherwise delegated to the Town Manager.
- 11) To authorize all legal activity on behalf of the Town.
- 12) To approve and adopt administrative and personnel policies including, without limitation, rules and regulations governing the internal functioning of the Board of Selectmen except as otherwise provided in the Charter; provided that such rules and regulations shall require that each Selectman shall within one year of his or her election be required, for each term, to attend at least one Board of Selectmen-approved training session for elected officials. The Board of Selectmen shall adopt and have available for public inspection a set of written procedural rules governing the conduct of their meetings. Among other matters, except as may otherwise be provided by law, the rules shall provide that the public shall have the right to be heard on all items on the Board's meeting agenda.
- 13) To accept alewife fishing rights in the Kennebunk River pursuant to 12 M.R.S.A. §3708 and to operate such rights. The Board of Selectmen may offer for sale the right to take alewives in accordance with the requirements of State law.
- 14) To accept delivery of deeds to the Town conveying easements or other interests in land, provided that such deeds impose no affirmative obligations on the Town, whether as acquisition costs or otherwise.
- 15) To accept any donations of funds or equipment on behalf of the Town.
- 16) To set all municipal fees, after notice and hearing, except as otherwise provided by law.
- 17) To accept all Federal, State, County or private grants, including, without limitation, Community Development Block Grants ("CDBG") from the State of Maine Department of Economic and Community Development, on behalf of the Town; provided, however, no such grant shall be accepted without a public hearing by the Board of Selectmen, preceded by prior notice as provided for calling a special town meeting; provided, further, the public notice shall disclose any financial obligation that may be incurred by the Town by the acceptance of the grant, which financial obligation shall be stated expressly on the face of the Board of Selectmen's order accepting the same. [Amended 11/6/2012]

18) To set tax due dates and the interest rates on overdue tax balances and overpayment of taxes.

19) To sell and convey, as they deem necessary, any property acquired through the nonpayment of taxes, and give therefore a quitclaim deed of the Town's interest in such property. The property shall be sold or conveyed in accordance with regulations established by the Board of Selectmen after notice and hearing. These regulations shall include procedures for the conduct of such sales and the handling of proceeds there from and the Board of Selectmen may amend these regulations in succeeding tax years after notice and hearing. The Board of Selectmen shall also have the authority to execute and deliver quitclaim deeds, in their discretion, for the purpose of removing from the public record tax liens that have not been discharged through inadvertence. [Amended 11/2/2010]

Sec. 3.07 Independent Annual Audit

Prior to the end of the fiscal year, the Board of Selectmen shall designate a firm of certified public accountants to make an independent audit of accounts and other evidence of financial transactions of the Town government for the current fiscal year and to submit their report to the Board of Selectmen. Such accountants shall not maintain any accounts or records of Town business, but shall post-audit the records and documents maintained by the Town and any separate or subordinate accounts maintained by another office, department, or agency of Town government. This information shall be published in the Annual Town Report.

Sec. 3.08 Appointment and Removal of Town Manager

1) The Board of Selectmen shall appoint a Town Manager for a definite term by written contract of not less than 1 year or more than 3 years, who shall have the powers and perform the duties provided in Section 4.02 of this Charter.

2) The Board of Selectmen may, for just cause, remove the Town Manager by an affirmative vote of a majority of its members. At least 30 days before such removal shall become effective, the Board of Selectmen shall, by an affirmative vote of a majority of its members, adopt a preliminary resolution explicitly stating the specific reasons for removal. The Town Manager may reply in writing or may waive a public hearing, which shall be held not earlier than 20 days nor later than 30 days after the filing of such request. After such public hearing, if one be requested, and after full consideration, the Board of Selectmen by an affirmative vote of a majority of its members may adopt a final resolution of removal. By the preliminary resolution, the Board of Selectmen may suspend the Town Manager from duty, but the regular salary of the Town Manager shall continue to be paid during the period of suspension. If removal is voted, the Board of Selectmen shall cause to be paid to the Town Manager forthwith any unpaid balance of salary for the next 30 days as severance pay. The Town Manager shall cease the performance of all duties upon a vote of final resolution of removal.

3) The Board of Selectmen may appoint an acting Town Manager to serve during the absence or disability of the Town Manager.

Sec. 3.09 Holding Other Office (As amended 11-08-88)

No Selectman or his/her spouse shall hold any other compensated Town office or be employed by the Town, during the term for which he/she was elected to the Board of Selectmen. An individual may not be hired as a Town employee if his/her spouse is a Selectman. No former Selectman shall hold any compensated Town office or be employed in any Town department until one (1) year after the resignation or expiration of the term for which he/she was elected. No elected Town official shall hold appointed office in the Town unless the law or ordinance creating the appointed office so requires or allows; provided that this shall not prohibit an elected Town official from serving on a Town board or committee in an *ex officio* capacity. Unless otherwise required by law, or the context in which the term appears compels a contrary interpretation, whenever the term "Town official" is used in this Charter, it shall be interpreted to mean any elected or appointed Town officer, appointee or employee.

The restrictions in this section shall apply not only on a prospective basis, but shall also apply to incumbent Selectmen.

Sec. 3.10 Interference with Administration

Except for the purpose of inquiry, the Board of Selectmen shall deal with Town employees solely through the Town Manager. Selectmen, individually, or as a Board, shall not give orders, either directly or indirectly, to any employee of the Town Manager.

**Sec. 3.11 Vacancies; Forfeitures of Office;
Filling of Vacancies
(As amended 11-07-90 and 11-04-97)**

1) A vacancy in a Town Office or on any board or commission may occur by the following means: non-acceptance, death, resignation, permanent disability, incompetency, failure to qualify for the office within 10 days after written demand by the Board of Selectmen, failure of the Town to elect a person to office, removal from office in any manner provided by law, and forfeiture of office as provided in this Charter.

2) Elected officials or appointees to a board or commission shall forfeit their office if they:

- a) Lack at any time during their term of office any qualifications for the office prescribed by the Charter or by the Constitution and laws of the State of Maine,
- b) Violate any express prohibition of this Charter,
- c) Are convicted of a crime punishable by imprisonment for more than 30 days whether or not such imprisonment actually occurs.
- d) (i) with respect to all boards or commissions other than the Board of Selectmen, fail to attend the greater of three (3) consecutive regular meetings of the board or commission or more than 25% of all meetings within any 6 month period, unless such absences are

determined not to be grounds for forfeiture pursuant to Section 3.11(4). Relief under Section 3.11(4) shall be available only to members of appointed boards and commissions and not to members of elected boards and commissions or to members of boards and commissions containing both elected and appointed members.

(ii) with respect to the Board of Selectmen, fail to attend more than 25% of all meetings within any six-month period.

e) Fail to perform the duties of the office; or

f) Elected and appointed officials have thirty (30) days from the date of their election or notification of appointment to be sworn in to office except for good cause. Good cause shall be determined by the Board of Selectmen, other than the Board member-elect, if applicable.

[Amended 11/2/2010]

3) The determination of when a vacancy exists shall be made by the Board of Selectmen no later than its next regularly scheduled meeting. Upon such determination, a vacancy shall be deemed to 'occur' for purposes of filling such vacancy pursuant to Section 3.11(5). The determination of whether a forfeiture has occurred shall be made by the Board of Selectmen by appropriate proceedings of a judicial nature and after written notice and hearing. After receipt of such written notice, where the reason of alleged forfeiture is failure to attend the requisite number of meetings, the six month period for determining whether the member failed to attend the requisite percentage of all meetings shall end on the date of such written notice, and no subsequent meetings may be included in determining whether a forfeiture has occurred. When the forfeiture involves a member of an elected or appointed board or commission, notice of the hearing shall be given to all other individuals who are members of the board or commission at the time the alleged grounds for forfeiture occurred.

4) a) The failure of an appointed board or commission member to attend the greater of three consecutive regular meetings of the board or commission or more than 25% of all meetings within any six month period shall not result in forfeiture of office if the Board of Selectmen determines that the absences were justified and that forfeiture is not in the best interests of the Town. In making this determination, the Board of Selectmen shall consider all relevant evidence, including but not limited to the following:

i) whether the reason for the absence was within or- beyond the board/commission member's control;

ii) whether the absence interfered with the efficient operational functioning of the board;

iii) whether the board/commission member could have given advance notice;

iv) the attendance history of the board/commission member.

b) The board/commission member shall have the burden of establishing by a preponderance of the evidence that the absences were justified and forfeiture is not in the best interests of the Town.

5) When a vacancy occurs in any appointed Town office or position, the original appointing authority shall appoint a qualified person to fill the vacancy within 60 days. When the vacancy occurs in any elected Town office or position and the vacancy occurs more than 120 days prior to the next Annual Town Meeting, the vacancy for the unexpired portion of the term shall be

filled by a Special Town Meeting to be held within 75 days of the vacancy. If such a vacancy occurs 120 days or less prior to the next Annual Town Meeting, the vacancy shall be filled for the unexpired portion of the term at the next Annual Town Meeting.

Sec. 3.12 Conflicts of Interests; Ethical Standards

No elected or appointed Town official shall, in such capacity, participate in the deliberation or vote, or otherwise take part in the decision-making process, on any agenda item before his/her collective body in which he/she or a member of his/her immediate family has a financial or special interest of a pecuniary nature, other than an interest held by the public generally.

Any elected or appointed Town official who believes that he/she or a member of his/her immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before his or her collective body, shall disclose the nature and possible extent of such interest. Similarly, any elected or appointed Town official of that board or committee who believes that a fellow member of the collective body or a member of the fellow member's immediate family has a financial or special interest, other than an interest held by the public generally, shall raise the issue with the collective body and request disclosure of the nature and possible extent of such interest by the Town official. Once the issue of conflict has been initiated relative to an individual Town official, and disclosure has been made as provided above, such individual's remaining fellow Town officials of that board or committee shall vote on whether such individual shall be excused from participating in the deliberation or vote, which determination shall control.

If it is found that there is reasonable cause to believe that an official has failed to disclose an actual or possible financial or special interest, other than an interest held by the public generally, that official shall be informed of such belief and afforded an opportunity to disclose the interest. If, after hearing the response, it is determined by such individual's remaining fellow Town officials that the official did fail to disclose an actual or possible financial or special interest, appropriate and corrective action shall be taken, including, without limitation, a vote of censure. In all such instances, a written report shall be forwarded to the Board of Selectmen, indicating the nature of the conflict, the official's position and its resolution by his or her fellow Town officials; provided, however, only the Board of Selectmen may remove a Town official in such an instance and only after first providing the official with appropriate notice and an opportunity to be heard.

No elected or appointed Town official shall, to the detriment of the Town, disclose confidential information concerning the property, government or affairs of the Town; nor shall he/she use such information to advance the financial or private interest of him/herself or others. For purposes of this Section, the term "confidential information" shall mean any information, oral or written, which comes to the attention of, or is available to, such Town official only because of his or her position with the Town, and is not a matter of public record. Information received and discussed during an executive session of a collective body of the Town called pursuant to 1 M.R.S.A. §§ 405 et seq. shall be considered within the constraints of this Section, and shall not be disclosed to any third party unless permitted by affirmative vote of such body.

No elected or appointed Town official, shall accept any valuable gift, whether in the form of service, loan, thing or promise, from any person and/or business which to his/her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the Town; nor shall any elected or appointed municipal official: accept any gift, favor or thing of value that tends to influence or could reasonably be expected to influence him/her in the performance of official duties or that is intended as a reward for any official action.

The standards of conduct established in this section shall apply to Town employees as well as other Town officials, but any inquiry or disciplinary action shall be conducted solely under the terms of the applicable personnel law.

ARTICLE IV TOWN MANAGER

Sec. 4.01 Qualifications

The Town Manager shall be chosen by the Board of Selectmen on the basis of character and executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office as hereinafter set forth.

Sec. 4.02 Powers and Duties of the Town Manager

The Town Manager shall:

- 1) Be the chief administrative official of the Town.
- 2) Be responsible to the Board of Selectmen for the supervision and administration of all departments and offices for which the Board confirms the appointment of the department head or director.
- 3) Implement all laws and ordinances of the Town.
- 4) Serve as the head of any department for which the Board of Selectmen appoints the department head or director when so directed by the Board.
- 5) Nominate, subject to confirmation by the Board of Selectmen, supervise and control the following Town officials:
 - Assessor
 - Building Inspector
 - Civil Emergency Preparedness Director
 - Code Enforcement Office
 - Constable
 - Finance Director (also serves as Treasurer and Tax Collector)
 - Fire Chief
 - Harbor Master
 - Health Officer

- Historian
- Parks & Recreation Director
- Planner
- Plumbing Inspector
- Police Chief
- Public Works Director (also serves as Road Commissioner)
- Sealer of Weights and Measures
- Social Services Director;
- Town Clerk
- Youth Services Director; and

the heads of any other departments created by the Board of Selectmen or the Town Manager. The Town Manager shall also appoint, supervise and control all other officials, subordinates and assistants, except the Town Manager may delegate this authority to the appropriate department head, and report all appointments to the Board of Selectmen.

[Amended 11/4/2014]

- 6) Have exclusive authority to remove for just cause, after notice and hearing, any persons whom the Town Manager is authorized to appoint, and report all such removals to the Board of Selectmen.
- 7) Act as the purchasing agent for all Town departments, boards, or commissions, provided that the Town or the Board of Selectmen may require that all purchases of a designated amount be submitted to competitive bid; and except that the Board of Selectmen may submit any purchase to competitive bid when deemed feasible.
- 8) Attend all meetings of the Board of Selectmen unless excused by the Board.
- 9) Attend all Annual and Special Town Meetings, and hearings of the Town which are initiated by the Town Manager or as required by the Board of Selectmen.
- 10) Keep the Board of Selectmen and the residents informed as to the financial condition of the Town.
- 11) Make recommendations to the Board of Selectmen for the more efficient operations of the Town.
- 12) Make application for State, Federal, and other aid grants for the benefit of the Town, as approved by the Board of Selectmen.
- 13) Perform such other duties as may be prescribed by this Charter or required by the Board of Selectmen, not inconsistent with this Charter.

ARTICLE V

BUDGET PROCESS

Sec. 5.01

Fiscal Year (As amended 11-07-90)

The fiscal year of the Town shall begin on the first day of each July and end on the last day of each June, except as may otherwise be established, from time to time, by the Town Meeting.

Sec. 5.02

Budget Board

- 1) There shall be a Budget Board consisting of 7 members, appointed by the Board of Selectmen. The Budget Board shall provide annually a written report to the Board of Selectmen, separate from its recommendations on individual warrant articles, detailing its annual budget recommendations for inclusion in the Town Report; provided, however, the failure of the Budget Board to file such a report shall not prevent the Annual Town Meeting from acting on the budget and shall not prevent the budget as voted upon from taking effect.
- 2) The Budget Board shall meet periodically to review Town finances and the administration of the budget.
- 3) The Budget Board shall review and recommend to the Town Meeting annual and long range budget proposals and any changes in the levels of municipal services.
- 4) The Budget Board shall meet with and assist the Town Manager, Board of Selectmen and department heads in preparing a long range capital expenditure plan for the Town which shall be reviewed and updated annually.
- 5) The Budget Board may propose budget articles for consideration by the Annual Town Meeting, which articles shall be included in the warrant issued for the Annual Town Meeting.

Sec. 5.03

Budget Process (As amended 11-07-90)

- 1) Not later than 120 days before the Annual Town Meeting, the Town Manager shall submit, to the Board of Selectmen and the Budget Board, his/her recommendations and a proposed budget for the ensuing fiscal year.
- 2) The Board of Selectmen shall review the proposed budget and prepare a final budget for submission to the Annual Town meeting.
- 3) The Budget Board shall, at a minimum, meet together with the Board of Selectmen, to review the final budget in a joint session and may make its recommendations to the Annual Town Meeting. The failure of the Budget Board to make a recommendation on any particular budget article(s) shall not prevent the Annual Town Meeting from acting on

the same.

- 4) The Board of Selectmen shall hold at least two public informational meetings on the budget, the first of which shall be noticed and conducted as a public hearing and held no less than seventy (70) days and no more than ninety (90) days before the Annual Town Meeting referendum vote and in time for the Budget Board and the Board of Selectmen to take into account comments from the public hearing before finalizing the Annual Town Meeting referendum ballot, and the second of which shall be held no less than seven (7) days and no more than twenty(20) days before the Annual Town Meeting. [**Amended 6/14/2011**]
- 5) The Annual Town Meeting shall adopt the final budget for the Town. If the budget is not approved by the beginning of the new fiscal year, then the final budget figure(s) for the immediately preceding fiscal year for on-going municipal services only shall be deemed effective to permit expenditures until the final budget is adopted and then to be charged against the new budget, but only to the extent reasonably sufficient to cover necessary expenses to protect the public health, safety and welfare; provided, however, beyond the initial Town meeting vote on the annual budget, there may be, if necessary, up to, but not more than, two additional votes on the proposed annual budget, or the final budget figure(s) for the immediately preceding fiscal year for on-going municipal services only shall be deemed adopted.

Sec. 5.04

Form of the Budget Articles

Each budget article presented to the Town Meeting shall set forth a specific sum to be raised or appropriated for a specific purpose, such sum to be the greater of the amounts recommended by the Board of Selectmen or the Budget Board. Each such article shall be accompanied by recommendations as to amount from the Board of Selectmen and the Budget Board, which recommendations shall be printed in the Warrant. The sum raised or appropriated shall be determined by the vote of the Town Meeting but shall not exceed the sum set forth in the article.

Sec. 5.05

Fiscal Cooperation

Each year, the Budget Board shall appoint one of its members to serve as its formal liaison with the Board of Trustees of the Kennebunk Free Library and a different member to serve as its formal liaison with the governing board of the Regional School Unit, or its successor organization, to promote coordinated financial planning and fiscal cooperation among all municipal and quasi-municipal agencies and organizations within the Town and to provide the Budget Board and the Board of Selectmen with a detailed review of the annual budgetary and capital needs of the library and the public schools; provided, however, that no Budget Board member who serves on the Board of Trustees of the Kennebunk Free Library or on the governing board of the Regional School Unit, or its successor organization, may serve as such liaison.

ARTICLE VI INITIATIVE AND REFERENDUM

Sec. 6.01 Petitioners' Rights

The qualified voters of the Town shall have the right to propose ordinances by petition and to petition for reconsideration of adopted ordinances, pursuant to the Constitution and laws of the State of Maine and the procedures set forth in this Article.

Sec. 6.02 Citizens Petition for Ordinances

On the written ordinance initiative petition of a number of voters equal to at least 7% of the number of votes cast in the Town for the office of Governor at the last gubernatorial election, but in no case less than 100, the Board of Selectmen shall either insert a particular article in the next warrant issued or shall, within 60 days, call a Special Town Meeting for its consideration, whichever occurs first.

Sec. 6.03 Referendum by Secret Ballot

By order of the Board of Selectmen or on the written petition of a number of voters equal to at least 7% of the number of votes cast in the Town for the office of Governor at the last gubernatorial election, but in no case less than 100, the Board of Selectmen shall require that a particular article be placed on the next ballot printed, or shall call a Special Town Meeting for its consideration. A public hearing shall be held by the Board of Selectmen on the subject of such article at least 10 days before the day for voting thereon. Notice of such public hearing shall be given by the Selectmen by causing a copy of said proposed article, together with the time and place of hearing, to be posted in the same manner required for posting a warrant for a Town Meeting, at least 7 days before the date set for such hearing, and a return shall be made on the original notice by the Board of Selectmen stating the manner of notice and time when it was given..

Sec. 6.04 Petition Procedures

Petitions filed under this Article shall be subject to the following procedural requirements and limitations.

1) A Town Meeting vote required under either Sec. 6.02 or Sec. 6.03 shall be held no less than twenty (20) days nor more than 60 days after the Town Clerk's verification of the required number of signatures and, if necessary, the Board of Selectmen shall call a Special Town Meeting for its consideration within those time periods; provided, however, if either the Annual Town Meeting or a Special Town Meeting is to be held within 180 days of the Town Clerk's certification of the required number of signatures, and all other provisions of law for notice and absentee balloting can be met, then the Board of Selectmen may schedule the referendum petition article to be considered at such previously scheduled Town Meeting. A public hearing shall be held by the Board of Selectmen on the subject of such article at least 10 days before the day for voting thereon. Notice of such public hearing shall be given by the Selectmen by causing a copy of said proposed article, together with the time and place of hearing, to be posted in the same

manner required for posting a warrant for a Town Meeting, at least 7 days before the date set for such hearing, and a return shall be made on the original notice by the Board of Selectmen stating the manner of notice and the time when it was given.

2) No matter may be the subject of a petition under this Article more than once in any single municipal year.

3) If more than one initiative petition is submitted on the same subject, then all such petitions shall be acted upon as otherwise prescribed in this Article, and if more than one such petition passes and is inconsistent with another that passes, then the petition that receives the most affirmative votes shall prevail with regard to any such inconsistent matters.

4) No petition submitted under this Article shall propose any matter otherwise unlawful, nor an article covering personnel matters or appointments, nor a budget article or appropriation that did not appear on the most recent Annual Town Meeting warrant, nor rules and regulations governing the internal functioning of the Board of Selectmen.

5) All referendum questions shall be drafted and appear on the ballot such that they can be voted on by a "yes" or a "no" vote.

6) The Town Clerk shall be available to assist any petitioners as to form and procedures in exercising their rights under this Article, but shall not advise them as to substantive matters.

ARTICLE VII RECALL OF ELECTED OFFICIALS

Sec. 7.01 Elected Officials May Be Recalled

Any elected official may be recalled and removed from office by the qualified voters of the Town as herein provided. Recall is intended to be used when, in the opinion of the number of voters hereinafter specified, an elected official, acting as such, has caused a loss of confidence in that official's judgment or ability to perform the duties and responsibilities of the office.

Sec. 7.02 Affidavit, Petition, Preparation and Filing

Any 25 qualified voters of the Town may file with the Town Clerk an affidavit containing the name of the official sought to be recalled and a statement of specific facts to support the grounds of recall. The Town Clerk shall forthwith transmit a copy of such affidavit to the official sought to be recalled and to the Board of Selectmen. Within 5 days from the date of the filing of the affidavit, the Town Clerk shall deliver to the 25 voters making such affidavit a sufficient number of copies of petition blanks demanding such recall. The blanks shall be issued, consecutively numbered and signed by the Town Clerk, who shall set the official seal thereto; they shall be dated and addressed to the Board of Selectmen, and shall contain the name of the official sought to be recalled, the grounds of recall as stated in said affidavit, and the names of the persons to whom issued; and they shall demand the election of the successor to such official. The recall petition shall be returned and filed with the Town Clerk within 30 days after issuance of the petition. Said petition, before being returned and filed, shall be signed by registered voters of the Town equal to at least 10% of the number of votes cast in the Town for Governor in the last gubernatorial election, but in no case less than 100 voters, and to every signature shall be added

the place of residence of the signer. The Town Clerk shall deliver the petition to the Registrar of Voters, and the Registrar of Voters shall within 5 days certify thereon the number of signatures which are names of qualified voters of the Town.

Sec. 7.03 Election as to Recall and Public Hearing

If the petition shall be certified to be sufficient by the Town Clerk and the registrar of voters, the Town Clerk shall allow 5 days for the filing of legal challenges to the signatures on the petition. If no such challenges are filed, the Town Clerk shall forthwith certify and submit the petition to the Board of Selectmen. The Board of Selectmen shall forthwith give written notice to said official of the receipt of said certificate and, if the official sought to be removed does not resign within 5 days, shall order an election to be held on a day fixed by them not less than 50 nor more than 60 days after the date of the Town Clerk's certificate that a sufficient petition is filed. If any other Town election is to occur within 75 days after the date of said certificate, the Board of Selectmen may, at its discretion, postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been so ordered, the election shall nevertheless proceed as in this section provided. If the official sought to be recalled so requests, the Board of Selectmen shall make provisions for a public hearing on the matter, said hearing to take place not less than 7 days prior to said election.

Sec. 7.04 Nomination of Candidates

Any official being recalled shall not be a candidate at the recall election. The nomination of candidates, the publication of the warrant for recall election, and the conduct of the same shall be in accordance with the provisions of the laws of the State of Maine relating to elections, unless otherwise provided in this Charter. Nomination petitions for candidates at the recall election shall be filed with the Town Clerk within 15 days after the date of the filing of the certificate of the Town Clerk as to the sufficiency of the recall petition.

Sec. 7.05 Incumbent to Continue Duties During Recall Process

The incumbent official shall continue to perform the duties of the office until the results of the recall election are certified. If not recalled the official shall continue in office for the remainder of the unexpired term, subject to subsequent recall only as provided in Section 7.07. If recalled in the recall election, the official shall be deemed removed upon the certification of the election results.

Sec. 7.06 Form of Ballots for Recall

The ballots used in recall elections shall contain a separate question for each official whose recall is sought as follows: "Shall (name of official) be recalled from office?" and shall contain two separate boxes, one for a 'yes' vote and one for a 'no' vote. Under the question there shall appear the word 'CANDIDATES' and the direction 'Vote for One' and beneath this the names of candidates nominated as hereinbefore provided. In the event the recall petition is passed, the candidate receiving the greatest number of votes shall be deemed elected for the balance of the

promptly sworn in by the Town Clerk following their election or appointment and shall swear or affirm that they will support the Constitution of the United States, the laws of the State of Maine, the provisions of this Charter and the Ordinances of the Town.

Sec. 8.06 Severability

If any of the provisions of this Charter are held to be invalid, the other provisions of the Charter shall not be affected thereby. If the application of the Charter or any of its provisions to any person or circumstance is held to be invalid, the application of this Charter and its provisions to other persons and circumstances shall not be affected thereby.

ARTICLE IX TRANSITIONAL PROVISIONS

Sec. 9.01 Continuation of Ordinances

All ordinances, resolutions, rules and regulations of the Town and votes of the Town Meeting which are in force on the effective date of this Charter, which are not inconsistent with the provisions of this Charter, shall continue in force until amended or repealed.

Sec. 9.02 Continuation of Government

All departments, boards and commissions and other Town bodies existing on the effective date of this Charter or established by this Charter shall continue in the performance of their powers, duties and functions until altered or abolished pursuant to this Charter.

Sec. 9.03 Continuation of Offices and Employment

Except as provided in this Section, all elected and appointed Town officials and members of boards and commissions who are in office on the effective date of this Charter shall continue to hold office until the expiration of the terms for which they were elected or appointed. Where this Charter requires a reduction in the number of members of a board or commission, the reduction shall be accomplished by attrition or expiration of terms of office, whichever first occurs. Where this Charter requires a reduction in the length of term of office of members of boards or commissions, the terms of existing members shall be reduced, proportionately where appropriate, to accomplish a prompt and orderly transition. All persons employed by the Town on the effective date of this Charter shall continue in such employment until their terms expire or are otherwise terminated.

Sec. 9.04 Continuation of Contracts and Obligations

All contracts or obligations entered into by the Town prior to the effective date of this Charter

shall continue in full force and effect.

Sec. 9.05 Pending Actions and Proceedings

No actions or proceedings, whether civil or criminal, pending on the effective date of this Charter, brought by or against the Town or any department, board, commission or other Town agency thereof, shall be affected or abated by the adoption of this Charter or by anything contained herein.

Sec. 9.06 Continuance of Tax Obligations

All taxes levied or assessed by the Town prior to the effective date of this Charter which have not been collected by the Town shall be collected, with any penalties thereon, by the duly established Town government and officers under this Charter.

ARTICLE X DATE CHARTER BECOMES EFFECTIVE

Sec. 10.01 Effective Date

The Charter shall be in full force and effect for all purposes on and after July 1, 2009, provided it shall take effect immediately for the purpose of conducting any elections or other transitions required by the new provisions. All provisions of this Charter requiring implementation by the Board of Selectmen shall be implemented by the Selectmen by July 1, 2009, or as soon thereafter as possible.

