TOWN OF KENNEBUNK

BOARD OF SELECTMEN

TUESDAY, NOVEMBER 8, 2016 – 6:15 P.M.

KENNEBUNK TOWN HALL

3rd FLOOR/ROOM 301

AGENDA

Tuesday, November 8th

PLEASE TAKE THE TIME TO VOTE!

Voting will take place in the Edward C. Winston Town Hall Auditorium from 6:00 a.m. – 8:00 p.m.

and

HELP "STUFF THE BUS" for our local food pantry

Help us fill the Kennebunk Recreation bus on Election Day, with non-perishable food items to benefit our local food pantry.

Look for the bus in the Town Hall parking lot.

Volunteers will be accepting non-perishable food items as well as monetary donations.

SPECIAL MEETING – 6:15 P.M.

Interview the following Candidates for Committees:

- Zoning Board of Appeals

  Susan Mosher Vacancy: (1) Alt. 2017

- Lower Village Committee

  Nina E. Spencer Vacancy: (2) Alt. 2017

- Skate Park Ad-hoc Committee Members

  We advertised for (4) Residents and (3) Skaters (any age) to serve on this committee. Note: If an applicant under the age of 18 is appointed to this committee, they should be appointed as a Youth member, consistent with other Town committees.

Name	*Applying for: Resident Member or Skate Member*
Marc Barron	Resident Member (former skater)
Chris Puffer	Resident Member
Paul Beaudoin	Resident Member
Karen Beaudoin	Resident Member
Will Hallee (age 14, 9th Grade)	Skate Member (youth)
Christine Burgess	Resident Member
Joseph Peterson	Resident Member
Sharron Eastman	Resident Member
James Trentalange	Resident Member or Skate Member

Note: Applications received after the posting of the agenda will be provided to the Board at the meeting.

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. October 18, 2016 Workshop Meeting
   b. October 25, 2016 Regular Meeting

3. **Items to be Signed (3-5 minutes)**
   a. Items as Presented

4. **Public Hearing(s)** - none

5. **Public Comments (5-10 minutes)**

6. **Acknowledgements/Announcements (10-15 minutes)**

   a. Accept the following Donations:

      - Police Department Donation– The Kennebunk Police Department received a $50.00 donation from Ms. Gail Alling. The Police Department has asked that this donation be credited to their training line item to assist with future training classes.

        MOTION: To accept the donation from Ms. Alling (with the donation being credited to the PD's training line item) and send a letter thanking her for her generous donation.

      - Fire Department Donations – The Kennebunk Fire Rescue Department received the following donations:

        - Stanley & Barbara Barwise $50.00 in memory of Ruth Johnson
        - Edward & Nancy Meehan $50.00 in memory of Betty Nedeau
        - Bruce G. Nedeau $50.00 in memory of Betty Nedeau

        MOTION: To accept the donations from Stanley & Barbara Barwise, Edward & Nancy Meehan and Bruce G. Nedeau and send letters thanking them for their generosity.

   b. West Kennebunk Holiday Fair, Saturday, November 5 from 9:00 a.m. to 2:00 p.m. at the West Kennebunk Fire Station and the Dorothy Stevens Community Center: Crafts, Baked Goods, Treasure Table and Light Luncheon. Get a start on your holiday shopping!

   c. Veterans' Day Holiday – Friday, Nov. 11
      - Town Hall will be closed
      - Department of Public Services will be closed
      - Transfer Station/Recycling Center *will be open* Friday and Saturday (regular hours: 8AM-3PM)

   d. Rabies Clinic – Saturday, November 12 from 10:00 a.m. to noon at the Waterhouse Center. The cost is $10/animal. Dogs must be on leashes and cats must be in crates. No preregistration required. This event is sponsored by Kennebunk Brownie Scout Troop 2192, Kennebunk Elementary School and Dr. Catherine Sanders of Taylor Brook Animal Hospital (in Auburn).

   e. Board of Selectmen Outreach Session – Saturday, November 19 from 8:30 a.m. to 10:30 a.m. This session will be hosted by Selectmen Morin and Cluff and will be held on the 3rd floor of the Town Hall.

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

      Sessions are generally held on the 3rd Saturday of each month on the 3rd floor of the Town Hall from 8:30 a.m. to 10:30 a.m. Watch our website (*www.kennebunkmaine.us/calendars*) for any changes in the schedule due to the weather, availability of Selectmen, etc. The next session is December 17th.

   f. Thanksgiving Holiday – Thursday & Friday (Nov. 24 & 25)
      - Town Hall will be closed both days
      - Department of Public Services will be closed both days
      - Transfer Station/Recycling Center will be closed both days (and will reopen on Saturday)

→ Changes to Curbside Collection of Trash & Recycling for Thanksgiving Week

- No trash and recycling collection on Thursday, Nov. 24 (Thanksgiving Day)
- Thursday's route will be collected on Friday, Nov. 25
- All other days will remain the same

g. West Kennebunk Community Thanksgiving Dinner – **Thursday, Nov. 24, noon to 2:00 p.m.**

at the Dorothy Stevens Center, 80 Thompson Road.
FREE and open to everyone!
A traditional Thanksgiving Dinner with all the trimmings!

7. Time Sensitive Business

a. Discuss Boards and Committees (resignations/appointments) **(10 minutes)**

- **Accept the Following Resignation:**
  - Alice White, Committee on Aging (Regular 2019)

MOTION: To accept the resignation of Alice White from the Committee on Aging and send a letter thanking her for her service.

- **Skate Park Ad-hoc Committee will be comprised of:**

(4) Residents
(3) Skaters (any age)
(1) Representative from the Recreation Department (Kyle Barrett)
(1) Representative from the Police Department (Lt. Eric O'Brien)
(1) Staff member (Mat Eddy)
(1) Selectman - (Debbie Beal has offered)
11 members

Since this is an ad-hoc committee, the term of the committee should be defined as completed when the Town has finalized the plans for a new skate park; therefore, no terms should be assigned to this committee.

If the Board is ready to make appointments to this new committee, the motions could be as follows:

MOTION: To appoint up to 4 resident members, namely,_____, _____, _____, and _____ as the Resident representatives on the Skate Park Ad-hoc Committee (no terms).

MOTION: To appoint up to 3 skate members, namely_____, _____, and _____ as the Skate representatives on the Skate Park Ad-hoc Committee (no terms).

Does the Board also wish to appoint the Selectman and staff representatives at this time?

Kyle Barrett - Representative from the Recreation Department
Lt. Eric O'Brien - Representative from the Police Department
Mat Eddy - Staff member
Selectman Liaison - (Debbie Beal has offered)

MOTION: To appoint Kyle Barrett as the Recreation Department representative, Lt. Eric O'Brien as the Police Department representative, Mat Eddy as the Staff representative, and _____ as the Selectman Liaison on the Skate Park Ad-hoc Committee (no terms).

b. Discuss the Restructuring of the Economic Development Committee **(10-15 minutes)** – At the September 13th and October 11th meetings, the Board discussed the restructuring of the Economic Development Committee. On October 11th, the Board interviewed two members (3 had applied); however, the Board decided to wait until they heard from the EDC on how they wanted to integrate the 3 village committees into the EDC.

At the EDC's November 3rd meeting, the committee was unable to reach a quorum (they have 11 regular positions, of which only 6 are filled). At the meeting, only 4 members were in attendance; however, all 6 members are needed for a quorum. There are currently no active alternate members on the committee.

Currently, the committee consists of the following members:

- **13 members:**
  - 11 Regular members (5 current vacancies)
  - 2 Alternate members (2 current vacancies)
    and
  - 4 ex-officio members:
    - 3 Utility District Representatives
    - 1 Chamber of Commerce Representative

Proposed: At the EDC's September 1st meeting, the EDC voted on the following committee structure:

- **11 members**
  - 7 Regular members
  - 4 Alternate members –
    Bob Georgitis had previously indicated that 3 of these members would include representatives from the three village committees involved with economic issues in their committee membership:
    - Lower Village Committee
    - Downtown Committee
    - West Kennebunk Village Committee

Economic Development Committee Liaison, Selectmen Cluff, requested this be discussed by the Board.

For this committee to function effectively, either the Board appoints all 5 regular member vacancies or reduces the number of regular members, as the committee had requested.

A solution would be to go with the original request of the EDC for 7 regular members (down from 11). They also requested 4 alternate members (up from 2); however, no other Town committee has more than 2 alternate members. The committee currently has 4 ex-officio members that would remain.

This change would allow for the EDC to reach a quorum and provide time for them to make recommendations on the alternates and inclusion of other village committee members.

MOTION: To reduce the EDC membership from 11 regular members to 7 regular members (the 2 alternate members and ex-officio members would remain).

c. Discuss the Late Opening of the Town Office on Thursday, November 17th **(5 minutes)** – On November 17th, an "All Staff Meeting" will be conducted at the Town Hall for all Town staff. This session will be held from 7:30 a.m. to 9:00 a.m. and will allow for Town Manager Barry Tibbetts, and incoming Town Manager Michael Pardue, to share information related to the Town Manager

transition process. Time will also be spent discussing the ongoing strategic plan initiative and the upcoming budget process. Staff will also participate in an exercise designed to aid them on ways to increase the positive moments in their professional and personal environments.

MOTION: To allow the Town Office to open late (at 9:15 a.m.) on Thursday, November 17th to allow for staff training.

d. Discuss Road Closures for the Holiday Tree Lightings **(5-10 minutes)** – The Police Department is requesting the following road closures for the upcoming holiday season (these are consistent with prior years):

- Closure for Downtown Tree Lighting on November 26th - Starting at 4:30 p.m., Main Street will be closed from the intersection of Water and Storer Streets to the intersection of Fletcher and Dane Streets. Main Street is scheduled to reopen at 6:00 p.m. but may be closed for a while longer depending upon the pedestrian traffic.
- Closure for the Dock Square Tree Lighting (during Prelude) on December 2nd - Western Avenue will be closed from Cooper's Corner to the Mat Lanigan bridge starting at 5:00 p.m. through approximately 6:30 p.m.
- Closure for the Dock Square Tree Lighting (during Prelude) on December 9th - Western Avenue will be closed from Cooper's Corner to the Mat Lanigan bridge starting at 5:00 p.m. through approximately 7:00 p.m. Note: after the tree lighting there will also be a fireworks display in Kennebunkport.

MOTION: To close the roads as described above for the Downtown Tree Lighting and Dock Square Tree Lightings.

8. Old Business (2nd Reading)

a. Presentation of Division/Department Overviews **(30-35 minutes)** – Division Directors will be presenting a 5-minute overview of significant accomplishments within their departments and identifying select goals and objectives they will be striving to attain in the coming months.

Overviews Scheduled for the November 8th Meeting

- Mathew Eddy – Economic Development
- Jill LeMay – Kennebunk Free Library
- Jeff Rowe – Fire/EMS
- Robert Mackenzie – Police
- Chris Osterrieder – Community Development (Planning, Codes, Community Dev.)
- Joel Downs – Finance Office (Finance, Tax Collection, Assessing, IT Dept., GA)

The following Overviews were presented at the last meeting

- *Eric Labelle – Public Services (Public Works, Parks)*
- *Merton Brown – Town Clerk/Elections*
- *Tasha Pinkham – Recreation*
- *Michael Pardue – Human Resources*

No motion is necessary.

b. Discuss the Proposed Park Use Ordinance **(5-10 minutes)** – The draft Park Use Ordinance has been reviewed by staff and the Town Attorney to identify the parks, define drone usage and place the setting of fees by the Board of Selectmen. The changes made (since the last meeting) are shown in red. This ordinance summarizes the park usage for the public and will assist staff with enforcement.

MOTION: To move to a second reading on November 22nd.

9. New Business (1st Reading)

a. Discuss the Status of 23 Paper Streets in Kennebunk **(10-15 minutes)** – In 1997, the Board of Selectmen extended the time to vacate 23 paper streets for a period of 20 years. The original notice and exhibit are enclosed in the packet. Since the 20 year timeframe is due to expire in September, 2017, these streets need to be addressed for either a vacation or another extension. After staff review of the listed paper streets, we are recommending keeping seven of the paper streets and vacating the remainder. Also included in the packet is a map and a summary listing of all locations. Once the Board has agreed on the listing, we can confer with the Town Attorney on the procedure to release/retain the streets.

MOTION: To move to a second reading on November 22nd.

b. Discuss a Possible Beach Parking Study **(10-15 minutes)** – At the last meeting, Selectman Baldwin brought forth the request to review the parking issues at the three beaches (Gooch's, Middle, and Kennebunk, a/k/a/ Mother's Beach). The concerns have been brought forward from several residents.

One option for the Board's consideration is to utilize an outside vendor to analyze the areas at the beaches, to include: signage, parking time limit, designated parking spots, yellow lines for street corners, one-way traffic for seasonal usage, enforcement, etc.

The Town could draft an RFP to accomplish this task and funding could be taken from the TIF for this project.

MOTION: To move to a second reading on November 22nd.

c. Discuss Updating the Board of Selectmen By-Laws and Policies **(10-15 minutes)** – Enclosed in the packet are the current By-laws and Policies of the Board of Selectmen. Public participation is mentioned in a few sections and is highlighted, along with a few minor gender language adjustments and punctuation. This topic was brought up at past Board meetings under public comments and at the Selectmen's Outreach Sessions.

MOTION: To move to a second reading on November 22nd.

d. Discuss TIF Priorities **(10-15 minutes)** – At the September 6th TIF Workshop, the Board asked the Economic Development Committee and staff to identify the top priorities from the listing of possible Town projects. These three items were identified:

1. Lower Village Master Plan Concept and Design
2. MS4 Stormwater Management
3. GIS Asset Management Layer Information

The brief summaries of these concepts are included in the packet. Each will provide critical information to the long-term planning needs for the Town. Funding would be obtained from the TIF

and the RFP process would clarify the costs. This information would be brought back to the Board for future review/award.

No action necessary.

e. Discuss a Donation for the Waterhouse Center Operations **(5-10 minutes)** – At the August 9th meeting under Selectmen's comments, a few questions were raised concerning the Waterhouse Center. Those questions are answered in the memo enclosed in the packet. Since that meeting, the Selectmen's Finance Subcommittee has reviewed the information.

After hearing the discussion relating to these expenses, Brad Paige, CEO of Kennebunk Savings Bank, met with the bank's Board of Directors to discuss how they could help. They very generously agreed to commit to a $7,500 per year donation for the next three years. This contribution would cover the operational (fixed) non-winter costs (electricity, water, sewer, cleaning bathrooms, simple maintenance, etc.). which are estimated at $7,500 per year.

As indicated in the memo, without additional banner sales or a budgetary contribution, the Town's responsibility would not be met. The Town is responsible for the building, maintenance and non-ice operations.

We'd like to recognize this generous contribution with a thank you banner to be hung at the Waterhouse Center. This would be similar to the recreation banner currently hanging under one of the two projection screens at the Center.

MOTION: To accept the donation from Kennebunk Savings Bank for the Waterhouse Center and send a letter thanking them for this very generous donation.

f. 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:
   - **Tuesday, November 29** – Board of Selectmen Workshop on the Strategic Survey and the Upcoming 2017-18 Budget will be held at 6:30 p.m. on the third floor of the Town Hall. This workshop is scheduled to be televised.
   - **Selectmen's Meeting for December 27 has been cancelled**. The next regular meeting will be held on January 10, 2017.
b. Revisions to the Town Committee Process – The Selectmen met with committee members in a workshop session on October 4th to review items pertaining to Town committees (committee membership size, attendance, by-laws, etc.). The Board will decide on a future meeting date to discuss these items.
c. Traffic Calming Policy – At the September 13th meeting, the Board heard from members of the public about speed bumps. Staff is revisiting the Traffic Calming Policy to refine several aspects of the policy and application. The proposed amendments will be brought back to the Board for a discussion in December.
d. Pay-As-You-Throw Program Funding Scenarios will be discussed during budget time.

e. Zamboni Drivers – We may be looking for a few more volunteer drivers to run the zamboni at the Waterhouse Center this winter. Interested parties should contact Jeanne Brooks at 604-1381.

12. Executive Session(s)

a. Discuss a Personnel Issue with the Town Manager, Finance Director and the Director of Human Resources - Title 1 MRSA Sec. 405(6)(A)

13. Adjournment