

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN
TUESDAY, NOVEMBER 22, 2016 – 6:15 P.M.
KENNEBUNK TOWN HALL
3rd FLOOR/ROOM 301
AGENDA**

This month's
Selectmen Outreach
Session will be held on:

Saturday, Nov. 19
8:30 – 10:30 a.m.

3rd Floor/Town Hall

Hosted by: Selectmen
Richard Morin
and Chris Cluff

SPECIAL MEETING – 6:15 P.M.

Interview the following Candidate(s) for Committees:

- Economic Development Committee

Jonathan Johnson (applied on 7/15/16)

Committee Vacancies: (1) Regular 2017, (2) Alt. 2017

Note: On 10/11/16, the Board interviewed two other candidates for EDC membership. The above applicant, as well as those already interviewed, will be considered when appointments are made later in this meeting (see article 7a).

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. November 8, 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 (20 minutes)

- a. Accept Donations – The Town recently received three separate donations from the Flynn Family Foundation thanking our organization for the great work we do. The donations are to be distributed as follows:

- Kennebunk Fire/Rescue \$2,500.00
- General Assistance \$2,500.00
- Fuel Assistance \$2,500.00

MOTION: To accept the donations from the Flynn Family Foundation and send letters thanking them for their generous donations.

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

at the Dorothy Stevens Center, 80 Thompson Road.

A traditional Thanksgiving Dinner with all the trimmings! **FREE and open to everyone!**



c. Thanksgiving Holiday Information – Thursday & Friday (Nov. 24 & 25)

Closures:

- 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

d. Holiday Events – (The following events are also posted on our website calendar):

• Downtown Holiday Events – Saturday, Nov. 26

- Small Business Saturday – Support local businesses and Shop Local on this day
(and throughout the year)!

- Downtown Tree Lighting at 5:00 p.m.
at the Plaza and the Waterhouse Center (51 Main St.)

- Caroling by the KHS Chamber Choir
- Tree Lighting with Santa
- Skating with Santa and his Elves

Come early to enjoy free refreshments provided by merchants and friends.
After Tree Lighting, stay a while and enjoy some ice skating!

- Brick Store Museum 10 a.m. – 5:00 p.m.

- \$1 admission
- Christmas card making station
- Game exhibit where families can play games
- Maine Team Etsy Fair featuring Maine-made crafts

- Kennebunk Free Library 9:30 a.m. – 5:00 p.m.

- Drop-in Family Holiday Crafts (11:00 a.m. - 1:00 p.m.)
- Cozy Fire All Day in the Reading Room

• Lunch with Santa – Sunday, Nov. 27 from 11:30 a.m. to 1:30 p.m.

- Sebago Brewing Company 11:30-11:55 a.m.
- Squaretoes Restaurant 12:00-12:25 p.m.
- Duffy's Tavern & Grill 12:30-12:55 p.m.
- Perfectos Caffe 1:00-1:25 p.m.

If the elves allow, Santa may make one last stop about 1:30.... at the Waterhouse Center!

• Lower Village Tree Lighting – Saturday, Dec. 3 at 5:30 p.m.

at the Corner of Christensen Lane and Route 35

• West Kennebunk Tree Lighting – Saturday, Dec. 3 at 6:00 p.m.

at Dorothy Stevens Center, 80 Thompson Road

• Christmas Prelude – Thursday, Dec. 1 to Sunday, Dec. 11 FMI: www.christmasprelude.com



- Free Shuttle to Prelude – Dec. 2-4 and Dec. 9-10

- Friday, Dec. 2 from 4-9:00PM
- Saturday, Dec. 3 from 10AM-8PM
- Sunday, Dec. 4 from 12-4PM
- Friday, Dec. 9 from 4-9:00PM
- Saturday, Dec. 10 from 4-9:00PM

- ✓ Free Parking in Downtown Kennebunk

- Pick up/drop off approx. every 30 minutes from:
- Chamber of Commerce (Water Street) and
- Village Market Place (Lower Village)

In lieu of fares, donations gladly accepted for the Beach Wheelchair Fund

New this year..... direct shuttle to the Fire & Ice event from the Chamber on Dec. 9-10.

\$5 by reservation - events@gokennebunks.com

- e. Wreaths Across America/Escort to Arlington – Monday, Dec. 12 at 9:45 a.m. at the Kennebunk High School. KHS ceremony begins at 10:00 a.m. and ends at 10:45 a.m. All are welcome. Convoy leaves KHS at 11:00 a.m., travels Route 1 South to Wells. Please note new location & time.

All of these events can be found on our website at www.kennebunkmaine.us/calendars

7. Time Sensitive Business

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

- **Economic Development Committee** Vacancies: (1) Regular 2017, (2) Alt. 2017

Miriam Whitehouse (interviewed on 10/11/16)

Wendy Ross (interviewed on 10/11/16)

Jonathan Johnson (scheduled to be interviewed at the beginning of this meeting)

The committee volunteer forms for Miriam Whitehouse and Wendy Ross are enclosed in the packet. Jonathan Johnson's form is located with the Special Meeting information.

MOTION: To appoint _____ as a Regular Member on the Economic Development Committee with a term expiring in 2017 and _____ and _____ as Alternate Members on the Economic Development Committee with terms expiring in 2017.

- **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.

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.

<u>Name</u>	<u>Resident Member</u>	<u>or</u>	<u>Skate Member</u>
<u>Previous applicants:</u>			
1. Marc Barron	Resident Member	or	Skater (former)
2. Chris Puffer	Resident Member	or	Skater (former)
3. Paul Beaudoin	Resident Member		
4. Karen Beaudoin	Resident Member		
5. Will Hallee	Resident Member	or	Skater (youth, 9 th grade)
6. Christine Burgess	Resident Member		
7. Joseph Peterson	Resident Member	or	Skater (former)
8. James Trentalange	Resident Member	or	Skater

New applicant:

9. Sally Hallee Resident Member (grandmother to Will Hallee, skater)
 She was interviewed at the last meeting. She dropped off her application this past week, which is included in the packet with the other applications.

Withdrawn:

Sharron Eastman asked that her name be withdrawn from the list.

Please note: In the past, we haven't appointed family members to the same committee.

- Paul and Karen Beaudoin are husband/wife
- Will Hallee is the grandson of Sally Hallee

The committee volunteer forms are enclosed in the packet as well as a summary sheet of all applicants.

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

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

Selectman and staff representatives to be appointed are as follows:

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

8. Old Business (2nd Reading)

- Discuss the Proposed Park Use Ordinance (3-5 minutes) – This was presented to the Board at the prior meeting. The draft 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. This ordinance

summarizes the park usage for the public and will assist staff with enforcement. The Board's changes from the last meeting have been added.

MOTION: To send this item to a public hearing on December 13th in preparation for the June Annual Town Meeting.

- b. Discuss the Status of 23 Paper Streets in Kennebunk (5-10 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. A resident commented that the Town keep two Right of Ways; (8) Charles Parson Estate and (11) Strawberry Point lots. If the Board desires to retain these, they can be added.
- MOTION:** To seek the Town Attorney's opinion on the procedure to release/retain the streets.
- c. Discuss the Results of the Strategic Planning Survey (15-20 minutes) – In late June, the Board held a workshop with staff to review the survey results and identify the elements for developing a strategic plan. Our consultant, Don Jutton, from Municipal Resources Inc., presented the results. Since that meeting, staff has drafted possible objectives for this strategic plan (included in the packet). These can be further discussed at the November 29th workshop.

No action necessary.

9. New Business (1st Reading)

- a. Discuss Improvements for the Public Services Facility and Transfer Station/Recycling Center (15-20 minutes) – The previous Board of Selectmen had reviewed several recycling/transfer stations in preparation for addressing the necessary changes at the Town garage and recycling/transfer station. Staff felt certain interior improvements were also necessary to the garage, along with the traffic flow and operations. The Town has engaged Sebago Technics to prepare a design of the recommended improvements (diagrams are enclosed in the packet). This will also be part of the November 29th workshop.

MOTION: To move this item to the budget discussions.

- b. Discuss a Pole Location Application from Kennebunk Light & Power District for Thompson Road (5 minutes) – The Kennebunk Light & Power District and Fairpoint Communications are applying for permission to construct and maintain two poles together with attached facilities and appurtenances upon, along or across certain streets and highways as follows:

THOMPSON ROAD – From approximately two hundred ninety eight (298) feet south of center line of Sky View Drive extending northeasterly approximately three hundred twelve (312) feet and approximately twenty (20) feet from center line of Thompson Road. **Install two poles (Application No. 16-1)**

Facilities are to consist of wood poles and appurtenances with a minimum clearance of wire and cable not less than eighteen (18) feet over the public highway all in a manner to conform with the requirements of the National Electrical Safety Code.

A copy of the application and sketch of the location is enclosed in the packet.

MOTION: To authorize the Kennebunk Light & Power District and Fairpoint Communications to construct and maintain two poles together with attached facilities and appurtenances upon, along or across Thompson Road as described above.

- c. Discuss Holding a Joint Meeting with Kennebunk Light & Power District to Discuss the Recent Referendum Vote on the Dams (10-15 minutes) – Would the Board like to invite the KLPD Board of Directors to discuss the recent citizen initiated referendum votes on the three dam questions. The three questions (Town Referendum Questions 4, 5, and 6) and vote tallies are enclosed in the packet. The discussion would be centered on exploring options that would be consistent with the voters' intent concerning the dams.

Would a Joint Meeting on January 3rd or January 17th work for the Board?

MOTION:

- d. 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 Meetings 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. Beach Parking Study – RFP is being drafted; vendor and pricing information will be brought to the Board at a future meeting.
- c. TIF Priorities – RFP is being drafted; vendor and pricing information will be brought to the Board at a future meeting.
- d. Updating the Board of Selectmen By-Laws and Policies will be brought to the Board on December 13th.
- e. 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 on December 13th.
- f. 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.
- g. 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)

13. Adjournment