

TOWN OF KENNEBUNK
BOARD OF SELECTMEN
TUESDAY, JUNE 28, 2016 – 6:15 P.M.
KENNEBUNK TOWN HALL
3rd FLOOR/ROOM 301
AGENDA

SPECIAL MEETING – 6:15 P.M.

Interview the following Candidate for Committees:

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

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

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

REGULAR MEETING – 6:30 P.M.

1. Call to Order & The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

2. Minutes (2-3 minutes)

- a. June 14, 2016 Regular Meeting

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

- a. Items as Presented

4. Public Hearing(s)

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

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

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

Located at 27 Western Avenue

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

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

Police Department: new license – nothing to report from police

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

5. Public Comments (5-10 minutes)

6. Acknowledgements/Announcements (5-10 minutes)

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

7. Time Sensitive Business

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

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

8. Old Business (2nd Reading)

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

We will hear overviews from:

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

No motion is necessary.

9. New Business (1st Reading)

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

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

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

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

L. Blake Baldwin – Economic Development Committee

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

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

- **Move Up Alternate**

Leah B. Rachin – Zoning Board of Appeals

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

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

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

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

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

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

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

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

MOTION: To appoint the following as committee members:

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

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

- Heather McLaughlin or Thomas Cahoon

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

10. Selectmen’s Comments

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

11. Town Manager’s Comments/Notes

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

July 12	6:30 p.m.
July 26	Canceled
August 9	6:30 p.m.
August 23	Canceled

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

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

12. Executive Session(s)

13. Adjournment