

TOWN OF KENNEBUNK
BOARD OF SELECTMEN MINUTES

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

1. REGULAR MEETING – 6:30 P.M.

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

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

The Chair proceeded to the next item.

2. MINUTES

- a. May 24, 2016 Regular Meeting

DISCUSSION:

None.

There was no public comment.

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

MOVED: Cluff

SECONDED: Karytko

MODIFICATIONS: None

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

The Chair proceeded to the next item.

3. ITEMS TO BE SIGNED

None.

The Chair proceeded to the next item.

4. PUBLIC HEARING(S)

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

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

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

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

Police Department: new license – nothing to report from police

DISCUSSION:

None.

There was no public comment.

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

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

The Chair proceeded to the next item.

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

Pizza On The Fly, LLC d/b/a Fire and Company
located at 102 York Street
for a new Victualer License
(This is a catering food preparation location, not a public restaurant;
they are operating this location as a central kitchen for an established catering company)

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

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

Police Department: new license – nothing to report from police

DISCUSSION:

None.

There was no public comment.

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

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

The Chair proceeded to the next item.

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

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

*Town Manager's Note (not part of the public hearing notice):
Fire, Codes and Police recommendations: see previous public hearing*

DISCUSSION:

None.

There was no public comment.

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

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

The Chair proceeded to the next item.

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

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

*Town Manager's Note (not part of the public hearing notice):
Fire Department/Codes Office: nothing found in the inspection that would interfere with the renewal of the license.
Police Department: no calls for service that would interfere with the renewal of the license.*

DISCUSSION:

None.

There was no public comment.

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

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

The Chair proceeded to the next item.

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

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

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

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

Police Department: new license – nothing to report from police

DISCUSSION:

None.

There was no public comment.

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

MOVED: Cluff

SECONDED: Karytko

MODIFICATIONS: None

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

The Chair proceeded to the next item.

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

2-2 Limited Parking, 2-1

N) High Street: Parking on High Street from York Street to Friend Street (where designated) shall be limited to 2 hours between the hours of 8:00 AM and 6:00 PM: excluding the designated parking space at 7 High Street which shall be a 30-minute allowance.

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

2-2 Limited Parking, 2-1

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

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

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

DISCUSSION:

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

There was no public comment.

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

MOVED: Karytko

SECONDED: Cluff

MODIFICATIONS: None

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

The Chair proceeded to the next item.

5. PUBLIC COMMENTS

None.

The Chair proceeded to the next item.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

None.

The Chair proceeded to the next item.

7. TIME SENSITIVE BUSINESS

None.

The Chair proceeded to the next item.

8. OLD BUSINESS (2ND READING)

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

DISCUSSION:

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

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

There was no public comment.

The Chair proceeded to the next item.

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

DISCUSSION:

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

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

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

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

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

There was no public comment.

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

MOVED: Karytko

SECONDED: Cluff

MODIFICATIONS: None

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

The Chair proceeded to the next item.

9. NEW BUSINESS (1ST READING)

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

Overviews Scheduled for the June 14th Meeting

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

Overviews Scheduled for the June 28th Meeting

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

DISCUSSION:

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

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

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

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

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

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

There was no public comment.

The Chair proceeded to the next item.

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

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

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

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

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

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

DISCUSSION:

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

There was no public comment.

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

MOVED: Cluff
SECONDED: Beal
MODIFICATIONS: None
VOTE: 6 in favor, 1 abstained (Morin). The motion passed.

The Chair proceeded to the next item.

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

DISCUSSION:

None.

There was no public comment.

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

MOVED: Donovan
SECONDED: Cluff
MODIFICATIONS: None
VOTE: 6 in favor, 1 opposed (Karytko). The motion passed.

Karytko opposed in memory of Al Searles.

The Chair proceeded to the next item.

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

- **Accept the Following Resignation(s):**
 - JoAnn Lapoint Recreation Committee – Regular 2018
 - Dawn Stevens West Kennebunk Village Committee – Regular 2018

DISCUSSION:

None.

There was no public comment.

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

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

The Chair proceeded to the next item.

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

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

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

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

DISCUSSION:

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

There was no public comment.

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

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

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

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

The Chair proceeded to the next item.

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

Below is a list showing members that:

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

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

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

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

DISCUSSION:

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

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

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

There was no public comment.

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

MOVED: Cluff

SECONDED: Karytko

MODIFICATIONS: None

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

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

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

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

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

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

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

A motion was made to appoint:

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

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

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

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

The Chair proceeded to the next item.

g. Discuss Any Other Business

None.

The Chair proceeded to the next item.

10. SELECTMEN’S COMMENTS

a. Subcommittee Reports (if any)

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

Donovan signed a lot of financial materials.

b. Individual Selectmen Comments

Selectman Boothby:

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

Selectman Karytko

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

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

Selectman Cluff:

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

Selectman Morin:

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

Selectman Donovan:

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

Selectman Beal:

- None.

The Chair proceeded to the next item.

11. TOWN MANAGER'S COMMENTS/NOTES

a. Upcoming Events and Workshops:

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

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

Tibbetts also thanked Donovan for his service.

The Chair proceeded to the next item.

12. EXECUTIVE SESSION(S)

- a. Discuss an Economic Development Matter with the Town Manager and Finance Director regarding an economic development matter where premature disclosure of the same would prejudice the competitive bargaining position of the Town relative to the same - Title 1 MRSA Sec. 405(6)(C).

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

MOVED: Donovan

SECONDED: Cluff

MODIFICATIONS: None

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

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

13. ADJOURNMENT

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

MOVED: Donovan

SECONDED: Cluff

MODIFICATIONS: None

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



Deborah Beal, Secretary
Kennebunk Board of Selectmen

Date: 6/28/16