

TOWN OF KENNEBUNK
BOARD OF SELECTMEN MINUTES

JUNE 28, 2016 - 6:15 P.M.

SPECIAL MEETING – 6:15 P.M.

Interview the following Candidates 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.

DISCUSSION:

Rachel Phipps stated that she has been on the waiting list for four years and is very qualified to be on the Economic Development Committee. She handed out her résumé to the Board members. Phipps mentioned that she includes many areas into discussions on Economics such as transportation. Boothby agreed with her that being on the waiting list for four years was a long time and that they should not wait any longer to appoint her to the committee.

Linda Miller Cleary wants to be on the Dog Advisory Committee as she has volunteered in the past.

Olivia Aiken noted that she was going to be a senior in high school next year and has worked with the Recreation Department before. Aiken also said that her brother has held the same position that she is seeking (Youth Representative on the Recreation Committee).

Heather McLaughlin wants to be on the Budget Board to learn and to be a part of the community. She added that a lot of the duties that she would have on the Budget Board were new to her but she was willing to learn.

Thomas Cahoon ran to be on the Board of Selectmen and lost, but he thanked voters. He mentioned that a lot of the Selectmen were on the Budget Board before being on the Board of Selectmen. He added that more young people should be on the Budget Board to be involved with the community. Cahoon wants to retire here in this community.

1. REGULAR MEETING – 6:30 P.M.

On June 28, 2016, at 6:30 P.M., in Room 301 of the Town Hall, Richard Morin, Vice-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 Richard Morin, Daniel Boothby, Edward Karytko, Christopher Cluff and Deborah Beal.

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

Absent were Selectmen Shiloh Schulte (out of the country) and Chair, Kevin Donovan (at Emergency Management training).

The Vice-Chair proceeded to the next item.

2. MINUTES

- a. June 14, 2016 Regular Meeting

DISCUSSION:

None.

There was no public comment.

A motion was made to approve the Minutes from the June 14, 2016 Regular Meeting.

MOVED: Cluff

SECONDED: Karytko

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent (Donovan, Schulte). The motion passed.

The Vice-Chair proceeded to the next item.

3. ITEMS TO BE SIGNED

None.

The Vice-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:

**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

DISCUSSION:

None.

There were no public comments.

A motion was made 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.

MOVED: Karytko

SECONDED: Cluff

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent (Donovan, Schulte). The motion passed.

The Vice-Chair proceeded to the next item.

5. PUBLIC COMMENTS

None.

The Vice-Chair proceeded to the next item.

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

Merton Brown, Town Clerk, swore in Richard Morin (re-appointed to the Board of Selectmen) and L. Blake Baldwin, just elected to the Board of Selectmen (he will be on the Board at the next meeting but observed this meeting in the audience). Both will serve three year terms.

- 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.

The Vice-Chair proceeded to the next item.

7. TIME SENSITIVE BUSINESS

- a. Discuss Fuel Oil Options for 2016-17 – 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.

DISCUSSION:

Cluff asked what the budget was and Tibbetts said that the costs were lower than last year. Boothby noted that over the last two years they would have gotten a better deal if they hadn't locked in. But others said that the rates change a lot and predicting the price is tough.

John Costin from the public spoke. He said that many people try to predict what will happen with the price of oil and that these people are better than most at doing such. Therefore, he thinks that the Board of Selectmen should decide not to be bidders who judge the market because so many people are better than them at doing such.

Karytko asked Joel Downs, the Finance Director, when they would lock into a rate. Downs stated that he sends out an email to suppliers, asking for prices. He then reviews many different numbers to try to decide what price is the best. He thought that their rate of \$2.649 was good but that it is always a hard determination to make. He also asks people in the oil business about prices.

Tom Cahoon from the public spoke. He said that some people try to have a locked in rate for much of their gallons, but not all, leaving the rest up to the market. Certain people find this to be an opportunity and Cahoon said that it was something to think about. He also said that Joel Downs does a good job with the budget and that they are not out to make money but to keep the community strong.

Boothby asked how many players were big enough to take care of them. Downs answered, listing Downeast, Dead River, Garrett Pillsbury, Branch Brook and others.

Karytko asked if they had changed suppliers multiple times or if someone gave them a good price consistently. Downs noted the different suppliers that they have used throughout the years, at one point adding that Downeast was good for many years. However, now they use Garrett Pillsbury. Karytko wondered if it was better to have a set rate for higher drops and to leave it up to the market for lower ones. Downs noted that people charge them \$50-\$100 extra for the smaller drops. Tibbetts and Downs both agreed that the price per gallon would go up significantly if they did what Karytko suggested.

A motion was made to authorize the Town Manager to lock in the price of #2 heating fuel, subject to a discussion with the Finance Director and a Finance subcommittee member.

MOVED: Cluff

SECONDED: Karytko

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent (Donovan, Schulte). The motion passed.

The Vice-Chair proceeded to the next item.

8. OLD BUSINESS (2ND 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. 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)

DISCUSSION:

Merton Brown, Town Clerk, spoke about the successes over the past year. He said that they changed the dog licensing program from paper to computer. They have also become more organized with various files. A record restoration project (started years before) was finished and numerous records dating back to 1980 can be found. He wants to preserve even older records at some point. The absentee voting hours have been extended. One goal of Merton's is to meet with every committee to establish basic laws (for example, he wants to review the procedures with the minutes as well as attendance). More training of the election staff is crucial to Merton as well, in order to keep up with the demands that this upcoming November Presidential election will bring. Finally, creating a welcome packet for new residents was deemed by Merton to be a good idea for the future.

Boothby wondered how people liked the new voting booths. Merton replied that there was only one resident who was concerned about not having a curtain at the booths (Merton did, however, add that there was a row of voting booths with the curtains still available for people to use). Most of the feedback on the new voting booths was positive.

Finally, Karytko asked how successful the 6-8 A.M. voting timeframe was and Merton said that he enjoyed having that time available for people to vote.

Fire Chief Jeff Rowe, Division Director of Fire/EMS, talked about the recently added personnel. They now have a new Division Chief in charge of EMS who Rowe said was doing a great job. Their uniforms have been standardized. Rowe stated that Atria's 911 banquet was turned into a rewards banquet for Police and Fire. Referring to equipment, Rowe praised public works. They have a new small inflatable rescue boat and a new ambulance, among other things. They implemented an, "I am responding" program so that volunteers can tell where calls are coming from and at what time. It works with "iPhone-like devices". They have a lot of iPads and the stations have monitors to see what is going on. They now own one fourth of a smoke trailer (they share it with Wells, North Berwick and Ogunquit). Rowe said that it had been a year since they started their active smoke detector program. They have visited 43 homes and installed 153 detectors. Eight hundred and eighty-two citizens have been certified in CPR through the Kennebunk Fire Rescue American Heart Association training center. New personnel are sought and improvements to storm management are

also a goal. He expressed their need of volunteers and their struggle to find qualified lifeguards. Pressure washing and inspecting their vehicles is important to Rowe as well.

Boothby asked where they were in terms of getting houses numbered. Rowe thanked him for bringing it up and said that there is an ordinance in town that if you live within 50 feet from the main road you must have your house numbered and if you are further than that from the road you must have a post out front with your number on it. People will be trying to get houses numbered during the summer intern program, said Rowe. He hopes that everyone will do this because not having a house numbered makes it difficult for personnel to locate a home at night when there is no light coming from the residence.

Next, Robert Mackenzie, Chief of the Police Department, spoke. He said that they graduated their 2nd citizens' Police Academy. The number of people on the volunteer staff was raised to 10. Their 3rd citizens' Police Academy is to begin in August and Mackenzie encouraged people to stop by the police station to fill out an application to be a part of such if they desired to do so (they can also go online for this information).

Karytko asked if the number of applicants wanting to be in the Police Academy fills up and Mackenzie stated that it does (it is mainly on a first come, first serve basis). They have expanded their community outreach in multiple ways. For example, Mackenzie attended "Coffee with the Chiefs", which will be occurring again; Mackenzie guessed that the date will be in July. They have collaborated with different banks to set safety procedures for employees. In addition to this they have done various things on Facebook. Their records management system was updated. A police officer was chosen as an agent for Maine Drug Enforcement (this was the first time in the history of the Kennebunk Police Department). Such will help fight the heroin epidemic. All of the police cars are now equipped with Narcan in case of an overdose. Listing goals, Mackenzie said that he wants to add more volunteers and to set up a peer support and crisis intervention team for the Police Department and others. Some officers go through a lot of hardship. Lastly, he noted that he wants to expand their community outreach by possibly creating a community resource officer position as well as broadening their reach through the use of social media.

Boothby asked how their relations with other departments was and Mackenzie said that they work well together. Karytko referenced a program to help fight drugs in Sanford and wondered if the Town of Kennebunk should implement a similar program. He also said that drugs are one of the most serious problems that he sees today. Beal added that there were six overdoses in Sanford over a 24-hour period. Mackenzie said that they have been outspoken about such and have spread the message.

Rachel Phipps from the public stated that the Coastal Healthy Communities Coalition (which serves Kennebunk) just received a drug free community's grant. She noted that they would love help and participation.

Mathew Eddy, Economic Development Director, spoke next. Medical and senior services were worked with a lot. Among other things, tourism has been an important focus point. They want to take advantage of the location of Kennebunk and to focus on the train station. Many different employers are having trouble finding employees, stated Eddy. A successful job fair was held. Transportation and energy were cited as big issues at the job fair. Companies have helped in finding locations in Kennebunk. Eddy expressed their goal of taking advantage of natural resources and noted that they want to improve their storm water management programs. Referring to the marketing of Kennebunk, Eddy said that he wants to keep Kennebunk known for its nice, coastal character. Eddy wants to

move forward with the rest area project and address the problem with the vernal pool, only about 10 feet from Route 1.

Last to speak was **Finance Director Joel Downs, Division Director of Finance** (Finance, Tax Collection, Assessing, IT Dept., GA). He said that the Assessing Dept is reviewing all scanned archived documents, trying to make sure that everything is properly preserved before they recycle original materials (such as important documents). Assessment data is being updated online on a monthly basis. Before, it was done on an annual basis. Downs stated that tax collection was very successful. To date they have received 97.5% of taxes due for 2015-16. He said that some people with camp trailers would not get beach permits unless they paid their taxes. A Bureau of Motor Vehicles audit was very successful. Downs said that more and more people want to pay their taxes with credit cards and noted that the fee is 2.5%. Online motor vehicle registrations have not increased in usage lately. Downs said that people still like to go in person to do such. He also listed off highly praised employees. The interest rate on invested money, said Downs, is from 0-1%. On March 1, 2016 they issued bonds of \$3,049,000. The composite rate was 1.78%. During last year the IT Manager has met several goals. GPS's were installed in all of the public services vehicles, the phone system was updated and the Fire Department received iPads. Camera and audio improvements for the room in which this meeting took place in (room 301) are sought. Setting the tax rate will take place in August. Remote backups may be implemented. Other goals and upcoming events were noted. He also mentioned that the updated Property Tax Assistance Ordinance will be implemented in the coming year. The general assistance agent may be involved with the new Senior Committee. Downs also spoke about increasing productivity while maintaining internal controls. Some neighboring towns have struggled with the separation-of-duties aspect of internal control. Cluff agreed and suggested that they set up a time to review internal controls. Excise tax revenue is now \$300,000 above budget. Maintenance in Public Works was \$15,000 over budget, but such is not unusual. Other comments on various spending were made by Downs.

Boothby asked if there was adequate storage and Downs said that there was, citing the Town Garage as one such area for storage.

The Vice-Chair proceeded to the next item.

9. NEW BUSINESS (1ST READING)

- a. Discuss a Park Use Ordinance – 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.

DISCUSSION:

Cluff wondered if having issues in the parks led to this policy or if they were simply being proactive. Tibbetts replied by saying that they wanted to be proactive and to help the police to have a document that lists various ordinances. It also helps the public to understand what is and isn't allowed in the parks. Tibbetts also noted that they should probably converse on how they handle drones being used in the parks.

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

MOVED: Karytko

SECONDED: Cluff

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent (Donovan, Schulte). The motion passed.

The Vice-Chair proceeded to the next item.

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

• **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).

• **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.

• **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)
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	(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.).

DISCUSSION:

Karytko asked about openings on the Economic Development Committee and wondered how members would be chosen to leave if they decided to downsize the committee from the current number of participants.

Blake Baldwin, who just left the Economic Development Committee to be on the Board of Selectmen, said that there was discussion to downsize the committee. He also said that they had never had an opening before. He said that he wants to keep the committees close together (to not split up too much).

Rachel Phipps, who has been on the waiting list for four years to be on the Economic Development Committee, stated that she first tried when there was an opening but she had to wait because they were supposed to discuss the number of people to be allowed on the Committee. She felt as though she was highly qualified to sit on the Economic Development Committee and noted that she has been trying to be on the Committee for four years.

Morin wanted to hear from the standing Chair from the Economic Development Committee thus he opposed allowing Phipps onto the Committee at the time of this meeting.

Beal was not sure what to do because she worried about the committee downsizing right after choosing Phipps to be on the Committee. However, Phipps said that she could handle that if it occurred.

John Costin from the public expressed concern about the Board having Phipps wait so long. He wants them to follow the Charter and do things according to the rules in place. He noted recent re-appointments to Committees and suggested that one person should not have been on the Committee because of attendance.

Boothby wondered if they should at least meet Dianne Trachimowicz (a candidate for the Dog Advisory Committee who was unable to attend the interview) before appointing her but Morin said that not much more is learned by meeting a candidate in person. Boothby said that was a fair point.

Cluff noted that Dianne is a non-resident and that this detail should be added in the motion.

Boothby said that he knows both of the residents who want to be on the Budget Board and liked them very much. He almost flipped a coin to decide who to choose but decided to choose Heather McLaughlin to have a female perspective on the Budget Board.

Rachel Phipps spoke again and said that there should be a policy in place for making appointments (to review qualifications, etc. instead of just allowing virtually anyone on various Boards, etc.).

John Costin wondered if there should be alternates on the Budget Board.

Karytko wondered when they will have a workshop on committees and Barry Tibbetts said that a date in September or October for such will most likely be given at the next meeting.

A motion was made 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.

MOVED: Cluff

SECONDED: Karytko

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent (Donovan, Schulte). The motion passed.

A motion was made to move Leah Rachin from Alternate to Regular Member on the Zoning Board of Appeals with a term expiring in 2019.

MOVED: Karytko

SECONDED: Cluff

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent (Donovan, Schulte). The motion passed.

A motion was made to appoint Rachel Phipps to the Economic Development Committee.

MOVED: Boothby

SECONDED: Karytko

MODIFICATIONS: None

VOTE: 4 in favor, 1 opposed (Morin), 2 absent (Donovan, Schulte).

The motion passed.

A motion was made 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)

MOVED: Karytko

SECONDED: Cluff

MODIFICATIONS: To have Dianne Trachimowicz as a non-voting, non-resident of the Dog Advisory Committee.

VOTE: 5 in favor, 0 opposed, 2 absent (Donovan, Schulte). The motion passed.

A motion was made to appoint Thomas Cahoon to the Budget Board as a Regular Member with a term expiring in 2019:

MOVED: Karytko

SECONDED: Beal

MODIFICATIONS: None

VOTE: 4 in favor, 1 opposed (Boothby), 2 absent (Donovan, Schulte). The motion passed.

The Vice-Chair proceeded to the next item.

c. Discuss Any Other Business

None.

The Vice-Chair proceeded to the next item.

10. SELECTMAN'S COMMENTS

a. Subcommittee Reports (if any)

None.

The Vice-Chair proceeded to the next item.

b. Individual Selectmen Comments

Selectman Beal: None.

Selectman Boothby:

- Thanked everyone who went to the volunteer banquet and added that it was a great time.
- Mentioned that no one showed up to the Selectmen Outreach Session (on June 15).
- Asked when the plastic bag ordinance will change. Tibbetts said sometime in October.

Selectman Karytko:

- Wanted to take care of weeds and grates.
- Said that he and Boothby attended the Kennebunk Coastal Association meeting on Saturday night (it was a great night).
- Went to the Energy Efficiency Committee meeting to give updates on the trash and recycling discussion.
- Said that he visited the Public Services Department and the lifts for the Town vehicles are awesome. Thought that it was well worth the money.
- Wanted all to recycle (wants the tipping fees to go down to keep the prices of bags from going up).

Selectman Cluff:

- Wished everyone a happy summer.

Selectman Morin:

- Thanked everyone for voting on June 14. He also thanked Merton for making it all an easy process.
- Apologized for missing the volunteer night (he was out of town). He also missed the Kennebunk Coastal Association meeting but has been to such events before.
- Looks forward to the year ahead and to Blake Baldwin, the newly selected Selectman, joining them at the next meeting.

The Vice-Chair proceeded to the next item.

11. TOWN MANAGER'S COMMENTS/NOTES

a. **Upcoming Events and Workshops:**

- Selectmen's Summer Meeting Schedule:

July 12	6:30 p.m.	July 26	<u>Canceled</u>
August 9	6:30 p.m.	August 23	<u>Canceled</u>

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.

The Vice-Chair proceeded to the next item.

12. EXECUTIVE SESSION(S)

None.

The Vice-Chair proceeded to the next item.

13. ADJOURNMENT

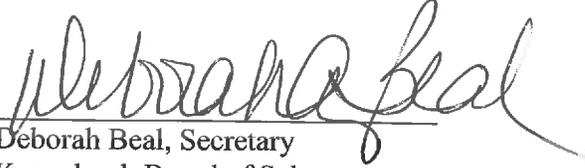
A motion was made to adjourn the meeting at approximately 8:36 P.M.

MOVED: Cluff

SECONDED: Karytko

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent (Donovan, Schulte). The motion passed.


Deborah Beal, Secretary
Kennebunk Board of Selectmen

Date: 7/12/16