

TOWN OF KENNEBUNK
SELECT BOARD
TUESDAY, MAY 10, 2022 – 5:30 P.M.
KENNEBUNK TOWN HALL
3rd FLOOR, ROOM 301
REGULAR MEETING AGENDA

This is a televised Meeting.
View meeting in person, on Cable TV Channel 5 or online anytime at www.townhallstreams.com.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. EXECUTIVE SESSION
 - a. Consult with the Town Attorney concerning the legal rights and duties of the Board and pending or contemplated litigation, settlement offers and matters where the duties of the Select Board's counsel to the Select Board pursuant to the code of professional responsibility clearly conflict with the Freedom of Access Act or where premature general public knowledge would clearly place the Town at a substantial disadvantage. – 1 M.R.S.A. Section 405(6)(E).

MOTION: To enter into executive session with the Town Manager, Finance Director, Human Resources Director and Town Attorney pursuant to 1 M.R.S.A. Section 405(6)(E) to consult with the Town Attorney concerning the legal rights and duties of the Board and pending or contemplated litigation, settlement offers and matters where the duties of the Select Board's counsel to the Select Board pursuant to the code of professional responsibility clearly conflict with the Freedom of Access Act or where premature general public knowledge would clearly place the Town at a substantial disadvantage.

It is anticipated that the meeting will resume at 6:30 p.m.

3. CONSIDERATION/APPROVAL OF MINUTES & ITEMS TO BE SIGNED
 - a. Regular Meeting of April 26, 2022 [View draft minutes \(PDF\)](#)
MOTION: To approve the minutes of the Regular Meeting of April 26, 2022.
 - b. Special Meeting of May 3, 2022 [View draft minutes \(PDF\)](#)
MOTION: To approve the minutes of the Special Meeting of May 3, 2022.
 - c. Approve and sign the June 14, 2022 Annual Town Meeting Warrant [View Warrant \(PDF\)](#)
MOTION: To approve and sign the June 14, 2022 Annual Town Meeting Warrant.
4. PUBLIC HEARINGS
 - a. The Municipal Officers of the Town of Kennebunk will hold a Public Hearing to hear public comment on the following:

Applications from Surf Lodge LLC d/b/a The Wanderer Cottages for a Victualer License and Lodging License located at 195 Sea Road (formerly The Kennebunker)

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

MOTION: To approve the Victualer License and Lodging License Applications for Surf Lodge LLC d/b/a The Wanderer Cottages.

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

Applications from Bigelow Pines Properties LLC d/b/a White Sails Inn for a Victualer License, Liquor License, Lodging License and Special Amusement Permit located at 61 Fletcher Street (formerly Elizabeth Rose House)

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

MOTION: To approve the Victualer License, Liquor License, Lodging License and Special Amusement Permit Applications for Bigelow Pines Properties LLC d/b/a White Sails Inn.

5. PUBLIC COMMENTS

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

a. **Employment News:**

• **Introduction of Newly Hired and/or Recently Promoted Police Department Personnel**

- **Lt. Christopher Russell**, promoted to Lieutenant on May 2nd – We are pleased to announce that Sgt. Christopher Russell has been promoted to Lieutenant. As Lieutenant, he is third in the department's command structure. Chris has been with the department since 2004 and was promoted to Patrol Sergeant in 2015. Chris has served in several specialty positions within the department throughout his 18-year career to include Field Training Officer, Juvenile Officer, Senior Citizen Liaison, and Uniformed Investigator in the Criminal Investigations division. He holds a Bachelor's Degree from Colby-Sawyer College and has attended the FBI-LEEDA First Line Supervisor & Command Leadership Institutes. Chris is also one of our Constables and enjoys connecting with residents during Town elections. Please join us in congratulating Lieutenant Christopher Russell on his new position.
- **Deputy Chief Eric O'Brien**, promoted to Deputy Chief on April 11th (announcement made at the Board's March 22nd meeting)
- **Officer Ginger Ryll**, hired on January 24th (announcement made at the Board's Feb. 8th meeting)

- **Thank you to Outgoing Director** – Parks and Recreation Director Tasha Pinkham joined the Kennebunk team in April 2016. In her six years as Director, Tasha has successfully led the expansion of recreation and educational programming for residents of all ages. Under her management and leadership, Tasha has worked to enhance relationships between her department, RSU 21, and the Town's many community partners.

Tasha leaves the employ of Kennebunk to accept the position of Town Manager for the Town of Standish, ME. Please join us in wishing Tasha all the best in her future endeavor.

b. **Hear an Update from the Town Manager regarding COVID-19 and the Town's Preparedness Plan**

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

8. OLD BUSINESS

a. **Discuss the Logistics in Hosting Hybrid Meetings**

9. NEW BUSINESS

- a. **Consider an Amendment to the Town Ordinances, Section 6-1 Ordinances Relating to Licensing “Street Vendors & Peddlers”** – This involves an amendment to the boundary (reduction) of the Waterhouse Center Zone in anticipation of reviewing a proposal to locate mobile vending units at the Sunoco property at 61 Main Street.

View Supporting Material:

[Amendment to Section 6-1 / Waterhouse Center Zone \(PDF\)](#)

[Town Ordinance Section 6-1 Street Vendors & Peddlers](#)

A public hearing is required to receive comment on any proposed changes that may result. These ordinance changes do not require a Town Meeting vote; they can be approved at a Public Hearing.

If the Board wishes to advance this item, the motion could be as follows:

MOTION: To schedule a Public Hearing on May 24, 2022 on proposed ordinance changes to Section 6-1 Street Vendors & Peddlers.

- b. **Discuss the Southern Maine Planning & Development Commission General Assembly Membership** – Southern Maine Planning & Development Commission (SMPDC) is in the process of updating their General Assembly (GA), the group of appointed representatives from each SMPDC member municipality.

The GA convenes once a year and votes on the SMPDC budget, work plan for the upcoming year, and elects officers for the Executive Committee. Chris Osterrieder is currently serving as a GA member and has been elected to the Executive Committee.

The Town has an opportunity to add two additional General Assembly members. The following is a recommendation from Staff and the Town Manager on these positions:

1. General Assembly Member #1
Executive Committee member, Christopher Osterrieder, P.E., Director (currently filled)
2. General Assembly Member #2
Select Board Member (to be appointed)
3. General Assembly Member #3 (Optional)
CDD Staff Member (to be appointed) - Karen Winton, Deputy Director

[View supporting material – General Assembly Information \(PDF\)](#)

MOTION: To Appoint Select Board member _____ as a General Assembly Member on the Southern Maine Planning & Development Commission.

MOTION: To Appoint Community Development Deputy Director, Karen Winton, as a General Assembly Member on the Southern Maine Planning & Development Commission.

- c. **Approve Road Closures for Special Events** – The following events will require road closures, per the Police Department:

- **Nicole’s 5K Run/Walk - Sunday, July 17, 2022**

Road Closures Needed:

Beach Avenue closed from Woodland Avenue to Boothby Road from 8:50 A.M. – 10:00 A.M. (end of race). The information may be subject to change.

MOTION: To approve the road closures as recommended by the Police Department for Nicole's 5K Run/Walk on July 17, 2022 as noted above.

Beach Parking Permit Waiver Request: The Race Director of Nicole's Run has requested the Board waive the beach parking permit requirement for the event from 6:00 a.m. to noon at all three beaches, as they have in prior years.

MOTION: To waive the beach parking permit requirement for Nicole's 5K Run/Walk on July 17th from 6 a.m. to noon at all three beaches.

- **Memorial Day Parade - Monday, May 30, 2022 (2:00 p.m.)**

Road Closures Needed:

- 1:45 P.M. – 3:00 P.M. Main Street at Fletcher Street
- 1:45 P.M. – 3:00 P.M. Summer Street at Portland Road
- 1:45 P.M. – 3:00 P.M. Park Street at Summer Street
- 1:45 P.M. – 3:00 P.M. Nasons Court
- 1:45 P.M. – 3:00 P.M. Bourne Street
- 1:45 P.M. – 3:00 P.M. Grove Street
- 1:45 P.M. – 3:00 P.M. Dane Street
- 1:45 P.M. – 3:00 P.M. Main Street at Water Street
- 1:55 P.M. – 2:45 P.M. York Street at Brown Street
- 1:55 P.M. – 2:45 P.M. York Street at Friend Street
- 1:55 P.M. – 2:45 P.M. High Street at Friend Street

The above information may be subject to change.

MOTION: To approve the road closures as recommended by the Police Department for the Memorial Day Parade on May 30, 2022 as noted above.

d. **Discuss Any Other Business of the Board**

10. SELECT BOARD COMMENTS

- a. **Subcommittee Reports**
- b. **Board Liaison Reports**
- c. **Individual Select Board Member Comments**

11. TOWN MANAGER ANNOUNCEMENTS

- a. **Project Updates**
- b. **Upcoming Select Board Meetings/Workshops:**
 - Wednesday, May 11 @ 6:30pm – Workshop: Short-Term Rentals
 - Tuesday, May 17 @ 5:30pm – Workshop: Employee Handbook
 - Tuesday, May 24 @ 6:30pm – Regular Meeting
 - Tuesday, May 31 @ 6:30pm – Special Meeting: 2nd Public Hearing for Budget (required 7-20 days before election) and Award of Proposal for Town Manager Recruitment Consulting Services
- c. **Thursday, May 19 – Candidates Night** will be held at 6:30 pm at the Town Hall for the candidates running for Select Board. This event can be viewed in person at the Town Hall, on Cable TV channel 5, or at www.townhallstreams.com.
- d. **Monday, May 30 – Memorial Day**
 - Town Offices and Department of Public Services will be closed
 - There is **no change** in the trash and recycling curbside collection schedule due to the holiday
 - Memorial Day Parade at 2:00 p.m. on Main Street (see road closures noted in a prior article)

12. EXECUTIVE SESSION

13. ADJOURNMENT