

***In-person or Remote Meeting?***

Pursuant to a vote of the Select Board on 5/10/22, the Select Board will hold their meetings (in-person or by remote means) when the Maine CDC indicates that the COVID-19 community level of transmission for York County is:

- low (green) = **in-person meeting**
- medium (yellow) or high (red) = **remote meeting**

**TOWN OF KENNEBUNK  
SELECT BOARD  
TUESDAY, JUNE 14, 2022 – 6:30 P.M.  
TOWN HALL – 3<sup>RD</sup> FLOOR, ROOM 301  
REGULAR MEETING AGENDA**

This is a televised Meeting.

View meeting in person, Cable TV Channel 5 or online anytime at [www.townhallstreams.com](http://www.townhallstreams.com).

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. CONSIDERATION/APPROVAL OF MINUTES
  - a. Regular Meeting of May 24, 2022 [View draft minutes \(PDF\)](#)  
**MOTION:** To approve the minutes of the Regular Meeting of May 24, 2022.
  - b. Special Meeting of May 31, 2022 [View draft minutes \(PDF\)](#)  
**MOTION:** To approve the minutes of the Special Meeting of May 31, 2022.
  - c. Special Meeting of June 7, 2022 [View draft minutes \(PDF\)](#)  
**MOTION:** To approve the minutes of the Special Meeting of June 7, 2022.
3. ITEMS TO BE SIGNED
4. PUBLIC HEARINGS
5. PUBLIC COMMENTS
6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS
  - a. **Confirm the Town Manager’s Nomination of the Kennebunk Fire Rescue Chief** – Mr. Justin Cooper has been selected to serve as Kennebunk’s next Fire Rescue Chief, replacing Chief Jeff Rowe who will be retiring on June 24<sup>th</sup>.  
  
Justin offers our community a vast amount of firefighting, EMS and leadership experience. He is currently employed by the City of Biddeford where he serves as a Fire Captain/Shift Commander. He has worked in Biddeford for the past 18 years. He also works as a Deputy Fire Chief for the Town of Arundel where he has served since 2003. His educational background includes a Bachelor’s Degree in Kinesiology-Exercise Physiology from UMASS, Amherst.  
  
Justin’s name may sound familiar to many as he serves on the Kennebunk Fire Rescue Department as a per diem Deputy Chief, having been employed by the Town since 1998. He and his family reside in Kennebunk.

We are pleased to welcome Justin to the staff at the Town of Kennebunk and look forward to working with him. His starting annual salary will be \$101,000.00. Justin will begin his duties on July 5.

Justin will be in attendance at Tuesday's meeting.

Per the Town Charter, the Select Board confirms the Town Manager's nomination.

**MOTION:** To confirm the Town Manager's Nomination of Justin Cooper as Kennebunk Fire Rescue Chief and Emergency Management Director, effective July 5, 2022 for a term expiring on June 30, 2023 (date all Annual Appointments expire – see Article 9.c).

- b. **New Hire: Assistant Town Clerk** – Mr. Ian Magill starts with the Town on June 22 in the position of regular part-time Assistant Town Clerk. Ian previously worked for the University of Maine at Augusta in the Academic Advising Office, assisting students with a variety of questions and academic requirements. Ian earned his Bachelor's Degree in History from Arcadia University and his Master's Degree in Higher Education Counseling/Student Affairs from West Chester University. Ian and his family reside in Kennebunk. Please welcome Ian to our team.

## 7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

a. **Accept the Following Donation:**

- \$67.00 from the Hannaford Bloomin' 4 Good Program for the Community Garden Committee

**MOTION:** To accept the donation and send a letter thanking them for their kind donation.

- b. **Award the Bid for the Apparatus Bay Concrete Floor Coating for the Fire Department** – This project will reseal the Central Station apparatus bay floor with a protective coating/sealant. The square footage is approximately 7,000.

The Town received one bid for this work:

- Industrial Concrete Services (ICS) of Saco, ME                      \$31,946.00

The amount budget for this item is \$30,000.00.

After the bid opening, the Fire Chief contacted the sole bidder and negotiated a price that aligns with the budgeted amount. ICS is the same company that coated/sealed the Central Station floor in 2004 and the floor in the West Kennebunk station in 2014.

The Fire Chief is recommending the bid be awarded to Industrial Concrete Services for \$30,000.00.

**MOTION:** To award the bid for the Apparatus Bay Concrete Floor Coating to Industrial Concrete Services in the amount of \$30,000.00.

- c. **Hear an Update on the Activities To-Date of the Kennebunk-Kennebunkport Fire Department Task Force** – This Task Force was formed to discuss and identify potential opportunities for the sharing of resources that may include equipment and personnel. The Kennebunk and Kennebunkport Fire Chiefs, as well as a fire officer and a firefighter from each community comprise the Task Force.

Chief Rowe will provide the Board with an update on efforts of the Task Force.

## 8. OLD BUSINESS

9. NEW BUSINESS

- a. **Hear an Update from the Connectivity Task Force on Wireless Communications** – Recognizing that areas of the Town of Kennebunk are impacted by poor cell service coverage, the Town’s Connectivity Task Force, a subgroup of the Economic Development Committee, has undertaken an in-depth extensive analysis of the current cell service in the community. Steve Sawyer will be present to update the Board on this effort. His presentation is planned for approximately 20 minutes.

[View supporting material – Proposed Wireless Communications Master Plan \(PDF\)](#)

- b. **Take up the Annual Board Reappointments** – Town board, committee and commission members up for reappointment have terms expiring on June 30, 2022. These are for 3-year Regular and 1-year Alternate member positions.

View supporting material – [Board List \(PDF\)](#)

Below are lists showing members that:

- wish to be reappointed
- are not seeking reappointment
- should be moved up from Alternate to Regular member

1. **The following members have stated they DO wish to be reappointed:**

COMMITTEE	MEMBERSHIP	Regular (3-yr.) Alternate (1-yr.)
Board of Assessment Review	Richard Smith	Regular (3-yr.)
Budget Board	John Costin	Regular (3-yr.)
Budget Board	Richard Morin	Regular (3-yr.)
Budget Board	Dan Sayre	Regular (3-yr.)
Community Garden Committee	Joseph Favreau	Regular (3-yr.)
Community Garden Committee	Dominic Cacciola	Regular (3-yr.)
Community Garden Committee	Kathleen Dolan	Regular (3-yr.)
Community Garden Committee	Tristan Jordan	Regular (3-yr.)
Community Garden Committee	Richard Coots	Alternate (1-yr.)
Conservation Commission	Nicholas Branchina	Regular (3-yr.)
Conservation Commission	Todd Bridgeo	Regular (3-yr.)
Economic Development Committee	Gary Dugas	Regular (3-yr.)
Economic Development Committee	Stephen Sawyer	Regular (3-yr.)
Economic Development Committee	Randy Gates	Regular (3-yr.)
Energy Efficiency Advisory Committee	Scott Negley	Regular (3-yr.)
Historic Preservation Commission	Barbara Fleshman	Regular (3-yr.)
Historic Preservation Commission	Stephen Dalzell	Alternate (1-yr.)
Kennebunk River Committee	Robert Danzilo (Joint member w/ K’Port)	Regular (3-yr.)
Lower Village Committee	Elizabeth Smith	Regular (3-yr.)
Lower Village Committee	William Guay	Alternate (1-yr.)
Planning Board	Robert Metcalf	Regular (3-yr.)
Planning Board	Edward Trainer	Alternate (1-yr.)
Planning Board	Daniel Kiley	Alternate (1-yr.)
West Kennebunk Village Committee	Daniel Guay	Regular (3-yr.)
Zoning Board of Appeals	Leah Rachin	Regular (3-yr.)
Zoning Board of Appeals	Paul Brinnel	Alternate (1-yr.)

**MOTION:** To reappoint the Regular and Alternate members noted above to 3-year terms expiring on June 30, 2025 and 1-year terms expiring on June 30, 2023.

2. **The following members have stated they DO NOT wish to be reappointed:**

COMMITTEE	MEMBERSHIP	Regular (3-yr.) Alternate (1-yr.)	Any Alternates to move up?
Historic Preservation Commission	Mary Megeaski	Alternate (1-yr.)	n/a
Kennebunk River Committee	Charles Barker	Regular (3-yr.)	Yes (see below)
Lower Village Committee	Patti Sass Perry	Alternate (1-yr.)	n/a
Site Plan Review Board	Christopher Carroll	Regular (3-yr.)	Yes (see below)
Site Plan Review Board	Tim Sommers	Alternate (1-yr.)	n/a
West Kennebunk Village Committee	Brenda Spulick	Regular (3-yr.)	No
Zoning Board of Appeals	Douglas Gallagher	Regular (3-yr.)	Yes (see below)

**MOTION:** To send letters to the above named committee members that did not wish to be reappointed thanking them for their service to the Town.

3. **The following Alternate members are seeking reappointment and should be MOVED UP to a Regular member position:**

COMMITTEE	MEMBERSHIP
Kennebunk River Committee	Reinier Nieuwkerk, serving as Alternate member since 1/8/19
Site Plan Review Board	Keith Hafer, serving as Alternate member since 9/9/21
Zoning Board of Appeals	Jon Sevigny, serving as Alternate member since 9/9/21

**MOTION:** To appoint Reinier Nieuwkerk to a Regular member position on the Kennebunk River Committee, Keith Hafer to a Regular member position on the Site Plan Review Board and Jon Sevigny to a Regular member position on the Zoning Board of Appeals, all with terms expiring on June 30, 2025.

c. **Confirmation of the Town Manager’s Annual Appointments** – Below you will find the Town Manager’s Nominations for Annual Appointments for the period of July 1, 2022 to June 30, 2023. Confirmation from the Board is required.

1-YEAR APPOINTMENTS	7/1/22 to 6/30/23
Acting Town Manager	Joel Downs
Finance Director, Tax Collector, Treasurer	Joel Downs
Deputy Treasurer	Kris Fogg
Deputy Tax Collectors	Kris Fogg, Lynda Lightbody, Jenny Casey, April Jones, Merton Brown, Katrina Boyer, Tabetha Barden and Ian Magill (Mr. Magill’s appointment begins on 6/22/22)
General Assistance Administrators	Michael Pardue, Karen Winton, Joel Downs, Kris Fogg, Tabetha Barden
Town Clerk	Merton Brown
Tax Assessor, E911 Addressing Officer	Daniel Robinson
Police Chief	Robert MacKenzie
Fire Rescue Chief, Emergency Management Director	Justin Cooper (confirmed earlier in the agenda)
Director of Public Services/Road Commissioner	Bryan Laverriere
Parks & Recreation Director	Vacant
Human Resources Director	Jeri Sheldon
Director of Information Services	Richard Boucher
Community Development Director, Town Engineer	Christopher Osterrieder
Town Planner	Brittany Howard

Code Enforcement Officers	Brian Paul, Franklyn Kunkel
Building Inspectors	Brian Paul, Franklyn Kunkel
Plumbing Inspectors	Brian Paul, Franklyn Kunkel
Electrical Inspector	James Nichols
Alternate Electrical Inspectors	William Clark, Marc Lamontagne
Harbormaster	H. Jamie Houtz
Town Historian	Kathy Ostrander Roberts
Tree Warden	Wayne Cutting
Constables	Christopher Russell, Michael Tucci

**MOTION:** To confirm the Town Manager’s Nominations listed above for the 2022-2023 Annual Appointments.

- d. **Confirmation of the Town Manager’s Three-Year Appointments** – Below you will find the Town Manager’s Nominations for Health Officers for the period of July 1, 2022 to June 30, 2025. Confirmation from the Board is required.

3-YEAR APPOINTMENTS	7/1/22 to 6/30/25
Health Officer	John Brady
Assistant Health Officer	Brian Paul

**MOTION:** To confirm the Town Manager’s Nominations listed above for the 3-year Appointments expiring on June 30, 2025.

- e. **Approve the Town Manager Job Description** – On June 7, 2022, the Select Board adopted the Town’s revised Personnel Policy/Employee Handbook. On page 5, under Section 3.4 entitled “Job Descriptions”, it is written, “The Select Board has final approval on all changes and revisions to the Town Manager’s job description.” In compliance with the requirements of the newly adopted Personnel Policy/Employee Handbook, the Town Manager job description is provided for Board approval.

[View supporting material – Job Description \(PDF\)](#)

**MOTION:** To approve the Town Manager Job description as presented.

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

- **Saturday, August 6, 2022: West Kennebunk Family Fun Day**

Road Closure Needed:

Alfred Road (parade route) needs to be closed from the intersection of Alfred and Alewife Roads to the intersection of Alfred Road and Patterson Drive. The roads will be closed from 10:55A.M. until approximately 11:40A.M.

The above information may be subject to change.

**MOTION:** To approve the road closures for the West Kennebunk Family Fun Day as noted above.

- g. **Discuss Any Other Business of the Board**

10. SELECT BOARD COMMENTS

- Subcommittee Reports**
- Board Liaison Reports**
- Individual Select Board Member Comments**

## 11. TOWN MANAGER ANNOUNCEMENTS

### a. **Upcoming Select Board Meetings:**

- Tuesday, June 21 at 6:30 p.m. – Special meeting (victualer licenses, charter commission, union contract)
- Tuesday, June 28 at 6:30 p.m. – Regular meeting
- Tuesday, July 12 at 6:30 p.m. – Regular meeting
- Tuesday, August 16 at 6:30 p.m. – Regular meeting
- Tuesday, August 30 at 6:30 p.m. – Regular meeting

### b. **Monday, June 20 – Juneteenth Holiday Celebrated**

- 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

### c. **Thursday, June 30 – Deadline for the Buy-A-Brick Program at the Waterhouse Center** – Brick orders received by June 30 will be installed in early October. Brick orders received after that date will be included in next year's order. FMI: [www.kennebunkmaine.us/buyabrick](http://www.kennebunkmaine.us/buyabrick)

### d. **Monday, July 4 – Independence Day Holiday**

- 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. Note: They will be collecting on the Monday holiday as well as the rest of the week as usual.
- Fireworks will be held on July 4 at Kennebunk Beach as dusk. Rain date will be July 5.

### e. **“Slow Down Kennebunk”** yard signs are available in the Town Clerk’s office and at the Police Department. FYI: [www.kennebunkmaine.us/slowdown](http://www.kennebunkmaine.us/slowdown)

## 12. EXECUTIVE SESSION

## 13. ADJOURNMENT