

**KENNEBUNK CHARTER COMMISSION MEETING MINUTES  
WEDNESDAY, JANUARY 4, 2023 -6:30PM  
IN PERSON MEETING, TOWN HALL ROOM 306, 1 SUMMER STREET**

**1. Call to Order**

The meeting was called to order at 6:30PM by Town Clerk, Merton Brown. Those in attendance were:

Present: Charter Commission Members: Christian Babcock, Janice Vance, Brenda Robinson, Susan Bloomfield, Christopher Babbidge, Edward Trainer, Richard Smith, Chris Cluff, and Stephen Sayers

Absent: None

Also Present: Natalie Burns (Town Attorney) Bryan Laverriere (Interim Town Manager), Merton Brown (Town Clerk), Miriam Whitehouse (Select Board Member) and Leslie Trentalange (Select Board Member)

**2. Introductions**

Those present introduced themselves.

**3. Election of Officers**

M Brown. Town Clerk, explained the process for the election of a Chair, Vice Chair and Secretary.

**4. Election of Charter Commission Chair**

Members nominated the following candidates for Chair:

**Motion: To nominate Christian Babcock for Chair**

Moved: Chris Cluff

Second: Brenda Robinson

**Motion: To nominate Christopher Babbidge for Chair**

Motion: Edward Trainer

Second: Chris Cluff

**Motion: To nominate Janice Vance for Chair**

Motion: Richard Smith

Second: Susan Bloomfield

The Town Clerk asked for further nominations. Seeing none he called for a motion to have nominations cease. It was moved, seconded and voted to have nominations cease. 9 in favor with 0 opposed.

The Town Clerk called for a vote on each nominated candidate with the following results:

<b>Christian Babcock</b>	<b>4</b>
<b>Christopher Babbidge</b>	<b>3</b>
<b>Janice Vance</b>	<b>2</b>

The Town Clerk declared Christian Babcock as the elected Chair.

Town Clerk, Merton Brown then turned the meeting over to Chair Babcock.

#### **5. Election of a Charter Commission as Vice Chair**

Members next nominated the following candidates for Vice Chair.

##### **Motion: To nominate Brenda Robinson for Vice Chair**

Moved: Susan Bloomfield

Second: Christian Babcock second

##### **Motion: To nominate Richard Smith as Vice Chair**

Moved: Janice Vance

Second: Ted Trainer

Chair Babcock asked for further nominations. Seeing none he called for a motion to have nominations cease. It was moved, seconded and approved by a vote of 9 in favor with 0 opposed.

Chair Babcock called for a vote.

<b>Brenda Robinson</b>	<b>4</b>
<b>Richard Smith</b>	<b>5</b>

Richard Smith was elected as Vice Chair.

#### **6. Election of a Charter Commission Secretary**

Members nominated the following candidate as Secretary

##### **Motion: To nominate Janice Vance as Secretary**

Moved: Richard Smith

Second: Christopher Cluff

Chair Babcock asked for further nominations. Seeing none, a motion was made and seconded that nominations cease. 9 were in favor with 0 opposed.

Janice Vance was elected Charter Commission Secretary.

#### **7. Discussion**

The general responsibilities of each officer were briefly described by Attorney Burns. Merton Brown stated that the Meeting Agenda would be set by the chair and forwarded to him for distribution to the Commission.

Attorney Burns then stated that by law, a public hearing is required within 30 days of the Charter Commission's first meeting.

A discussion ensued regarding the computation of '30 days.' It was agreed that the first day of the 30 days' count is 5 January 2023. The 30th day is 3 February. The hearing must occur between those dates.

The public hearing was scheduled for January 21st, 2023, from 10:00 AM to Noon with the snow date on January 28 from 10:00 AM to Noon. A brief discussion occurred regarding how the public hearing might be publicized and conducted.

Discussion began on a meeting schedule. It was unanimously decided that meetings would be held on the 1st and 3rd Wednesdays of each month from 6:30 to 8:00 PM, pending the availability of staff to televise the meetings. Merton Brown will contact staff and report to the Commission tomorrow (5 January).

A further discussion ensued regarding the need for a communications process that includes the public and the press. Suggestions included Tammy Wells, The Kennebunk Post (Merton Brown), the KBK Town Newsletter (Bryan Laverriere), the Town Communications Officer (Merton Brown), various community public meetings, and monthly meetings of the Select Board.

Attorney Burns proceeded to address the Freedom of Information Act (FOIA) and how commission members must communicate in order to comply with FOIA regulations. She stated the following:

- All Commission members must have a Town of Kennebunk email address and must use these addresses for all Charter Commission communication between and among themselves and with all public communications;
- Email communications to personal email addresses must be forwarded to the Town of Kennebunk email and then answered with a request to use the Town addresses;
- One Commission member may send out a draft document with a note that this is not to be discussed until the next meeting;
- Two Commission members who are working on the same section text may send out a draft document with a note that this is not to be discussed until the next meeting;
- Chris Babbidge offered a statement regarding official emails that appears on all Legislative emails. He offered to draft a statement for the Charter Commission that may be placed on official CC emails.

- Ms. Burns also mentioned that Commission members should refrain from 'making deals' between and among themselves outside of meetings and/or commitments to any member of the public as this would result in 'blindsiding' other members of the Commission. All business should occur within a scheduled meeting.
- She cautioned Commission members to read the documents that she had distributed and be compliant with the laws on FOAA, observing them strictly.

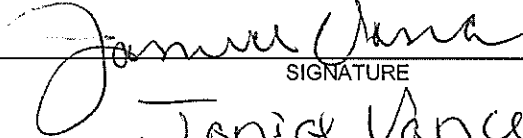
**8. Adjournment**

There being no additional comment of topics for discussion, the presiding officer adjourned the meeting at 8:30 PM.

**Motion: To adjourn the meeting.**  
 Moved: Brenda Robinson  
 Seconded: Christian Babcock  
**Vote: Show of hands vote. 9 votes in favor, none opposed; the motion passed.**

Respectfully submitted by,  
 Merton Brown, Town Clerk

Adopted by the Commission in the meeting of 1-4-23,  
DATE OF MEETING

Signed by Commission Secretary:   
SIGNATURE  
Janice Vance  
NAME IN PRINT