

KENNEBUNK SELECT BOARD MEETING MINUTES
TUESDAY, JANUARY 10, 2023 – 6:30PM
HYBRID MEETING (IN-PERSON/TOWN HALL, 3rd FLOOR AND TELECONFERENCED)

This meeting was held in person at Town Hall as well as via Zoom. It was televised live on Cable TV Channel 5 and streamed on *TownHallStreams.com*, where is it available for viewing at any time.

1. Call to Order

The meeting was called to order at 6:30pm by Vice Chair and presiding officer Kortney Nedeau, who then led attendees in the Pledge of Allegiance. Those participating were:

Participants: Select Board Members Shiloh Schulte [Chair], Kortney Nedeau [Vice Chair], Lisa Pratt [Secretary], Sally Carpenter; William Ward, Jr.; and Miriam Whitehouse

Absent: Leslie G. Trentalange

Also Present: Bryan Laverriere [Interim Town Manager and Director, Public Services], Chris Osterrieder [Director, Community Development], Joel Downs [Finance Director], Merton Brown [Town Clerk], Karen Winton [Deputy Director, Community Development], Jeri Sheldon [Director, Human Resources].

This was a hybrid meeting held in person at Town Hall as well as via "Zoom", the Internet teleconferencing platform. Six Board members participated: five in person and one via Zoom [Schulte, out of town].

2. Approval of Minutes

K. Nedeau next led members in a review of the minutes of past meetings: (1) the Board's Regular Meeting of December 13, 2022; and (2) Special Meeting of December 20, 2022.

Motion: To approve the minutes of the Select Board's Regular Meeting of December 13, 2022.

Moved: L. Pratt

Seconded: W. Ward, Jr.

Vote: Roll call vote, 6 votes in favor, 0 opposed, 1 absent [Trentalange]; the motion passed.

Motion: To approve the minutes of the Select Board's Special Meeting of December 20, 2022.

Moved: L. Pratt

Seconded: W. Ward, Jr.

Vote: Roll call vote, 6 votes in favor, 0 opposed, 1 absent [Trentalange]; the motion passed.

3. Items To Be Signed

There were none.

4. Public Hearings

There was none

5. Public Comments

The Vice Chair then invited public comments or questions of a general nature.

Edward Karytko, a public commentator, expressed concern about speeding on Alfred Road. The safety of Kennebunk residents, he said, should be the Select Board's chief priority. He urged the Board to look into the speeding problem and remedy it.

As there were no other public comments or questions, K. Nedeau closed public comments.

6. Acknowledgements and Announcements

a. Town Manager Appointment *(the full write-up can be found on the agenda)*

K. Nedeau then announced that the Select Board had selected Heather Balser as the Town's next Town Manager.

Nedeau said the Select Board voted unanimously at its Special Meeting of December 20, 2022 to appoint Balser for a three-year term beginning February 6, 2023 and continuing through December 32, 2025. The Select Board also approved an annual starting salary for the incumbent of \$165,000 through December 31, 2023.

Balser is currently the Interim Chief Resiliency Officer in Greeley, Colorado and previously served as the City Manager of Louisville, Colorado (population 20,000). She has more than 24 years of city management experience.

Originally from Maine, Balser grew up in Portland before moving west. Balser will take over the reins of Kennebunk's town management from interim Town Manager Bryan Laverriere, who has held the post since November, 2022.

b. New Hires *(the full write-up can be found on the agenda)*

K. Nedeau next reported that the Town had hired three new employees.

Deputy Tax Collector: Amber Crone joined Kennebunk's Finance Department as a full-time Deputy Tax Collector effective January 3, 2023.

Police Administrative Assistant: Debra Saunders joined the Police Department on January 4, 2023 as a full-time Administrative Assistant.

Police Officer: Kristin Kirby was hired as a full-time Police Officer with employment to begin on February 13, 2023.

On behalf of the Select Board, K. Nedeau bid a warm welcome to all three new hires and wished them success in Kennebunk.

c. "Safest Community in Maine"

K. Nedeau next announced that Kennebunk had been recognized as the "safest community in Maine" according to SafeWise, an independent website focused on community and Internet safety. Kennebunk's violent crime rate is currently 0.00% per 1,000 people, and the property crime rate is 4.5%. Kennebunk was followed by Cumberland, Cape Elisabeth, Hampden, and Eliot. A complete list of town and city safety rankings in Maine can be viewed at www.safewise.com/blog/safest-cities-maine/#city1.

7. Time Sensitive Business and Staff Presentations

a. Accept Donations

K. Nedeau announced that the Town had received a number of donations:

Donations for Emergency Heating Assistance

- \$500 from Patricia Hansen of Hearth & Soul, who is donating a portion of sales taking place on Small Business Saturday;
- \$5,000 from The George C. and Diantha C. Harrington Fund;
- \$4,000 from the William JJ Gordon Family Foundation; and,
- \$2,000 from Bette J. Pulley in memory of her mother Barbara E. Pulley, a Kennebunk resident.

Donations for General Assistance

- \$1,000 from Bette J. Pulley in memory of her mother, Barbara E. Pulley, to assist residents with grocery and pharmacy needs.

Donations for the Police Department

- \$50 from Kennebunk Savings Bank (KSB) via its Community Promise Program, which makes monetary awards to recognize employee volunteerism to help non-profit organizations. In this case, a KSB employee was recognized for their volunteer work and requested the funds go toward Kennebunk's Police Department "Golden Ornament" project.

Motion: To accept the donations listed above and send letters of thanks for their generous contributions.

Moved: L. Pratt

Seconded: W. Ward, Jr.

Vote: Roll call vote, 6 votes in favor, 0 opposed, 1 absent [Trentalange]; the motion passed.

b. Appointment Consideration to Town Committee

K. Nedeau reminded the Select Board that there was vacancy for an Alternate Member on the Town's Economic Development Committee and reported that Ashley Padget had expressed interest in the position.

Ms. Padget then addressed the Board, explaining her credentials. A life-long resident of Kennebunk, she manages a local business and has been President of the Kennebunkport Business Association and a member of the Chamber of Commerce. She voiced very strong interest in contributing to development discussions.

Board members voiced enthusiasm about Ms. Padget's background and candidacy. She brought, they said, a much needed business perspective to development thinking and planning.

Motion: To appoint Ashley Padget as an Alternate Member on the Economic Development Committee to fill the remainder of a one-year term that expires on June 30, 2023.

Moved: L. Pratt

Seconded: W. Ward, Jr.

Vote: Show-of-hands vote, 6 votes in favor, 0 opposed, 1 absent [Trentalange]; the motion passed.

8. Old Business

There was none.

9. New Business

a. Implementation of the Compensation and Classification Pay Ranges

K. Nedeau next reported that pay ranges for non-union Town Hall employees had been developed by Career Management Associates (CMA) based on a comparative pay survey. The CMA ranges had been approved during the Town's FY21-22 and FY22-23 budget processes. To make the salary and wage adjustments suggested by CMA, an outlay of an additional \$200,000 in total was needed.

The Town, B. Laverriere explained, had already approved and apportioned \$100,000 of this total in its current budget. However, an additional \$100,000 was now required from the Select Board's Operational Contingency account.

S. Schulte asked how the implementation of the wage adjustments would work and how it would impact the Contingency account. B. Laverriere replied that the pay changes would not be retroactive, but would take immediate effect if approved. J. Downs affirmed that the Operational Contingency account was last adjusted in June, 2022 and currently held \$195,220.71. That amount minus the \$100,000 now sought, Downs said, should be sufficient through July, 2023.

S. Schulte questioned whether more than \$100,000 for the wage adjustments might be needed, and B. Laverriere responded in the negative. There was already "some wiggle room", Laverriere said, included in the \$100,000 figure.

Motion: To authorize the Interim Town Manager to spend up to \$100,000 from the Select Board Operational Contingency to implement the pay ranges provided by Career Management Associates for non-union personnel.

Moved: L. Pratt

Seconded: W. Ward, Jr.

Vote: Roll call vote, 6 votes in favor, 0 opposed, 1 absent [Trentalange]; the motion passed.

b. Broadcasting of Meetings and Workshop

Select Board member Miriam Whitehouse had requested that this item be placed on the agenda for discussion.

At the present time, the Town records and broadcasts recordings of its Select Board, Planning Board, Site Plan Review Board, and Zoning Board of Appeals meetings. These meetings can be viewed in their entirety in "real time" on Cable TV channel 5 and at any time online at Town Hall Streams [www.townhallstreams.com].

M. Whitehouse expressed satisfaction that today's meeting was "hybrid" and that the Town now had the necessary equipment to permit public participation in person or via Zoom. She opined, however, that *all* of the Town's meetings and workshops should be recorded and available for public viewing.

Whitehouse proceeded to read a statement from L. Trentalange, who was absent. In it, Ms. Trentalange posed several questions:

1. Could recordings of all of the Town's meetings and workshops be broadcast on television the next day?
2. Could the Town simplify its recording and broadcasting process, avoiding the use of "TownHallStreams"?

3. How could the recording and broadcasting of meetings be, in general, simplified to make public viewing possible the day after a meeting?

S. Schulte responded to these points. Some broadcast issues had already been resolved, he said, via the equipment improvements that had been made to facilitate and improve the Town's "hybrid" meetings. The current session, he said, was a good example and now afforded high-quality audio and video access to facilitate real-time, remote participation.

Schulte agreed that broadcasting the Town's meetings and workshops for the benefit of residents was a priority. However, he also opined that "seeking other solutions would likely require additional investments in technology and... there would be added costs".

W. Ward, Jr. noted that the Town was currently recording meetings with technology that was "complex", "dated", and "held together with baling wire". "Changing how we broadcast," he said, "would not be as easy as some might think." Ward, Jr. opined that the Town should look at its technology platform and determine what infrastructure and equipment changes would be needed to make meeting transmissions more straightforward and less costly.

L. Pratt observed that perhaps not every meeting or workshop needed to be visually broadcast. Audio broadcasts were also possible, she said, and the minutes of the Town's key meetings were also available to the public in any event.

B. Laverriere added that technicians specialized in meeting recordings and broadcasts also had an important role to play behind the scenes. Kennebunk was currently reliant on the availability of one recording and technology specialist, Michael Davis, to record and transmit meetings. So the costs and availability of specialty manpower was also a factor to be considered.

M. Whitehouse encouraged the Board to consider broadcasting "live-stream" via Zoom. She volunteered to visit the RSU-21 School Board to investigate how it went about recording and broadcasting its meetings. "We could go from there", she said.

W. Ward, Jr. cautioned fellow Board members that some residents might not be computer literate or be comfortable using computers. Television transmissions, he said, should not be eliminated altogether in favor of computer-only access. He suggested that all meetings be recorded in some fashion so they could be replayed on Zoom, via television, as well as via Town Hall Streams.

Edward Trainer, a public commentator, concurred. He said that he was unable to view Channel 5 even though he was a Spectrum cable television customer. That limitation, Mr. Trainer said, also had to be taken into account as not all residents can view live-stream meetings on television.

S. Schulte summarized the discussion: "Our end goal is to improve public access to meetings and workshops". To do that, he said, the Board should take steps to craft a "broadcast plan" mindful of the technology and manpower challenges and costs. "Let's identify different alternatives and the equipment and costs needed," Schulte said.

The discussion came to a close with M. Whitehouse re-iterating her intent to investigate School Board broadcasting tactics and then report back to the Board.

c. Other Business of the Board

There was none.

10. Select Board Comments

a. Subcommittee Reports:

There were none.

b. Board Liaison Reports

S. Carpenter: The Chair of the West Kennebunk Committee stepped down, so a replacement Chair will be needed. That Committee, S. Carpenter said, is "doing incredible work", and she itemized the different events and services organized by that committee. Carpenter also reported that the Historic Preservation Commission had approved the move of the Barnard Lane barn to Heath Road.

L. Pratt: The Energy Efficiency & Sustainability Committee will meet on Thursday, January 19th at 5:00pm.

c. Comments of Individual Select Board Members

S. Carpenter: Reported that Charlie Galloway had urged Town employees to have CPR training. B. Laverriere confirmed that such training was available via Kennebunk Fire Rescue. Laverriere will poll Town employees about their interest in such training.

K. Nedeau: Questioned whether the Town had sustained any significant storm damage, and B. Laverriere responded in the negative. There had only been "minor damage", Laverriere said.

L. Pratt: Thanked all for the good meeting.

W. Ward, Jr. Thanked Town Hall personnel for their service during the recent storm.

M. Whitehouse: Expressed interest in joining the Ordinance Subcommittee.

11. Announcements

Interim Town Manager B. Laverriere then announced several upcoming holiday events and closures, that were noted in detail on the agenda.

a. January 16th Martin Luther King Holiday closures.

b. January 21st Select Board Outreach will be held from 8:30am-10:00am on the 3rd floor of the Town Hall.

c. January 21st Charter Commission Public Meeting will be held from 10:00am to 12:00pm on the 3rd Floor of Town Hall. The Hearing is required within 30 days of the Charter Commission's organizational meeting, which was held on January 4, 2023.

d. Budget Meetings Dates for the Proposed 2023-24 Budget

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|------------|-------------------------------------|-------------------|
| Meeting #1 | Tuesday, February 7 th | 6:30pm to 9:00pm |
| Meeting #2 | Thursday, February 9 th | 6:30pm to 9:00pm |
| Meeting #3 | Saturday, February 11 th | 8:30am to 11:30am |
| Meeting #4 | Thursday, February 16 th | 6:30pm to 9:00pm |
| Meeting #5 | Tuesday, February 21 st | 6:30pm to 9:00pm |

12. Executive Session

There was none.

13. Adjournment

There being no additional comments or topics for discussion, the Vice Chair adjourned the meeting at 7:35pm.

Motion: To adjourn this meeting.

Moved: L. Pratt

Seconded: S. Carpenter

Vote: Roll call vote, 6 votes in favor, 0 opposed, 1 absent [Trentalange]; the motion passed.

Respectfully submitted by,
J. Schlagheck, Clerk

Adopted by the Board in the meeting of 01.24.2023,
DATE OF MEETING

Signed by
Select Board Member:

[Signature]
SIGNATURE
Lisa Pratt
NAME IN PRINT