

KENNEBUNK SELECT BOARD MEETING MINUTES

TUESDAY, JANUARY 13, 2026 – 6:30PM

TOWN HALL, ROOMS 300/301

In-Person and Teleconference Meeting via “Zoom”

This meeting was recorded and available for viewing at any time at: www.kennebunkmaine.us/tv

1. CALL TO ORDER

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

Present: Miriam Whitehouse (Chair), Leslie Trentalange (Vice Chair), Lisa Pratt (Secretary), Kortney Nedeau, Karen Plattes, Kevin Therrien, and William Ward, Jr.

Absent: none

Also Present: Bryan Laverriere (Town Manager), Merton Brown (Town Clerk), Justin Cooper (Fire Chief), Stephen Houdlette (Economic Vitality Director) and Jeri Sheldon (Human Resources Director).

Seven (7) Board members were in attendance.

2. CONSENT AGENDA

The Chair introduced the following items which were considered routine by the Town Manager and addressed by a single motion.

a. Approve the following Minute(s):

- Regular Meeting of December 16, 2025 [View minutes \(PDF\)](#)

b. Accept the following Donation(s):

- \$1,000 from the William J.J. Gordon Family Foundation for Emergency Fuel Assistance
- \$250 from Bernard DeVoronine for the Dog Park
- \$100 from Deborah and Michael John Hoch for Kennebunk Fire Rescue
- \$50 from James Pastorelli for Kennebunk Fire Rescue
- \$100 from Anonymous for Kennebunk Police Wellness

The Chair thanked the donors and noted that thank you letters will be sent.

c. Accept Committee Resignation:

- Carly Traub, West Kennebunk Village Committee, Regular member (2026)

The Chair said a thank you letter will be sent.

Motion: To approve the Consent Agenda as presented.

Moved: L. Pratt

Second: K. Nedeau

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

3. ITEMS TO BE SIGNED

There were none.

4. PUBLIC HEARINGS

There were none.

5. PUBLIC COMMENTS

The Chair next invited public comments of a general nature or about topics not included in the Agenda. No members of the public came forward.

6. ACKNOWLEDGEMENTS AND ANNOUNCEMENTS

a. Staff News:

- **Jocelyn Nerney** has been hired as the part-time Board Clerk with the Community Development Division effective January 5. The Chair welcomed Jocelyn to the Town of Kennebunk!
 - **Police Department Changes:**
 - **Michael Tucci** has been hired as the Administrative Lieutenant (effective December 29). Lt. Tucci previously held the position of Sergeant.
 - **Stephen Borst** has been promoted to Sergeant effective December 27
 - **Jason McClure** is serving as Acting Sergeant effective December 27
 - **Ryan Iritano** has been hired as a full-time Police Officer effective December 29.
 - **Sophia Robinson** has been hired as a full-time Police Officer effective December 30.
- The Chair congratulated Lt. Tucci, Sgt. Borst and Acting Sgt. McClure, and welcomed Kennebunk Officers Iritano and Robinson to Kennebunk.

The Chair asked if the Board wanted to entertain a motion to move up the presentation by ecomaine (Article 9a). They were in favor and made the following motion:

Motion: To take up Article 9a (presentation by ecomaine) at this time.

Moved: L. Pratt

Second: K. Plattes

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

9.a Presentation by ecomaine – Kevin Roche, General Manager of ecomaine, introduced himself. His presentation is an overview of the company’s work, Kennebunk’s solid waste and recycling program, and the new Extended Producer Responsibility (EPR) legislation that went into effect January 1.

Bea Johnson, from ecomaine’s Outreach Department, handed out packets to each board member. They stated their Outreach Department is their way of connecting to their member communities.

K. Roche thanked Lisa Pratt for the invitation. (Lisa is the Town’s representative on ecomaine’s Board of Directors).

[View ecomaine’s PowerPoint Presentation \(PDF\)](#)

K. Roche began by reviewing his PowerPoint, which included their Annual Report and information on Kennebunk’s solid waste and recycling program from July-December 2025 (Kennebunk became a member community with ecomaine on July 1, 2025).

Who is ecomaine? Ecomaine is a 501(c)3 non-profit organization that connects 69 member communities throughout Maine and New Hampshire to manage municipal solid waste and recycling.

They adhere to the following waste hierarchy, moving waste up to the higher rungs whenever possible:

- Reduce
- Reuse
- Recycle
- Compost/Digestion
- Waste-to-Energy

Facilities – Ecomaine has four (4) facilities that help them manage discarded materials from nearly 1/3 of Maine residents. They accept more than 175,000 tons of trash and 35,000 tons of recycling each year.

Ecomaine is certified in ISO 14001 (environmental performance) and ISO 45001 (safety performance). Audits are done to make sure they are adhering to their policies.

Member Communities - In 2025, ecomaine added 7 (seven) new member communities, which Kennebunk was one of. Over the last 20 years, they've grown to 69 communities. They have a 32-member Board of Directors; Lisa Pratt serves on this board representing Kennebunk. The directors are engaged and work hard to make sure ecomaine is a successful organization. He welcomed all to attend their annual meeting on June 18 at Thompson's Point.

Revenue - Ecomaine has revenue streams; they charge a tipping fee for materials that come into their facilities; this is their largest revenue stream. They sell electricity on the combustion of the waste and they also sell recyclable materials.

Extended Producer Responsibility (EPR) - Fifteen years ago, the majority (90%) of the materials they took in were newspapers. Those have all but disappeared. Now, the stream is packaging, which is why the EPR is so important. The EPR is a tool that shifts/shares the costs of recycling between municipalities and the brands (generators of the packaging). Starting January 1 of this year, the Town should be tracking their costs associated with recycling. At the end of this year, municipalities will submit those costs to the stewardship organization which will administer the EPR program on behalf of the State and by October of the following year (2027), reimbursements to municipalities will be made. It's a new program and there will be "growing pains". Only municipalities with recycling programs are eligible for the reimbursement, not waste haulers or ecomaine. Ecomaine charges the Town a tipping fee, a true cost of recycling, then the Town will send that bill to the state for partial reimbursement.

Landfill - has strong, permanent capacity for another 20+ years. It's the bottom rung in waste hierarchy, but some material has to end up there. Most of what ecomaine is using the landfill for is ash disposal. From the waste energy facility they get a 90% reduction in the volume of the waste, so the landfill is 1/10 the size it would have been had they been landfilling raw waste.

Multi-family recycling initiative - Just 8% of multi-family dwellings in Maine have on-site access to recycling (a huge missed opportunity as most of that waste is going into the landfill). Ecomaine received an \$8M grant to boost recycling access in multi-family buildings with a goal of improving disposal practices and lifting rates statewide.

Many who work at their facility are interns first (intern program at Maine Maritime), many are hired by ecomaine after graduation.

Building a new Materials Recovery Facility (MRF) - The last one, built 20 years ago, was a newspaper-based recycling facility. This new facility will utilize a warehouse (across the street from old recycling facility and adjacent to the Waste to Energy facility) and will be able to process packaging. The new MRF will have: more efficient processes (state of the art sorters, etc.), cleaner output, more education opportunities, modern technology, and an increased capacity (will enable ecomaine to welcome more communities).

Ecomaine is looking into regional collection districts rather than town by town collection.

6-Month total - Kennebunk's 6-month total for recycling is trending and is around 30%; the more you recycle, the more you will be reimbursed from EPR, cost sharing. He really appreciates that the Town made the decision to join the other communities in ecomaine.

Questions from the Select Board about the EPR and food waste program was answered by Mr. Roche.

The Board acknowledged and thanked Mr. Roche for his informative presentation.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

- a. **Award the Bid for the Brush Truck Skid Unit with Poly Tank for Kennebunk Fire Rescue** – The Chair stated that “Brush truck 1”, a 1995 Ford F-350 was sold on govdeals.com as it was no longer reliable. In lieu of purchasing a new brush truck, “Car 3”, which is a 2016 GMC Sierra 3500 with a utility body, is being retrofitted to serve in this capacity. A skid unit includes a forestry fire pump, water tank, foam, hose reel, and discharges for forestry hose. The Town received six (6) bids for this purchase:

COMPANY	PRICE
Fire Line Equipment, LLC New Holland, PA	\$22,250.75
Bergeron Protective Clothing Epsom, NH	\$22,674.97
Industrial Protection Services South Portland, ME	\$23,982.00
Harrison Shrader Enterprises Lewiston, ME	\$24,489.00
Wildland Warehouse Blairstown, NJ	\$27,575.00
M Tech, Inc. Chico, CA	\$30,780.00

The Fire Chief recommends awarding the bid to Fire Line Equipment, LLC. The amount budgeted for this purchase is \$15,000.00; an additional \$7,250.75 will be taken from the department’s equipment line to complete this purchase.

Motion: To award the bid for the Brush Truck Skid Unit with Poly Tank to Fire Line Equipment, LLC of New Holland, PA at a price of \$22,250.75.

Moved: L. Pratt

Second: K. Nedeau

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

- b. **Award the Bid for the Central Fire Station Concrete Floor for Kennebunk Fire Rescue** – The Chair stated that this project includes replacing the current VCT tile floors with polished concrete floors. The areas being replaced are the common living spaces to include the day room, dispatch office, hallways, kitchen, old classroom and bedrooms. The administrative offices will remain carpeted and the fire bays will remain with their current concrete floors. The Chair read the three (3) bids received for this project.

COMPANY	PRICE
Scholar Painting & Restoration Seymour, CT	\$36,320.00
Industrial Concrete Services Saco, ME	\$37,250.00
FMG Enterprises of New England, Inc. Lewiston, ME	\$66,225.00

The Fire Chief recommends awarding the bid to Industrial Concrete Services of Saco, ME. The amount budgeted for this project is \$36,000.00; an additional \$1,250.00 will be taken from the building maintenance budget.

The Chair asked why they were not going with the low bid. Fire Chief Cooper said there was not much difference in the two lowest bids, and since this will displace the department’s personnel for two weeks during the project, they wanted to go with the local company.

The Board had no further questions.

Motion: To award the Central Station Concrete Floor Bid to Industrial Concrete Services of Saco, ME at a price of \$37,250.00.

Moved: L. Pratt

Second: K. Nedeau

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

- c. **Hear an Update from the Economic Vitality Director on the Business Training Program from the Roux Institute, Venture Forward** – Venture Forward partners with Maine municipalities to advance business innovation and growth at every stage – empowering emerging startups, established companies, and multi-generational local businesses to evolve, scale sustainably, and strengthen community and economic resilience.

The Chair invited Economic Vitality Director, Stephen Houdlette, to speak on this item. He addressed the following topics:

- Introduction
 - Overview of solicitations and background for the Venture Forward program
 - Description of the Roux Institute as an innovation hub with practical business applications
 - Summary of the inaugural program in Yarmouth, which included approximately 15 participating businesses
 - Noted that the program was presented to Kennebunk’s Economic Development Committee at its December 4, 2025 meeting
- Program Assessment
 - Feedback provided by Tori Hill, Town of Yarmouth
 - Testimonials from participating Yarmouth businesses
- Venture Forward Program Details
 - Accelerated training program delivered through a combination of remote sessions and in-person meetings at the Roux Institute and Town locations
 - 10-week program covering business operations, marketing, strategic planning, and technology integration
 - Access to the Roux Institute’s entrepreneurship pillar and its full range of resources
 - Mentorship component involving Roux industry professionals and local business leaders
 - Program designed to provide direct training to local businesses and support the growth and resilience of Kennebunk’s economy
- Implementation
 - Alignment with the strategic goals of Kennebunk’s Economic Plan and Comprehensive Plan
 - Funding availability confirmed for the current fiscal year
 - Timeline structured to deliver training in advance of the tourism season:
 - January-February: Business outreach
 - February-March: Cohort and mentor selection
 - March-May: 10-week training program

Houdlette said this program was presented to the Economic Development Committee at its December meeting. The Committee recognized the program’s value and agreed it was a strong initiative. Members were impressed, and TIF funding for the program is included in the current fiscal year.

[View Town of Yarmouth’s Program \(PDF\)](#)

Some questions and comments from the Board were:

- Funding level - Houdlette said the current agreement is approximately \$24,000, which would support approximately 15 businesses. The program focuses on marketing and branding through a 10-week course and is far broader than simply using a chatbot. It also connects participating businesses to the broader Roux Institute network.
- Mentorship portion was very strong in the Economic Development Committee's presentation - Houdlette stated a key component of the program is this mentorship element.
- Business size - Is the program intended for all businesses in town or limited to brick-and-mortar businesses? Houdlette responded that the program is open to businesses of all sizes and is not limited to brick-and-mortar operations. While the program is not specifically designed for larger companies, they could work as mentors.
- How program success would be measured - Houdlette explained that success would be evaluated through post-program surveys of both participants and mentors. If the program continues, the connection with the Roux Institute would be further strengthened.

Houdlette explained that as a town, we have a strong business-to-business network, which is a valuable asset. This program would build on that strength. Several members of the Economic Development Committee have business backgrounds and would work on this initiative also.

- Chamber of Commerce - Houdlette responded that the Chamber would be closely involved.
- Are we confident that 15 businesses would participate? Houdlette replied that there has been strong interest and, while the success of any program cannot be guaranteed, he is confident this program will be successful.
- Yarmouth's experience with the program - Houdlette shared that, for example, each module provided valuable benefits to Estes Lumber.
- Will the cohort include a mix of large and small businesses? Houdlette confirmed that this is one aspect of the selection process. Other factors include business district location, industry sector, and the ability for the business to use the training to develop business solutions.

L. Pratt mentioned that a friend of hers had participated in the program and experienced significant success through the Roux Institute. She will provide S. Houdlette with the contact.

The Board thanked Stephen Houdlette for his presentation.

8. **OLD BUSINESS**

There was none.

9. **NEW BUSINESS**

There was none.

- a. **Presentation by ecomaine** – This item was take up after Article 6a.
- b. **Approve Overlimit Permits for Maine Department of Transportation Projects** – The Chair stated that the Maine Department of Transportation (MDOT) requested that the municipality issue a permit (for each project below) for a stated period of time to allow its contractors to transport construction equipment, such as backhoes and bulldozers, that exceeds legal weight limits on municipal roads. Authorization by the Board is required for this use.

The sections of highway under construction are as follows:

- i. **Project No:** 027522.00
Subject: Pavement Milling and HMA Overlay
Location: Wells and Kennebunk
Roadway: US Route 1

Project is located on US Route 1 beginning in Wells 0.16 mile north of Bypass Road and extending north 2.19 miles into Kennebunk.

[View MDOT Construction Overlimit Permit Information \(#027522.00\) \(PDF\)](#)

Motion: To approve the Overlimit Permit pursuant to 29-A MRSA §2382 for the duration of project #027522.00

Moved: L. Pratt

Second: K. Nedeau

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

ii. Project No: 029414.00

Subject: Cyclical Pavement Resurfacing

Location: Wells, Kennebunk and Kennebunkport

Roadway: Route 9

Project is located in the Towns of Wells, Kennebunk and Kennebunkport along Route 9, beginning at Route 1 (Wells) and extending east 4.55 miles (Kennebunk) to Maine Street (Kennebunkport), including 0.03 of a mile of Route 9W.

[View MDOT Construction Overlimit Permit Information \(#029414.00\) \(PDF\)](#)

Motion: To approve the Overlimit Permit pursuant to 29-A MRSA §2382 for the duration of project #029414.00

Moved: L. Pratt

Second: K. Nedeau

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

iii. Project No: 029702.00

Subject: Cyclical Pavement Resurfacing

Location: Kennebunk

Roadway: Route 99

Project is located in Kennebunk along Route 99, beginning at Route 9A (High Street) and extending northwest 1.25 miles to Lilac Lane.

[View MDOT Construction Overlimit Permit Information \(#029702.00\) \(PDF\)](#)

Motion: To approve the Overlimit Permit pursuant to 29-A MRSA §2382 for the duration of project #029702.00

Moved: L. Pratt

Second: K. Nedeau

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

At the end of the meeting, the Town Manager asked the Board to sign the three Overlimit Permits.

10. SELECT BOARD COMMENTS

a. Subcommittee Reports

M. Whitehouse – The Social Services Agencies Review Subcommittee will be meeting tomorrow at 11:00am. At the last meeting, they extended the application deadline. Tomorrow’s meeting will finalize the requests for funding.

b. Board Liaison Reports

M. Whitehouse:

West Kennebunk Village Committee met last week. They will be having a public meeting on May 14. They are also making plans for Family Fun Day on August 1. The success of this event depends on how many volunteers they get. They will make a decision in June on whether or not to hold the event. Contact the committee or Miriam if you wish to volunteer. They have one vacancy on the committee (resignation taken up earlier in the agenda).

RSU21 – She watched the school board meeting last night. Schools have to have a cell phone policy. This was a great conversation, they will continue to work on that.

L. Pratt:

Climate Action Committee – met last night and discussed their work plan. Will focus with the Conservation Commission looking at trails and connectivity, educating themselves about wetlands, and the greenhouse gas emissions inventory.

Ecomaine Board – meeting will be this Thursday. Agendas and minutes are online for anyone wishing to read them.

K. Plattes:

Conservation Commission – Working on the event on January 24th. Quite a group of people expected, will meet on the third floor. Many Town committees will be involved, will be more of a workshop.

Energy Efficiency & Sustainability Committee – has been busy, still waiting to find out about the grant for solar fixtures on Town/COS building. No Idling signs have gone up. Their composting project will begin soon, hopefully in March, where residents will bring home composting to barrels located on Town property. This is a pilot program.

c. Individual Select Board Comments

K. Plattes – Thanked all volunteers on Town committees, they work a lot of hours and are appreciated. Also thanked staff.

W. Ward – Thanked staff, welcomed new police staff.

11. TOWN MANAGER ANNOUNCEMENTS

The Town Manager read the announcements on the agenda to include the date of the next Select Board Social Services Agencies Subcommittee meeting (Jan. 14 at 11am), Martin Luther King, Jr. Holiday closures, and the upcoming 2026-27 proposed budget meeting dates. View the agenda for the full list of announcements.

L. Trentalange wants to remind residents that these budget meetings are the ones to attend while discussions are taking place.

M. Whitehouse – budget meetings at the school will begin soon. Check their website for details.

12. EXECUTIVE SESSION

a. Discuss the employment, appointment, assignment, duties, or compensation of an individual or group of public officials or employees - 1 M.R.S.A. Sec. 405(6)(A).

At 8:06pm, the Board made the following motion:

Motion: To enter into executive session, with the Human Resources Director, pursuant to Title 1 M.R.S.A. Sec. 405(6)(A) to discuss the employment, appointment, assignment, duties, or compensation of an individual or group of public officials or employees.

Moved: L. Pratt

Second: K. Therrien

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

The Board moved into executive session, at which time the Town Manager left the meeting.

Upon exiting the executive session at 8:48pm, the Board had nothing to report.

13. ADJOURNMENT

There being no further business, at 8:49pm, the following motion was made:

Motion: To adjourn the meeting.

Moved: L. Pratt

Second: K. Nedeau

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

Respectfully submitted by,
Kathleen Nolette, Town Manager's Administrative Assistant

Adopted by the Board in the meeting of

02.24.2026
DATE OF MEETING

Signed by
Select Board Member:

L. Pratt
SIGNATURE

Lisa Pratt
NAME IN PRINT

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Moved: L. Pratt

Second: K. Therrien

Vote: Show of hands, 7 in favor, 0 opposed; the motion passed.

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Kathleen Nolette, Town Manager’s Administrative Assistant

Adopted by the Board in the meeting of _____
DATE OF MEETING

Signed by
Select Board Member: _____
SIGNATURE

NAME IN PRINT