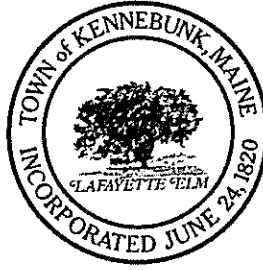


Town of Kennebunk, Maine



Site Plan Review Board

MEETING MINUTES

Thursday, May 25, 2023

Town Hall, Kennebunk, Maine

This meeting was held in person in Room 301, Town Hall, 1 Summer Street, Kennebunk. A recording of the meeting is available on the Town's website and the hearing can be viewed at any time at www.TownHallStreams.com.

Present: Jeanne Dunn [Vice Chair], Brenda Robinson [Secretary], Albert Kolff [Member], and Keith Hafer [Member],

Absent: Gary Dugas [Chair];

Also Attending: Brittany Howard [Town Planner], Bryan Laverriere [Director, Public Services], and Owen A. McCollough [Sebago Technics].

1. Call to Order: Vice Chair and presiding officer J. Dunn called the meeting to order at 7:00pm on May 25th, 2023 at Town Hall. This was an in-person meeting. There were four voting members present: Dunn, Robinson, Kolff, and Hafer.

2. Approval of Prior Minutes: J. Dunn then led the Board in a page-by-page review of the Minutes of the Board's meeting of May 4, 2023. Errors were identified and corrected.

Motion: Move to approve the Minutes of the Board's meeting of May 4, 2023 as amended.

Moved: B. Robinson

Second: J. Dunn

Vote: Show-of-hands vote, 4 votes in favor [Dunn, Robinson, Kolff, Hafer], none opposed; the motion carried.

3. Agenda Items

Preliminary Meeting – Public Services Facility Expansion – 36 Sea Road – Map 75 Lot 40

B. Howard introduced this application to expand the Town's Public Services Facility located at 36 Sea Road. The expansion, Howard said, was intended to renovate the Public Services garage, add administrative space, and improve site access and traffic flow. On June 14, 2022, voters authorized the Town to issue \$11 million of municipal bonds to fund the project. Detail about the project are available for public inspection at <https://www.kennebunkmaine.us/PSFacility>.

B. Howard went on to note that the project would impact 21,420 sq. feet of wetland. According to Howard, projects having more than 14,999 sq. feet of wetland impact are required to apply to the Maine Department of Environmental Protection [MDEP] with a wetland mitigation plan and associated fees. Such projects then become exempt from the Town's own Wetland Mitigation Ordinance, Article 15. However, Howard remarked that the project was nevertheless required to meet Kennebunk's performance standards regarding wetland impacts.

O. McCullough, representing the applicant, addressed the Board next and provided additional information. "The existing facility," he said, "is bursting at the seams." The solution is to build a new facility. The project had now reached the full site-plan stage. The existing building, he stated, would be used to store expensive equipment, and the new building would contain administrative offices, drive-through bays, training room space, a break room for employees, and an air compressor room which meets current standards.

McCullough explained that the new building would have a concrete floor, a 3-ft. masonry base, and metal paneling and a metal roof. It would be similar to the public service facilities of other communities in Maine.

The representative then went on to describe the locations and uses of the different buildings, pointing them out on an aerial depiction of the project. One significant change, O. McCullough said, was that the project will have three points of access instead of the current single one. The three will afford access to (a) the operations facility, (b) Transfer Station, and (c) a main entrance for access to the admin building, "sand bin", and visitor and employee parking.

O. McCullough remarked that the project would have wetland impact, and the Town would therefore have to pay an "impact fee" to the State. The site, he added, will have a gravity sewer connection to the public sewer system, eliminating the private septic system presently in place. The new facility will also use public water, and that connection is currently being discussed with the KKW Water District.

McCullough showed the interior floor plan of the new building, pointing out where spare parts, tires, and repair equipment would be stored. If construction costs and budget parameters permit, the building would also have solar panels to abate energy costs.

According to McCullough, the overall project will take 18 months to complete. The current site has no stormwater management system in place. The new facility will have such a system to meet current Town standards.,

O. McCullough then went on to enumerate and explain the five waivers which the applicant sought for this project:

1. Waiver of the High Intensity Soil Survey otherwise required by Article 11 Section 6.B.(3);
2. Waiver of the 5-ft. separation between parking areas from the main building as otherwise required by Article 11 Section 8.(1)(f);
3. Waiver of the parking terminal islands otherwise required by Article 11 Section 8.(1)(g);
4. Waiver of the limitation that only two [2] curb cuts can be made as stipulated by Article 11 Section 8.(6)(d)2; and,
5. Waiver of the requirement that a planting strip at least 2-feet wide be created where an on-site walkway abuts a parking area, as stipulated by Article 11 Section 8.(8)(6).

B. Howard reminded the Board that it would assess the merits of waiver requests 2-5 at a Public Hearing.

A. Kolff posed questions about the traffic flow into and out of the Transfer Station, and O. McCullough indicated and explained the movement patterns via an aerial diagram.

B. Robinson inquired about fire truck movement, and McCullough responded that the Fire Department would have access at the back of the facility. Robinson also asked if the "employee break room" would have a stove and microwave. McCullough answered that, because of fire suppression standards, the space would have a microwave, but no stove.

In response to other questions by B. Robinson about the elimination of the current private septic system, McCullough confirmed that the existing septic pump would be removed, the holding tank crushed and filled in, and the leach field fully renovated.

Kolff suggested that the project have underground utility connections, and O. McCullough explained the locations, logistics, and economics of an overhead versus underground connection. However, McCullough volunteered to discuss the option of an underground connection with Kennebunk Light and Power.

The Board then proceeded to entertain the following motion:

Motion: Move to waive the requirement for a High-Intensity Soil Survey as the geo-technical survey provided supplants the need for a soil test and because the facility will be on public water and sewer.

Moved: B. Robinson

Second: K. Hafer

Vote: Show-of-hands vote, 4 votes in favor, none opposed; the motion carried.

B. Howard next read a memo from the Conservation Commission, expressing concern about possible salt contamination from snow storage on site. O. McCullough countered that snow will continue to be stored in the same location presently used, which has not caused salt infiltration.

A. Kolff posed questions about the wetland impact and the MDEP's role in assessing it. O. McCullough re-confirmed that the "penalty charge" for the project's wetland impact would be paid to the State and had already been incorporated in the project's budget.

Board members then agreed to conduct a site walk with representatives of Sebago Technics on Monday, June 5th, 2023 at 3:30pm. B. Howard stated that the public was welcome to attend, but the site walk would not be a Public Hearing.

Motion: Move to consider this application complete for preliminary review.

Moved: B. Robinson

Second: K. Hafer

Vote: Show-of-hands vote, 4 votes in favor, none opposed; the motion carried.

B. Howard suggested that a Public Hearing on the application be held on June 29, 2023 and Board members and the representatives of Sebago Technics concurred. Howard informed Sebago Technics that she would need that group's revised documents by June 12th, 2023 and O. McCullough affirmed that was feasible.

4. Other Business

There was none.

5. **Adjournment:** There being no further business, the Vice Chair adjourned the meeting at 8:12pm.

Motion: Move to adjourn today's meeting.

Moved: R. Robinson

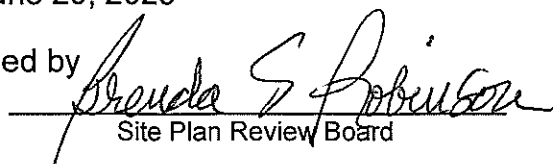
Second: K. Hafer

Vote: Show-of-hands vote, 4 votes in favor, none opposed; the motion carried.

Respectfully submitted by,
J. Schlagheck

Adopted by the Site Plan Review Board at its meeting
of June 29, 2023

Signed by


Site Plan Review Board