

**KENNEBUNK SELECT BOARD MEETING MINUTES**  
**TUESDAY, June 13, 2023 – 6:30PM**  
**IN-PERSON AND TELECONFERENCE MEETING VIA “ZOOM”**

This meeting was recorded for future viewing and is available in the Agenda section of the Town's website under the media icon at [www.kennebunkmaine.us/selectboardagendas](http://www.kennebunkmaine.us/selectboardagendas).

**1. Call to Order**

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

**Participants:** Select Board Members Kortney E. Nedeau [Vice Chair] via Zoom, Lisa J. Pratt [Secretary]; Leslie G. Trentalange; William Ward, Jr., and Miriam J. Whitehouse

**Absent:** Shiloh A. Schulte [Chair], Sally Carpenter

**Also Present:** Heather Balsler [Town Manager], Kayla Tierney [Finance Director], Jeri Sheldon [HR Director], Bryan Laverriere [Director of Public Services], Christopher Osterrieder [Director, Community Development], Karen Winton [Deputy Director, Community Development] and Robert MacKenzie [Chief of Police]

The meeting was held in person at Town Hall as well as via “Zoom”, the Internet teleconferencing platform. There were initially four Board members in attendance: Pratt, Trentalange, Whitehouse, and Ward, Jr. K. Nedeau participated via Zoom and connected later. The meeting was broadcast live on Cable TV Channel 5 and is available for public viewing at any time at [TownHallStreams.com](http://TownHallStreams.com).

**2. Review of Prior Minutes**

The Board next reviewed the minutes of its Regular Meetings of May 23, 2023 and Special Meeting of May 30, 2023.

**Motion:** To approve the minutes of the Regular Meeting of May 23, 2023.

**Moved:** L. Trentalange

**Seconded:** W. Ward, Jr.

**Vote:** Roll call vote, 4 votes in favor, 0 opposed, 3 absent [Schulte and Carpenter, and Nedeau who was unable to connect via zoom]; the motion passed.

**Motion:** To approve the minutes of the Special Meeting of May 30, 2023.

**Moved:** L. Trentalange

**Seconded:** W. Ward, Jr.

**Vote:** Roll call vote, 4 votes in favor, 0 opposed, 3 absent [Schulte and Carpenter, and Nedeau who was unable to connect via zoom]; the motion passed.

**3. Items To Be Signed**

There were none.

**4. Public Hearings**

There was none.

**5. Public Comments**

L. Pratt then invited public questions or comments of a general nature.

Numerous attendees — to include Susan Bloomfield, Cameron Small, Karen Anderson, Claudia Sayre, Brook Stratford, Marie Louise St. Onge, Kenny Degrasnier, and Art LeBlanc — commended the Town's decision to fly Pride flags during the month of June.

Other residents expressed opinions on other matters. Dan Fisk decried the Town's decision to endorse a budget which will significantly increase property taxes. Randi Gates urged the Board to define a better process for reappointing board, committee, and commission members, which the Board had agreed to do last year. Edward Karytko urged the Board to review and publish a protocol for flying flags of any kind.

After these remarks, L. Pratt reported that the Select Board and Town officials had received 70 emails and numerous letters and phone calls in support of displaying Pride flags. L. Trentalange read a statement from the Veterans of Foreign Wars expressing praise for the proclamation and recognition of Pride month, as well. That statement related that all Veterans facilities in the U.S. were flying Pride flags during June.

M. Whitehouse spoke in favor of diversity. She related the opinion of a resident opposed to the flags, and said she respected that individual's opinion. "However," Whitehouse said, "our Board was unanimous in supporting the Town Manager's decision to fly Pride flags."

There being no other public comments or questions, L. Pratt then closed public comments.

## 6. Acknowledgements and Announcements

- a. **Staff Changes:** L. Pratt next announced that Brandon Jones had been hired as a Maintenance Worker and Truck Driver in the Highway department, effective June 5, 2023. L. Pratt welcomed Brandon to the Town of Kennebunk team.

## 7. Time Sensitive Business & Staff Presentations

### a. Donations

L. Pratt next reported that the Town had received the following donation:

- \$975 from Kennebunk Savings Bank for the Police Department's purchase of a new "Bobby T. Beagle" mascot costume.

Police Chief R. MacKenzie briefly explained the importance of the Department mascot.

**Motion:** To accept the donation listed above and send a letter thanking the Bank for its generous donation.

Moved: L. Trentalange

Seconded: W. Ward, Jr.

**Vote:** Roll call vote, 5 votes in favor, 0 opposed, 2 absent [Schulte, Carpenter]; the motion passed.

### b. West Kennebunk Village Committee Appointment

L. Pratt next reported that Sarah Snow, who previously served on the West Kennebunk Village Committee for three years, had expressed interest in rejoining that body. Ms. Snow was unable to attend tonight's meeting to explain her interest in person. However, Pratt reported that the West Kennebunk Village Committee currently had one vacancy with a term ending on June 30, 2024.

**Motion:** To appoint Sarah Snow to the West Kennebunk Village Committee as a Regular Member for the remainder of a three-year term that expires on June 30, 2024.

Moved: L. Trentalange

Seconded: W. Ward, Jr.

**Vote:** Roll call vote, 4 votes in favor, 0 opposed, 2 absent [Schulte, Carpenter]; the motion passed.

**c. Board, Committee and Commission Reappointments**

L. Pratt next reported that a number of members of Town Boards, Committees, and Commissions were up for reappointment. She addressed Mr. Gates’s comment about the reappointment process. “We have begun to put a new process in place,” Pratt said, and she went on to describe it as one involving (1) a form by which individuals could express their interest in a board or committee post and note their relevant experience; (2) training to help educate appointees about meeting conduct; and (3) training on the Freedom of Information Act and the public’s free access to meeting information and decisions.

L. Pratt then read the following list of individuals who had terms expiring on June 30, 2023 and who sought reappointment.

**(1) Members Who Seek Reappointment**

COMMITTEE	MEMBER	Regular (3-yr) Alternate (1-yr)	# of meetings from minutes on file July-Dec. 2022 (6 mos.)	# of meetings attended
Budget Board	Deborah Beal	Regular 3-yr	2	2
Community Garden Committee	Leslie Lindgren	Regular 3-yr	5	5
Community Garden Committee	Mary Elizabeth Baker	Regular 3-yr	5	5
Community Garden Committee	Sandra P. Tillman	Regular 3-yr	5	5
Community Garden Committee	Richard Coots (Non-residents are 1-yr. terms)	Alternate 1-yr	5	5
Conservation Commission	Jennifer Shack	Regular 3-yr	9	8
Conservation Commission	Mark Gillis (appt. 12/13/22)	Alternate 1-yr	n/a	n/a
Economic Development Comm.	Maureen Flaherty	Regular 3-yr	6	6
Energy Eff. & Sustainability Comm.	Anthony W. Dater	Regular 3-yr	4	4
Fair Hearing Authority	Brenda Robinson	Regular 3-yr	no meetings held during this period	
Historic Preservation Commission	Frances Smith	Regular 3-yr	9	8
Historic Preservation Commission	Judee Anne Jandreau	Regular 3-yr	9	5
Historic Preservation Commission	Stephen Dalzell	Alternate 1-yr	9	7
Historic Preservation Commission	James Cartwright(appt. 8/30/22)	Alternate 1-yr	5	5
Kennebunk River Committee	Leanne Travers (appt. 4/25/23)	Regular 3-yr	n/a	n/a
Kennebunk River Committee	Deanna Enis (appt. 5/10/23)	Alternate 1-yr	n/a	n/a
Planning Board	Richard B. Smith	Regular 3-yr	9	8
Planning Board	Janice Vance	Regular 3-yr	9	9
Planning Board	Edward Trainer	Regular 3-yr	9	7
Planning Board	Daniel Kiley	Alternate 1-yr	9	7
Site Plan Review Board	Gary Dugas	Regular 3-yr	1	1
Tree Committee	Paul B. Cotton	Regular 3-yr	no minutes	no minutes
Tree Committee	Patricia Kinkade	Regular 3-yr	no minutes	no minutes
West Kennebunk Village Comm.	Barbara Weeman	Regular 3-yr	4	2
West Kennebunk Village Comm.	Carly Traub	Regular 3-yr	4	4
Zoning Board of Appeals	Wayne E. Berry	Regular 3-yr	3	3
Zoning Board of Appeals	James Atwood	Regular 3-yr	3	0
			(had earlier issues with attendance, has since attended 2 of last 2 meetings)	

Pratt solicited comments and questions. K. Nedeau, who had established Zoom connection and who was now able to actively participate, said that she could not vote “a generic yes.” Nedeau stated that there should be a Public Hearing and some better review process to consider these reappointments. “These should not be automatic roll-overs,” she protested.

In Nedeau's view, candidates for appointment or reappointment should come before the Select Board and public to explain their interest, views, and qualifications. She recommended doing this board by board.

M. Whitehouse recommended a compromise, suggesting that the Select Board vote on appointments and reappointments to *non-binding* bodies tonight, but have *binding*-board candidates meet with the Select Board and public at a future Select Board meeting.

L. Trentalange suggested that reappointments be made tonight but for one [1] year only to give the Select Board time to formulate a better review process.

W. Ward, Jr. disagreed with the idea of postponing the reappointments of members of binding boards and committees. Members of binding boards, he said, should be promptly reappointed *a priori* to preserve the specialized talent that is in place. He cited the examples of the Planning Board and Zoning Board of Appeals where highly experienced lawyers, engineers, and other specialists are in place to make important, binding decisions on behalf of the Town.

Ward, Jr. opined that the Select Board needed time to define a review or screening process, but should move forward with the appointments scheduled today. "We can set specific dates for a process review going forward," W. Ward, Jr. suggested.

Discussion ensued among Board members about the importance of "experience" versus "process" and about the need to better apprise candidates for board, committee, and commission posts. L. Pratt reminded members that the Town's Charter required that reappointments be made before specific term expiration dates. Pratt added that a Select Board and public workshop on the process could and should be created to consider candidate screening, candidate reviews, and training requirements.

Sandra Tillman, a public commentator, said she enjoyed serving on the Community Garden Committee, but the form she was recently asked to fill out was "unexpected". Edward Trainer, a member of the Planning Board up for reappointment, said that he did not know "what he would say" if the Select Board asked questions for his views on Town issues and priorities and how they affected his work on the Planning Board.

Brenda Robinson, a member of the Site Plan Review Board (who is not seeking another term), said that it often took board and committee members up to two years to understand the Town, State, and general legal regulations by which the boards and committees are meant to operate or which they are meant to enforce. Defining and rolling out an "appointment process", Robinson said, could take many months because of the complexity of the operations of some boards, committees, and commissions.

Barbara Fleshman, a member of the Historic Preservation Commission, concurred. She gave examples of the complexities of preservation considerations and suggested that there was often need for the support and inter-connection of different boards and committees. Several often need to work together.

There being no other public or Board comments, members proceeded to entertain the following motion.

**Motion:** To appoint the Regular and Alternate Members noted above to three [3]-year terms expiring on June 30, 2026 and one [1]-year terms expiring on June 30, 2024.

Moved: L. Trentalange

Seconded: W. Ward, Jr.

**Vote:** Roll call vote, 4 votes in favor, 1 opposed [Nedeau], 2 absent [Schulte, Carpenter]; the motion passed.

**(2) Members Who Do Not Seek Reappointment**

L. Pratt next read the following list of individuals whose terms were about to expire and who did *not* seek re-appointment.

COMMITTEE	MEMBER	Regular (3-yr.) Alternate (1-yr.)	Any Alternates to move up?
Budget Board	Chris Cluff	Regular 3-yr	No
Conservation Commission	Grace Cain	Regular 3-yr	Yes (see below)
Economic Development Committee	Christian Babcock	Regular 3-yr	Yes (see below)
Lower Village Committee	Nina E. Spencer	Regular 3-yr	No
Lower Village Committee	Theresa Willette	Regular 3-yr	No
Site Plan Review Board	Brenda S. Robinson	Regular 3-yr	No
West Kennebunk Village Committee	Rebecca Manikian	Regular 3-yr	No

**Motion:** To send letters to the above named individuals who did not wish to be reappointed thanking them for their service to the Town.

Moved: L. Trentalange

Seconded: W. Ward, Jr.

**Vote:** Roll call vote, 5 votes in favor, 0 opposed, 2 absent [Schulte, Carpenter]; the motion passed.

**(3) Alternate Members Who Seek Reappointment and Should Be Moved Up to A Regular Member Position**

L. Pratt next cited the names of the two individuals who were Alternate Members of Town committees or commissions and could be "moved up" to Regular Member status.

COMMITTEE	MEMBER
Economic Development Committee	Ashley Padget (appt. 1/10/23)
Conservation Commission	Sally Tabor (appt. 12/13/22)

**Motion:** To appoint Ashley Padget to a Regular Member position on the Economic Development Committee and Sally Tabor to a Regular Member position on the Conservation Commission, both with terms expiring on June 30, 2026.

Moved: L. Trentalange

Seconded: W. Ward, Jr.

**Vote:** Roll call vote, 5 votes in favor, 0 opposed, 1 absent [Schulte]; the motion passed.

**c. Town Manager Annual Appointments**

L. Pratt then read the following list of individuals whom the Town Manager had nominated for Annual Appointments for the period of July 1, 2023 through June 30, 2024. Confirmation of these appointments by the Select Board, Pratt said, was required.

1-YEAR APPOINTMENTS	7/1/23 to 6/30/24
Acting Town Manager	Bryan Laverriere
Finance Director, Tax Collector, Treasurer	Kayla Tierney
Deputy Treasurer	Kris Fogg
Deputy Tax Collectors	Kris Fogg, Jenny Casey, April Jones, Amber Crone, Tabetha Barden, Merton Brown, Katrina Boyer, Katherine Yvonne
General Assistance Administrators	Karen Winton, Tabetha Barden, Kris Fogg, Heather Balsler

Town Clerk	Merton Brown
Tax Assessor, E911 Addressing Officer	Daniel Robinson
Police Chief	Robert MacKenzie
Fire Rescue Chief, Emergency Management Director	Justin Cooper
Director of Public Services/Road Commissioner	Bryan Laverriere
Parks & Recreation Director	William Reichl
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

L. Pratt solicited comments or questions about this list, but there were none. At this point, K. Nedeau no longer had connection with the meeting and the number of voting members in attendance became four: Pratt, Trentalange, Whitehouse, and Ward, Jr.

**Motion:** To confirm the Town Manager's nominations listed above for the 2023-24 Annual Appointments.

Moved: L. Trentalange

Seconded: W. Ward, Jr.

**Vote:** Roll call vote, 4 votes in favor, 0 opposed, 3 absent [Schulte, Carpenter, Nedeau]; the motion passed.

## 8. Old Business

### a. Extension of the Purchase & Sale Agreement [PSA] Between the Town and Beach Glass Management, LLC

L. Pratt explained that the Purchase and Sale Agreement [PSA] in question was for the sale of a Town-owned property on York Street, Map 59 Lot 34, which had formerly been used as a rest area. Pratt noted that the Town had entered into a PSA with Beach Glass Management, LLC in 2019 for the latter's purchase of this property to construct a memory care facility. According to Pratt, there were delays because of State approval backlogs and because of COVID. However, all pre-closing requirements, she said, were now complete.

C, Osterrieder confirmed that all of the requirements for closing had been met. The closing was scheduled to take place on June 22, 2023.

Lynn Peel of Beach Glass Management then addressed the Board, thanking the Board and Town for their patience during the purchase process. She voiced enthusiasm about being able to soon begin the construction of the memory care facility in Kennebunk.

L. Pratt asked the Board to authorize the Town Manager to sign an addendum that extends the PSA through July 15, 2023 to facilitate the closing process. The Select Board, Pratt added, should also consider granting authorization to the Town Manager to execute any and all documents required for the closing.

**Motion:** To extend the Purchase & Sale Agreement with Beach Glass Management, LLC, for the property identified on Map 59 Lot 34, until July 15, 2023 and to authorize the Town Manager to take all required actions to finalize the sale and transfer of the property.

**Moved:** L. Trentalange

**Seconded:** W. Ward, Jr.

**Vote:** Roll call vote, 4 votes in favor, 0 opposed, 3 absent [Schulte, Carpenter, Nedeau]; the motion passed.

## 9. New Business

### a. Parsons Beach Temporary Leash Requirement due to Nesting Plovers

L. Pratt next informed the Board and public that, due to the nesting of piping plovers in the Parsons Beach area, the U.S. Fish & Wildlife Service had recommended that a temporary leash requirement be imposed for dogs. H. Balsler confirmed the public will be informed of this requirement.

**Motion:** To require dogs on Parsons Beach to be leashed until further notice and to authorize the Town Manager to release this restriction when appropriate.

**Moved:** L. Trentalange

**Seconded:** W. Ward, Jr.

**Vote:** Roll call vote, 4 votes in favor, 0 opposed, 3 absent [Schulte, Carpenter, Nedeau]; the motion passed.

### b. Other New Business of the Select Board

There was none.

## 10. Select Board Comments

### a. Subcommittee Reports:

There were none.

### b. Board Liaison Reports

L. Pratt: The Energy Efficiency and Sustainability Committee will meet on Thursday, June 15<sup>th</sup> at 6:30pm. L. Pratt also thanked the Town Clerk for enabling residents to have access to the Climate Action Plan Survey when they voted.

L. Trentalange: Informed fellow members and the public that she had attended a recent site walk for the Town's new Public Services facility. That project is progressing. Also informed all that the Community Garden Committee will meet on June 14<sup>th</sup> at Town Hall.

### c. Comments of Individual Select Board Members

L. Pratt: Thanked the public for "a very engaging meeting" today.

W. Ward, Jr. Thanked the Town Clerk and his staff for their extra hours of service and hard work mobilizing for the June election.

**11. Town Manager Announcements**

Town Manager H. Balsler then read the announcements noted on the agenda

- a. **Monday, June 19<sup>th</sup>, 2023 [Juneteenth] Holiday Information**
- b. **Friday, June 30<sup>th</sup> Deadline for Buy-A-Brick Program**
- c. **July 4<sup>th</sup>, 2023 [Independence Day] Holiday Information**
- d. **Select Board Meetings and Events:** The Town Manager likewise reported on the status of the following meetings and events:
  - June 17, 8:30-10:00am – Select Board Outreach Session is CANCELLED
  - **June 27, 6:30pm – Regular Meeting**
  - July 10, 10:00am – Finance Subcommittee Meeting
  - July 10, 4:15pm – Joint Meeting w/ Kennebunkport Select Board at The Nonantum
  - **July 11, 6:30pm – Regular Meeting (summer schedule)**
  - July 12, 10:00am – Ordinance Review Subcommittee Meeting
  - July 31, 10:00am – PAYT, Recycling & Transfer Station Review Subcommittee Meeting
  - **August 1, 6:30pm – Regular Meeting (summer schedule)**
  - August 29, 2:30pm-5:30pm – Select Board Retreat/Workshop
  - **August 29, 6:30pm – Regular Meeting (summer schedule)**
  - August 30, 5:30pm – Committee/Volunteer Appreciation Event (tentative)
  - September 6, 6:00pm (evening) & September 14, 9:00am (day) – Board/Committee Training
  - **September 12, 6:30pm – Regular Meeting;**
  - **September 26, 6:30pm – Regular Meeting.**

**12. Executive Session**

The Select Board’s Executive Session had taken place earlier.

**13. Adjournment**

There being no additional comments or topics for discussion, S. Schulte adjourned the meeting at 7:50pm.

**Motion:** To adjourn this meeting.  
**Moved:** L. Trentalange  
**Seconded:** W. Ward, Jr.  
**Vote:** Roll call vote, 4 votes in favor, 0 opposed, 3 absent [Schulte, Carpenter, Nedeau]; the motion passed.

Respectfully submitted by,  
J. Schlagheck, Clerk

Adopted by the Board at the meeting on 07.11.2023  
DATE OF MEETING

Signed by [Signature]  
Select Board Member: SIGNATURE

Lisa Pratt  
NAME IN PRINT