

KENNEBUNK SELECT BOARD MEETING MINUTES
TUESDAY, JUNE 28, 2022 – 6:30PM
IN PERSON MEETING, TOWN HALL, 3rd FLOOR, 1 SUMMER STREET

This meeting was held in person and televised on Cable TV Channel 5.
It is available for public viewing at any time at *TownHallStreams.com*.

1. Call to Order

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

Present: Select Board Members L. Blake Baldwin [Chair], Kortney E. Nedeau [Secretary], Sally A. Carpenter, Frank G. Paul and Lisa A. Pratt. William Ward, Jr. arrived at 6:32pm.

Absent: Shiloh A. Schulte [Vice];

Also Present: Michael Pardue [Town Manager], Chris Osterrieder [Director of Community Development], Joel Downs [Finance Director], Karen Winton [Deputy Director, Community Development], Bryan Laverriere [Director of Public Services], and Mark McDaniel [Strategic Government Resources].

2. Approval of Minutes

B. Baldwin next led members in a review of the minutes of the Select Board's Regular Meeting of June 14, 2022 and Special Meeting of June 21, 2022.

Motion: To approve the minutes of the Select Board's Regular Meeting of June 14, 2022.

Moved: K. Nedeau

Seconded: S. Carpenter

Vote: Show of hands vote. 5 votes in favor, none opposed, 2 absent [Schulte was Ward, Jr.]; the motion passed.

Motion: To approve the minutes of the Select Board's Special Meeting of June 21, 2022.

Moved: K. Nedeau

Seconded: S. Carpenter

Vote: Show of hands vote. 5 votes in favor, none opposed, 2 absent [Schulte and Ward, Jr.]; the motion passed.

W. Ward, Jr. arrived at 6:32pm immediately after the vote. The number of voting members in attendance then became six.

3. Items To Be Signed

There were none.

4. Public Hearing

B. Baldwin next opened public hearings to hear comment on sundry license applications.

a. **Victualer and Liquor Licenses - Smoke BBQ LLC, 58 York Street**

B. Baldwin first advised the Board and public that Smoke BBQ LLC sought a Victualer License and Liquor License for a new restaurant at 58 York Street. Josh Maynard, the proprietor, described his restaurant as a labor of love. It will serve “classic BBQ fare” cooked over mesquite fire: pulled pork, chicken, ribs, brisket, and salads. There were no public comments or questions.

Motion: To approve the Victualer License and Liquor License applications for Smoke BBQ LLC located at 58 York Street.

Moved: K. Nedeau

Seconded: S. Carpenter

Vote: Show-of-hands vote. 6 votes in favor, none opposed, 1 absent [Schulte]; the motion passed.

b. **Victualer License - Independence Food Service, 61 Main Street**

B. Baldwin then opened a public hearing and solicited public comment on the application of Gerald Gerlach d/b/a Independence Food Service for a Victualer License for a food truck at the former Sunoco Station, now Mark’s Garage, at 61 Main Street. The applicant was not in attendance and there were no public comments or questions.

Motion: To approve the Victualer License application for Gerald Gerlach d/b/a Independence Food Service located at 61 Main Street.

Moved: K. Nedeau

Seconded: S. Carpenter

Vote: Show-of-hands vote. 6 votes in favor, none opposed, 1 absent [Schulte]; the motion passed.

c. **Victualer License - Truckin Delicious LLC, 61 Main Street**

B. Baldwin subsequently opened a public hearing and solicited public comment on the application of Truckin Delicious LLC d/b/a Truckin Delicious for a Victualer License for a food truck to likewise operate at 61 Main Street. Brian Curling, the applicant, proposes to set up a food truck at 61 Main Street, as well. It will serve tacos and other food items.

Motion: To approve the Victualer License application for Truckin Delicious LLC d/b/a Truckin Delicious located at 61 Main Street.

Moved: K. Nedeau

Seconded: S. Carpenter

Vote: Show-of-hands vote. 6 votes in favor, none opposed, 1 absent [Schulte]; the motion passed.

5. Public Comments

The Chair then opened a public hearing for public comments and questions of a general nature. Public commentator Dawn Therrien inquired about the playground swing set, and B. Laverriere responded that replacement parts for it were scheduled for delivery in early August. The swing will be “up and ready” then.

6. Announcements and Acknowledgements

a. **Town Manager Recruitment Update**

B. Baldwin introduced Mark McDaniel from Strategic Government Resources [“SRG”], the firm retained to assist the Select Board in its recruitment of a replacement Town Manager. Mr. McDaniel briefly described the 3-month recruitment process. His firm will: (1) produce a brochure and “job profile” for the post; (2) create a list of potential advertising sites; (3) after a site strategy is approved, place advertisements for 30 days; (4)

collect and screen resumes; (5) conduct initial interviews and reference checks with prospective candidates; (6) work with the Select Board to select 5 or 6 finalists; and (7) help organize last-stage, on-site, in-depth interviews and the selection of a finalist.

K. Nedeau reported that a recent local newspaper article had criticized the Board's selection of SRG, and she offered M. McDaniel the opportunity to respond. McDaniel cited the strengths of his group: unique "national reach", long experience, and a team of 22 skilled recruitment specialists narrowly focused on government placements.

Public commentator John Costin asked McDaniel to explain why interviews are to be conducted by the SRG but not include the public at large. McDaniel responded that his group had already conducted 20+ interviews to assemble the views of Kennebunk residents, business owners, stakeholders, and others. B. Baldwin affirmed that the public will be extensively involved in the recruitment process overall.

b. Other Announcements

There were none.

7. Time Sensitive Business and Staff Presentations

a. Donations

The Chair next reported that the Town had received two donations: (1) one in the amount of \$5,000 from Paper Trails, Inc. for the Waterhouse Center Zamboni; and (2) another in the amount of \$5,000 from Duffy's Tavern & Grill for the Waterhouse Center Zamboni as well.

Motion: To accept the above donations and send letters thanking each donor for its kind donation.

Moved: K. Nedeau

Seconded: S. Carpenter

Vote: Show-of-hands vote. 6 votes in favor, none opposed, 1 absent [Schulte]; the motion passed.

b. Salute to Outgoing Select Board Members

Town Manager M. Pardue then reported that the service of Select Board members Frank Paul and L. Blake Baldwin would end on June 30, 2022. Board members saluted both men for their important service to Kennebunk.

B. Baldwin highlighted the service of Frank Paul. Frank, he said, had served on the Select Board for three years. During his tenure, Frank served on a variety of Select Board committees and subcommittees – to include the Communications/Dispatch Subcommittee, Ordinance Review Subcommittee, and Liaison Officer to the Select Board's Affordable Housing Committee, Historic Preservation Commission, Lower Village Committee, and Site Plan Review Board. Frank also did volunteer work as a Zamboni operator at the Waterhouse Center. At today's meeting, Select Board members voiced great appreciation for Frank's commitment to the Board and community.

L. Pratt then highlighted the service of Blake Baldwin. Blake, she said, had served on the Select Board for six years, during which he held the leadership posts of Secretary, Vice Chair, and Chair [last three years]. He has been the Select Board's Liaison to RSU 21, the Bicentennial Committee, Committee on Aging, Community Garden Committee, Downtown Committee, Economic Development Committee, Festival Committee, and Tree Committee. Blake also served on the Select Board's Communications/Dispatch Subcommittee, Finance Subcommittee, Ordinance Review Subcommittee, and Social Service Agencies Review Subcommittee.

Blake additionally served on many Town and Select Board task forces, Pratt said, volunteered countless hours of service, worked as a volunteer Zamboni driver at the Waterhouse Center, videoed numerous Town events, and generally helped to make Kennebunk an attractive place to live.

Select Board members commended Blake's leadership and community service. They extended sincere thanks to both officers on behalf of the Town and gave both Frank and Blake a standing ovation.

c. **Welcome Newly Elected Select Board Members**

B. Baldwin reported that two new Select Board members had been elected on June 14, 2022. Leslie Trentalange and Miriam Whitehouse were both elected to three-year terms, he said, beginning July 1, 2022. Existing Select Board members congratulated the newcomers and welcomed them to the Board.

d. **Department Presentations/Overviews**

B. Baldwin next introduced the heads of the Town's Public Services and Community Development Departments to provide brief overviews of their respective group's current and future activities.

Public Services and Parks & Recreation Departments

Department Head B. Laverriere summarized Public Services' work as largely focused on beach, park and road maintenance, flower beds, as well as street and culvert cleaning and repairs. He highlighted the Department's most recent projects and cited a number of its accomplishments – to include Lower Village parking improvements, replacing the chillers at the Waterhouse Center, and renovations at the Central Fire Station.

Going forward, Laverriere plans to improve local parks, kick-off summer camping for more than 100 children, and continue the Town's "Concerts in the Park". However, the Department's foremost priority, Laverriere said, will be work on the Town's new garage and service facility on Sea Road. The multi-million dollar budget for that project was recently approved by Town voters.

At the same time, B. Laverriere reported that staffing was an issue. The Department, he said, will be understaffed by four individuals as of July 1st. Recruitment is therefore another important priority.

Community Development

Community Department Head C. Osterrieder addressed the assembly next, explaining the functions and priorities of that Department. It primarily has three functions, Osterrieder said: (1) Code Enforcement and the issuance of building, electric, and septic permits; (2) Planning; and (3) Social Services. He then cited numerous examples of how the Community Development Department obtained and used grant money for a variety of Town projects and improvements.

Among others, C. Osterrieder noted that grant money was permitting the Town to make "pre-emptive climate change improvements" to prevent damage from flooding and high tides. He also described the Department's pilot "Rides-for-Neighbors" program, which will tap volunteers to provide transportation to residents unable to drive. The Department, he reported, had also obtained state funding to provide transportation to employees working at the Turnpike Service Plaza.

In the future, Osterrieder said the Department will produce a "Climate Action Plan" in partnership with Kennebunkport, and also look into affordable housing alternatives. The

Department will continue to investigate the possibility of introducing “mobile dentistry” in Kennebunk, soon begin pilot tests for LED street lighting, and begin digitalizing all of the Department’s extensive, all-paper code and permit files.

“We have a very busy schedule,” Osterrieder concluded, “and a lot of demands on staffing.”

After the presentation, W. Ward Jr. posed questions about paving costs, and C. Osterrieder responded that costs “were in line with recent projections” despite escalating energy costs. L. Pratt inquired about the street light tests, and C. Osterrieder explained how public feedback would be invited and utilized.

Public commentator L. Trentalange recommended that area dentists and school nurses be enlisted to help promote the mobile dentistry project. Rachel Phipps, another public commentator, commended the excellent mobile dental work being done by “Mainely Teeth”.

8. Old Business

a. Process for Reappointment (Rollover) of Committee Members

S. Carpenter next recommended changes to the Select Board’s approach to filling Town committee and board vacancies. Rather than “roll over” large numbers of board members in a wholesale fashion, S. Carpenter urged the Select Board to: (1) treat candidates as individuals, not as “one big block”; (2) change the wording of the letters going to existing committee and board members when their positions come up for renewal; and (3) have face-to-face meetings with committee and board candidates to probe their interest in, skills for, and commitment to the posts.

W. Ward, Jr. reminded the Board that it had typically created committees to accomplish specific tasks. He urged the Select Board to periodically monitor the progress of each committee vis-à-vis its given task or purpose.

B. Baldwin observed that committees in Kennebunk usually serve one of three main purposes: (1) carry out some specific task; (2) serve as “think tanks” to generate fresh ideas; and (3) provide important feedback.

Randy Gates, a public commentator and member of Kennebunk’s Economic Development Committee, urged the Select Board to (1) consider a three-year term limit for committee positions, (2) more carefully vet the members of quasi-judicial boards; and (3) specifically require bodies like the Town’s Historic Preservation Committee to operate in strict accordance with State-set standards of conduct.

John Costin addressed the Board, urging it to continue three-year terms for committee members, to consider giving laptops or stipends to committee volunteers as an inducement to service, and to ensure that there is a mix of shorter and longer-term members serving on committees and boards. Rachel Phipps agreed that committee term limits should be kept at three years, however she also called on the Board to give candidates explanations in writing as to why they are not selected or their service on a particular committee not renewed.

9. New Business

a. Sunset the Comprehensive Plan & Zoning Ordinance Update Committee

With the adoption of the Town’s 20211 Comprehensive Plan at the Annual Town Meeting of June 14, 2022, the Board took up the prospect of “sunsetting” this particular Committee.

Motion: To sunset the Comprehensive Plan & Zoning Ordinance Update Committee and send letters thanking members for their hard work and dedication which led to this Plan's adoption.

Moved: K. Nedeau

Seconded: W. Ward, Jr.

Vote: Show-of-hands vote. 6 votes in favor, none opposed, 1 absent [Schulte]; the motion passed.

b. Town Newsletter

S. Carpenter reported that she had met with M. Pardue and K. Winton to discuss the idea of a newsletter. She has a template for one. It would contain Town news as well as brief "bios" about key Town personnel.

K. Nedeau recommended that an 8x10, hard-copy newsletter be initially created as an insert in the local newspaper. Readers could be invited to sign up for ongoing editions, Nedeau said. L. Pratt urged making a digital publication as well.

Kari Gates, a public commentator, urged the Board to use public television with larger fonts and improved formatting to better communicate Town news. Randy Gates urged the Board to adopt "business-style advertising practices". M. Pardue volunteered to meet with K. Winton and Tina Radel, the Town's communications specialist, to further discuss the idea.

c. Other Board Business

There was none.

10. Select Board Comments

a. Subcommittee Reports:

There were none.

b. Board Liaison Reports

S. Carpenter: West Kennebunk is planning a "Family Fun Day" which should be entertaining for all.

L. Pratt: The next meeting of the Energy Efficiency Advisory Committee will take place on Thursday, June 30th via Zoom.

c. Comments of Individual Select Board Members

B. Baldwin: Bid farewell to fellow members and wished the Select Board well. Congratulated new members Miriam and Leslie. Thanked, as well, the Town's staff one by one, M. Pardue in particular, and the Town of Kennebunk "for the honor of serving in this post".

S. Carpenter: Thanked B. Baldwin and F. Paul, commending Blake Baldwin in particular for his leadership and support.

K. Nedeau: Voiced appreciation and thanks for B. Baldwin's leadership, and called on fellow Board members to address the traffic jam at Dunkin' Donuts.

F. Paul: Commended B. Baldwin as "the best Chair I ever had".

L. Pratt: Thanked both B. Baldwin and F. Paul for their help.

W. Ward, Jr.: Thanked B. Baldwin and F. Paul for their many hours of service.

11. Announcements

Town Manager M. Pardue then made a number of announcements.

- a. **June 29th, Community Conversation on Housing:** The public is invited to join Town officials on Wednesday, June 29th at 6:00pm at the Waterhouse Center to discuss (1) Short-Term Rentals, (2) Accessory Dwelling Units ["ADUs"]; and (3) Affordable, Attainable, Available Housing ["AAA Housing"].
- b. **June 30th, "Buy-A-Brick":** M. Pardue also reported that Town will continue to take orders through June 30th for the fall installation of personalized, engraved bricks to be installed at the Waterhouse Center pavilion. Bricks can be ordered online and order forms are also available in the 2nd Floor lobby of Town Hall.
- c. **July 4th, Independence Day:** Town Offices and the Department of Public Works will be closed on Monday, July 4th in honor of the national holiday. However, there will be no interruption of trash or recycling curbside collection service. Pickup will take place on Monday, July 4th as usual. Fireworks will be held at Kennebunk Beach at dusk with July 5th being the "rain date".
- d. **Upcoming Select Board Meetings:** M. Pardue then reminded Board members and the public at large that summer Select Board meetings will take place on the following dates:
 - Tuesday, July 12th: 6:30pm, Regular meeting
 - Tuesday, August 16th: 6:30pm, Regular meeting
 - Tuesday, August 30th: 6:30pm, Regular meeting
 - Special meetings will be scheduled in needed
- e. **"Slow Down Kennebunk":** Pardue likewise reported that yard signs are still available at the Town Clerk's office and the Police Department for this campaign.

12. Executive Session

There was none.

13. Adjournment

There being no additional comments or topics for discussion, the presiding officer adjourned the meeting at 8:52pm.

Motion: To adjourn the meeting.

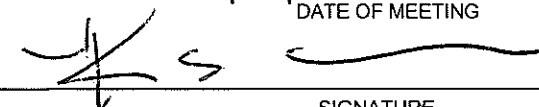
Moved: K. Nedeau

Seconded: S. Carpenter

Vote: Show-of-hands vote. 6 votes in favor, none opposed, 1 absent [Schulte]; the motion passed.

Respectfully submitted by,
J. Schlagheck, Clerk

Adopted by the Board in the meeting of 7/12/2023
DATE OF MEETING

Signed by
Select Board Member: 
SIGNATURE
Kathleen E. Nedeau
NAME IN PRINT