

KENNEBUNK SELECT BOARD SPECIAL MEETING MINUTES
TUESDAY, JULY 5, 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.

This meeting had originally be scheduled to take place on June 27, 2023, but was postponed until today’s date due to (a) the malfunction of the equipment permitting Internet connection and re-mote participation, and (b) the lack of a four-person quorum due to Select Board absences.

1. Call to Order

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

Participants: Select Board Members Shiloh A. Schulte [Chair]; Kortney E. Nedeau [Vice Chair, participated via Zoom], Lisa J. Pratt [Secretary], Kevin Therrien, Leslie G. Trentalange, and Miriam J. Whitehouse

Absent: William Ward, Jr.

Also Present: Heather Balsler [Town Manager], Merton Brown [Town Clerk], Stephen Houdlette [Director, Economic Vitality], and Lt. Christopher Russell [Police Department].

The meeting was held in person at Town Hall as well as via “Zoom”, the Internet teleconferencing platform. There were six Board members in attendance: Schulte, Nedeau (via Zoom), Pratt, Therrien, Trentalange, and Whitehouse. The meeting was broadcast live on Cable TV Channel 5 and is available for public viewing at any time at TownHallStreams.com.

2. Review of Prior Minutes

The Board first reviewed the minutes of its Special and Regular Meetings of June 13, 2023. No errors were identified.

Motion: To approve the minutes of the Special Meeting of June 13, 2023.

Moved: K. Nedeau

Seconded: M. Whitehouse

Vote: Show-of-hands vote, 3 in favor (Pratt, Trentalange, Whitehouse), 0 opposed, 3 abstentions [Schulte, Nedeau, Therrien had not attended the 6/13/23 meeting], 1 absent [Ward, Jr.]; the MOTION FAILED.

These minutes will be taken up again at the July 11, 2023 meeting.

Motion: To approve the minutes of the Regular Meeting of June 13, 2023.

Moved: K. Nedeau

Seconded: M. Whitehouse

Vote: Show-of-hands vote, 4 in favor (Nedeau, Pratt, Trentalange, White-house), 0 opposed, 2 abstentions [Schulte and Therrien had not attended the 6/13/23 meeting, 1 absent [Ward, Jr.]; the motion passed.

3. Items To Be Signed

There were none.

4. Public Hearings

Victualer License – Sarah Searle dba Gemini Cakes – 61 Main Street

S. Schulte next introduced the application of Sarah Searle for a Victualer License to operate a food truck at 61 Main Street. M. Brown confirmed that the application materials were “all in order.”

Motion: To approve the Victualer License for Sarah Searle d/b/a Gemini Cakes at 61 Main Street.

Moved: K. Nedeau

Seconded: M. Whitehouse

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

5. Public Comments

S. Schulte invited public questions or comments of a general nature, but there were none.

6. Acknowledgements and Announcements

a. Salute to Sally Carpenter: S. Schulte and fellow members thanked Sally Carpenter for her Select Board service. Sally’s two-year term ended on June 30, 2023 and she will be relocating to a different area. Schulte and other Board members thanked Carpenter for her Board contributions as well as her service on the Ordinance Review Subcommittee, Historic Preservation Commission, and West Kennebunk Village Committee.

b. Newly Elected and Re-Elected Select Board Members: S. Schulte next confirmed that voters had elected Kevin Therrien and re-elected William Ward, Jr. to three-year terms on the Select Board. Both began their terms on July 1, 2023.

c. Staff News: S. Schulte next reported the following staff changes;

- Stephen Houdlette joined Town Hall on June 26, 2023 as the Director of Economic Vitality. [See appointment confirmation below.]

- David Boyd retired as Parks & Facilities Supervisor on June 30, 2023 after 6 ½ years of service with the Public Services Department.

7. Time Sensitive Business & Staff Presentations

a. Director of Economic Vitality Nomination

S. Schulte next reported that the Town Manager had hired Stephen Houdlette as Director of Economic Vitality effective June 26, 2023. The appointment required the confirmation of the Select Board.

A graduate of the University of Massachusetts, Amherst with a B.A. in Economics, S. Houdlette has had many years of experience in economic development consulting and research as well as data analysis. He previously worked for the Northern New England Passenger Rail Authority in Portland, Maine and remotely for Camoin Associates, which is located in Saratoga Springs, New York.

S. Houdlette then briefly addressed the Board in person, introducing himself and voicing enthusiasm about his new role in Kennebunk.

Motion: To confirm the Town Manager’s nomination of Stephen Houdlette as Director of Economic Vitality effective June 26, 2023 for a term expiring on June 30, 2024 (the date on which all annual appointments expire).

Moved: K. Nedeau

Seconded: M. Whitehouse
Vote: **Show-of-hands vote, 6 votes in favor, 0 opposed, 1 absent [Ward, Jr.]; the motion passed.**

b. Donations

S. Schulte then reported that the Town had received the following two donations:

- \$25 from Warren Totty for the Dog Park
- \$100 from Sandra Weymouth and Benjamin Chaloner-Gill for the Dog Park

Motion: To accept the donations listed above and send letters thanking the donors for their generous donations.

Moved: K. Nedeau

Seconded: M. Whitehouse

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

c. Sole Source Purchase of a 2023 Police Responder Ford F150

S. Schulte then introduced the request of the Police Department for authorization to make a sole-source purchase of a new Police vehicle, a 2023 Police Responder Ford F150, at a cost of \$48,338. The seller is McGovern Municipal HQ of Framingham, MA.

According to Schulte, Ford Motor Company continues to experience a backlog of orders for police vehicles of all kinds. McGovern Municipal, on the other hand, has police SUVs and F-150s in stock. However, the price of these specialized vehicles, Schulte said, has increased since the time they were budgeted.

Schulte went on to remind the Board that provision had been made in the Town's 2023-24 Budget for two [2] Police Department vehicles. One Ford SUV was acquired from McGovern Municipal HQ in January, 2023 with ARPA funds. The Police Department now sought to purchase the second vehicle – however, this one to be a Ford F-150, which is less expensive than the SUV.

Lt. C. Russell offered additional detail. He stated that the Ford F-150 had great versatility and the power to move or haul larger items such as traffic barricades and larger pieces of evidence. The F-150 also operates well in confined spaces and has good speed and braking capabilities for pursuits.

S. Schulte expressed willingness to endorse the “same source” purchase approach because of Ford’s backlog. Lt. Russell affirmed that neighboring communities were likewise purchasing Police vehicles without the usual bidding process because of the very limited stock of such vehicles in the marketplace. Kennebunk’s order of two vehicles from Ford in 2021, Russell said, had gone unfulfilled for more than a year, and Ford apparently cancelled the order. It is only making specialized police cars and SUVs available to dealers purchasing large numbers of them. However, purchasing a single vehicle from McGovern, Russell remarked, “is a sure thing” and the F-150 is already in stock.

M. Whitehouse asked if the price of this F-150 was different from the amount budgeted, and H. Balser answered in the affirmative. According to Balser and Russell, the current F-150 price is approximately \$3,000 over the budgeted amount as prices have escalated. However, H. Balser stated that the use of ARPA funds to offset the cost of the first vehicle had resulted in “left-over funds” which will cover the incremental cost of this second one.

Motion: To waive the Select Board's Purchasing Policy to allow for the sole source purchase of one [1] 2023 Ford F-150 Police Responder from McGovern Municipal HQ of Framingham, MA.

Moved: K. Nedeau

Seconded: M. Whitehouse

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

Motion: To authorize the purchase of one [1] 2023 Police Responder Ford F-150 from McGovern Municipal HQ at a price of \$48,338 to be purchased on or after July 1, 2023.

Moved: K. Nedeau

Seconded: M. Whitehouse

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

8. Old Business

There was none.

9. New Business

a. Renewal of License Agreement with the Animal Welfare Society for the West Kennebunk Community Garden

S. Schulte next explained that the Town, by and through the Kennebunk Community Garden Committee, operates the West Kennebunk Community Garden on a portion of land owned by the Animal Welfare Society. Kennebunk has a rent or "License Agreement" with the Welfare Society for the use of this land. The Agreement is for one [1] year and would automatically renew for successive one-year terms through April 1, 2028.

A copy of the License Agreement is available for public inspection in the posted Agenda for this meeting. H. Balsler affirmed that the proposed Agreement had the same terms as the one currently in vigor.

Motion: To authorize the Town Manager to sign the License Agreement Renewal with the Animal Welfare Society for the West Kennebunk (Holland Road) Community Garden.

Moved: K. Nedeau

Seconded: M. Whitehouse

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

b. Other Business of the Board

There was none.

10. Select Board Comments

a. Subcommittee Reports:

K. Nedeau The Economic Development Committee is currently on a short summer break. It will reconvene shortly.

L. Pratt Attended last week's Tree Committee meeting and was impressed with the group's extensive network of "private partnerships" providing auxiliary support and help.

S. Schulte: Will offer an update on the work of the Conservation Commission at the next Select Board meeting.

b. Board Liaison Reports

There were none.

c. Comments of Individual Select Board Members

K. Nedeau Thanked all for their patience when unexpected travel obligations prevented her from joining the last Select Board meeting

L. Pratt and Bid farewell to Sally Carpenter and welcomed Kevin Therrien.
L. Trentalange

S. Schulte: Explained that he missed the prior meeting as he was in Alaska, but expected to be present for all meetings going forward.

K. Therrien: Thanked all for their welcome.

M. Whitehouse: Bid a warm farewell to Sally Carpenter, whom Whitehouse described as "a ray of sunshine on our Board."

11. Town Manager Announcements

Town Manager H. Balsler then made the following announcements:

a. Outstanding 2023 Tax Bills. Outstanding 2023 tax bills must be paid by July 31st, 2023 to avoid the tax lien process. Residents with any questions about their tax balances should call the Tax Office at 985-2102 ext. 1606.

b. Upcoming Meetings and Events: The Town Manager read the list of upcoming meetings and events as noted on the agenda.

c. Election of Officers: H. Balsler also reminded the Board that it was slated to elect officers at its meeting of July 11, 2023. Committee, Subcommittee, and Liaison assignments would also be discussed at that time. Balsler urged Board members to consult the list she had prepared citing the different Committee, Subcommittee, and Liaison roles which Select Board members might consider.

12. Executive Session

There was none.

13. Adjournment

There being no additional comments or topics for discussion, S. Schulte adjourned the meeting at 7:05pm.

Motion: To adjourn this meeting.

Moved: K. Nedeau

Seconded: M. Whitehouse

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

Respectfully submitted by,
J. Schlagheck, Clerk

Adopted by the Board at the meeting on _____

08.01.2023

DATE OF MEETING

Signed by
Select Board Member:

[Handwritten Signature]

SIGNATURE

Lisa Felt

NAME IN PRINT