

**KENNEBUNK SELECT BOARD MEETING MINUTES**  
**TUESDAY, NOVEMBER 8, 2022 – 6:30PM**  
**TELECONFERENCE MEETING**

This meeting was held via Zoom and also 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 Shiloh Schulte, who then led attendees in the Pledge of Allegiance. Those in attendance were:

**Present:** Select Board Members Shiloh A. Schulte [Chair], Kortney E. Nedeau [Vice Chair], Lisa J. Pratt [Secretary], Sally A. Carpenter, Leslie G. Trentalange, William Ward, Jr., and Miriam J. Whitehouse. (Ward joined the meeting at 6:35pm)

**Absent:** None

**Also Present:** Michael Pardue [Town Manager], Brian Laverriere [Director, Public Services and Interim Town Manager], Joel Downs [Finance Director], Chris Osterrieder [Director, Community Development], and Jeri Sheldon [Human Resources Director].

The meeting was held via Zoom, the Internet video conferencing platform, in keeping with the Select Board's COVID-19 safety policy. Due to the continued prevalence of COVID-19 throughout Maine and the CDC's color-coded COVID infection rating for York County, the meeting was held remotely. As W. Ward arrived late, only six voting members were initially present.

**2. Approve Minutes**

S. Schulte next led members in a review of the minutes of the Select Board's Special Meeting of October 24, 2022 and Regular Meeting of October 25, 2022.

**Motion:** To approve the minutes of the Special Meeting of October 24, 2022.

**Moved:** K. Nedeau

**Seconded:** L. Pratt

**Vote:** Roll call vote, 5 in favor, 1 abstention (S. Carpenter had not attended the 10/24/2022 meeting), and 1 absent (Ward, Jr.); the motion passed.

The Board then reviewed the minutes of its Regular Meeting of October 25, 2022. One error was identified and corrected.

**Motion:** To approve the minutes of the Regular Meeting of October 25, 2022 as corrected.

**Moved:** K. Nedeau

**Seconded:** S. Carpenter

**Vote:** Roll call vote, 5 in favor, 1 abstention (S. Carpenter had not attended the 10/25/2022 meeting) and 1 absent (Ward, Jr.); the motion passed.

After the vote, W. Ward joined the meeting at 6:35pm.

**3. Items To Be Signed**

There were none.

**4. Public Hearings**

There was none

## **5. Public Comments**

S. Schulte next opened a public hearing to hear comments and questions of a general nature, but there were none.

## **6. Acknowledgements and Announcements**

### **a. New Hires**

S. Schulte then welcomed Nikki Billingslea and Lorenzo Bacchi to the Town's work force. Nikki Billingslea became a full-time Summer Camp and After School Program Coordinator with Kennebunk's Parks and Recreation Department effective October 31, 2022 and Lorenzo Bacchi became a full-time Kennebunk Police Officer effective November 4, 2022.

On behalf of the Select Board and Town, S. Schulte extended best wishes to Nikki and Lorenzo for success in their new posts.

### **b. Other Items**

S. Schulte inquired about Police staffing. M. Pardue reported that the Police Department had one open position and interviews for it were ongoing.

## **7. Time Sensitive Business and Staff Presentations**

The Board next heard an update on the activities of the Human Resources Department from HR Director Jeri Sheldon. The HR Department, Sheldon said, is a two-person team consisting of (1) the HR Director, herself; and (2) a Recruitment and Benefits Specialist (Kailey Dubuque). Both are assisted by the Town's Safety Committee and other Town Hall staff members and officers, Sheldon noted.

J. Sheldon reported that Town Hall had two successful SHAPE ["Safety & Health Award for Public Employees"] inspections, resulting in overall 13% reductions in workers' compensation premiums. The Town's Employee Handbook was updated in June, 2022 and will be routinely reviewed and updated annually. Recruitment efforts, she reported, have also been successful despite tight job market conditions, and an online application process was recently launched to streamline the application process.

Sheldon noted that the Town had successful negotiations with the Police Department and Fire and Rescue unions. HR is now organizing diversity training programs and recently put domestic partner coverage into effect. "We aim to attract a diverse pool of talent," Sheldon affirmed.

Looking forward, the Director identified a number of HR priorities. They include: (1) open enrollment until mid-December; (2) compliance with the reporting requirements of the Affordable Care Act; (3) roll-out of a number of skill-building and diversity training programs; (4) the kick-off of annual performance appraisals and goal-setting for next year; and (5) key recruitments, to include replacing the Town Manager and Finance Director.

S. Schulte thanked J. Sheldon for the update. A public commentator, Edward Trainer, commended J. Sheldon as well, asking if staff training would include training on "the treatment of seniors". J. Sheldon responded in the affirmative, affirming that staff training "will address the treatment of all groups".

## 8. Old Business

**Remote Meeting Policy:** The Board next took up the topic of its Policy for Remote Meetings and Participation.

At its meeting of May 10, 2022, the Select Board voted to conduct meetings on a remote or teleconference basis whenever the State CDC's color-coded, COVID-19 transmission rating for York County was "medium" (yellow) or "high" (red). In-person meetings, the policy established, would only take place when the transmission rating was "low" (green).

At today's meeting, several Select Board members sought to revisit this Policy in light of the Town's forthcoming interviews with candidates for the Town Manager post. S. Carpenter suggested that the Meeting Policy be changed so Zoom meeting only take place when the CDC's COVID rating is red or "high". W. Ward, Jr. concurred. Other Board members voiced different views.

L. Trentalange asked when hybrid meetings were likely to begin, and M. Pardue replied that beta tests for hybrid meetings were expected to commence soon. K. Nedeau recommended that the existing policy be altogether suspended regardless of the interviews or public hearings taking place. "However, if hybrid sessions are an option," Nedeau said, "we should use that, too."

M. Whitehouse said she was comfortable holding interviews with Town Manager candidates in the Town's large auditorium, but was otherwise concerned about the safety of public participants gathering in confined spaces. S. Schulte concurred. He stated that he was not in favor of overturning the Board's Remote Meeting Policy altogether, but supported a "limited modification" of the color-code policy along with the hybrid option.

Robust discussion ensued. Board members ultimately came to consider several resolutions.

**Motion:** Move that the Select Board adjust its May 10, 2022 Remote Meeting Policy to only conduct remote meetings when the CDC's rating is "red", but otherwise conduct in-person or hybrid meetings.

Moved: W. Ward, Jr.

Seconded: S. Schulte

**Vote:** Roll call vote, 2 in favor (Schulte, Ward Jr.), 5 opposed; the motion failed.

Board members then talked over a number of alternative ideas. S. Schulte eventually synthesized the different views by concluding that most members appeared to agree to (a) the notion of amending, but not abolishing, the Board's existing Meeting Policy, (b) specifically amend the requirement that remote meetings take place based on the CDC's "yellow" and "red" color ratings, and (c) "only suspend in-person meetings if we declare an emergency". However, these remarks were not a formal motion and no vote was taken. Schulte subsequently formulated and the Board voted on this formal motion instead:

**Motion:** Move that the Select Board suspend the amendment (made May 10, 2022) to the Remote Meeting and Participation Policy so that the requirement of moving to remote meetings when the COVID community-level transmission [rating] is yellow or red is suspended.

Moved: S. Schulte

Seconded: K. Nedeau

**Vote:** Roll call vote, 6 in favor, 1 opposed (Ward, Jr.); the motion passed.

## 9. New Business

- a. **Road Closures for Special Events:** S. Schulte next relayed information from the Police Department that the following road closures would be necessary for special events. Times are subject to change depending on vehicular and pedestrian traffic.

- **Thursday, November 24<sup>th</sup>: “Turkey Trot”**  
Closures needed: 9:00-10:00am, Western Avenue from the intersection of Boothby Road to Beach Avenue. During the race, traffic heading toward Kennebunkport from the direction of Wells will be routed to Lower Sea Road. However, local traffic will be allowed on Western Avenue from Sea Road to Boothby Road.
- **Saturday, November 26<sup>th</sup>: Downtown Tree Lighting on Main Street**  
Closures needed: 4:30pm-6:00pm, Main Street will be closed from the intersection of Water and Storer Streets to the intersection of Fletcher and Dane Streets. Main Street is expected to re-open at 6:00pm, but may be closed longer depending on pedestrian traffic.
- **Friday, December 2<sup>nd</sup>: Prelude Tree Lighting at Dock Square**  
Closures needed: 5:00pm-6:30pm. Western Avenue will be closed from Cooper’s Corner at the Mat Lanigan Bridge starting at approximately 5:00pm.
- **Saturday, December 3<sup>rd</sup>: Prelude Hat Parade**  
Closures needed: 3:00pm-3:45pm, Western Avenue from Cooper’s Corner to the Mat Lanigan Bridge.
- **Saturday, December 3<sup>rd</sup>: Prelude Caroling at the Monastery**  
Closures needed: 7:15pm-7:30pm, Beach Avenue from Cooper’s Corner to the Monastery to allow safe pedestrian movement. All vehicles leaving the Monastery will be required to exit east toward the beach until pedestrian traffic has cleared.
- **Friday, December 9<sup>th</sup>: Prelude Festivities and Kennebunkport Tree Lighting.**  
Closures needed: 3:30pm-7:00pm, Western Avenue will be closed from Cooper’s Corner to the Mat Lanigan Bridge. The side streets and entryways leading to this section of closed roadway will also be closed. After the Tree Lighting, there will be a fireworks display.

**Motion:** To approve the road closures as recommended by the Police Department and noted above.

Moved: K. Nedeau

Seconded: S. Carpenter.

**Vote:** Roll call vote, 7 in favor, 0 opposed; the motion passed.

## b. Any Other Business

**Food Trucks:** Given Chamber of Commerce feedback on the topic, K. Nedeau called on the Select Board to revisit the Town’s policy on food trucks. She specifically encouraged the Board to take up the topic again once a new Town Manager was in place. “It should be a priority for next year,” she said. S. Schulte concurred, suggesting that the topic be an agenda item for discussion next year with the Board as well as members of the business community.

**Salute to the Town Manager:** S. Schulte also observed that this was Mike Pardue’s last Select Board meeting as Town Manager. Schulte thanked Pardue for this stewardship of the municipality since 2016. “The support and trust he has earned from Town staff is an accolade,” Schulte said of Pardue. Schulte wished the Town Manager ongoing success in his new role as the Town Manager of Wells, Maine. M. Pardue, in turn, thanked Town Hall staff and the Select Board for their support.

## 10. Select Board Comments

### a. Subcommittee Reports:

There were none.

### b. Board Liaison Reports

K. Nedeau            The Economic Development Committee met last week. "Fiber-to-home" progress is ongoing. The Committee is now gathering feedback on the Town's Economic Development Plan.

M. Whitehouse:    The Lower Village Committee met yesterday without a quorum, but with the intent of "rebuilding themselves" and updating the Lower Village Master Plan. The group is seeking new members.

### c. Comments of Individual Select Board Members

S. Carpenter:        Thanked M. Pardue for everything he has done for the Town.

K. Nedeau            Thanked M. Pardue for his management and help in "onboarding" new Select Board members. Also thanked all of the Town's election volunteers and staff.

L. Pratt                Thanked M. Pardue for his leadership and thanked all Select Board members for a good meeting.

S. Schulte:            Thanked M. Pardue for his Town management as well as Merton Brown and his staff for their election work.

L. Trentalange:      The "Bouquet-It-Forward" program was a great success and many bouquets were made from the Town's flower beds. Trentalange thanked M. Pardue, B. Laverriere, and others for their assistance in helping to "re-cycle" Town flowers.

W. Ward, Jr.:        Thanked M. Pardue for everything he has done for the Town. Volunteered for "Select Board Outreach" service in October.

M. Whitehouse:      Received public inquiries about future "Select Board Outreach Saturdays". Encouraged the Select Board to set a schedule with the Town Manager's office with specific "Outreach" dates.

## 11. Announcements

Town Manager M. Pardue then read the holiday announcements listed on the agenda.

Following these announcements, M. Pardue observed that the Select Board would likely want to pick up on these topics – among others – at future meetings: (1) the Charter Commission (if approved); (2) the Lower Village Master Plan; (3) the Skatepark Master Plan; (4) Parking Ordinance update; (5) food truck policy; and (6) dangerous and abandoned buildings. Pardue again thanked the Select Board for its help to him as Town Manager.

## 12. Executive Session

At 8:04pm, Board members entered into Executive Session with Kennebunk's Human Resource Director and a representative of the Strategic Government Resource [SGR] group pursuant to 1 M.R.S.A Sec. 405(6)(A).

**Motion:            To enter into Executive Session with the Human Resources Director and Strategic Government Resources representative pursuant to 1 M.R.S.A. Sec 405(6)(A).**

Moved: K. Nedeau  
Seconded: W. Ward, Jr.  
**Vote: Roll call vote, 7 in favor, 0 opposed; the motion passed.**

The Select Board exited the Executive Session at 10:16pm and stated they had nothing to report.

**13. Adjournment**

There being no additional comments or topics for discussion, the presiding officer adjourned the meeting at 10:16pm. Due to technical difficulties, however, the meeting was adjourned without a formal motion or vote.

Respectfully submitted by,  
J. Schlagheck, Clerk

Adopted by the Board in the meeting of \_\_\_\_\_,

11.22.2022

DATE OF MEETING

Signed by  
Select Board Member:

*Lisa Pratt*

SIGNATURE

Lisa Pratt

NAME IN PRINT