

TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda
November 22, 2022, @ 3:00 PM
Town Hall
6 Elm Street
This is an in-person meeting**

1. Call to Order.
2. Approve the November 10, 2022, selectmen meeting minutes.
3. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)
4. Amendment of the Recreation Special Revenue and Dock Square Parking Lot budgets.
5. Approve the November 22, 2022, Treasurer's Warrant.
6. Adjournment.

Town of Kennebunkport
Board of Selectmen Meeting
November 10, 2022
6:00 PM

MINUTES

Selectmen attending: Jon Dykstra, Edward Hutchins, Michael Weston, Allen Daggett, Sheila Matthews-Bull.

1. Call to Order.

Selectman Hutchins called the meeting to order at 6:00 PM.

2. Approve the October 27, 2022, selectmen meeting minutes.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the October 27, 2022, selectmen meeting minutes. **Voted: 5-0. Motion passed.**

3. Public Forum. (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.)

Tracey gave updates on the election day in Kennebunkport.

No motion was necessary. No action was taken.

4. Request for a Liquor License Extension for Kennebunkport Inn, LLC.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to extend the Liquor License for Kennebunkport Inn, LLC. **Voted: 5-0. Motion passed.**

5. Public Hearing: Consider approving the consent agreement with the Engels, 437 Kings Highway, for the setback violation.

Werner Gilliam, Director of Planning and Development,

Mr. Engels approached the board.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the consent agreement with the Engels with the understanding that the Engels will pay legal fees. **Voted: 5-0. Motion passed.**

6. Shellfish License Allocation for 2023.

Everette Leach, Shellfish Warden,

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to accept the shellfish license allocation for 2023. **Voted: 5-0. Motion passed.**

7. Consider extending the Shellfish License season by four months.

Everette Leach, Shellfish Warden,

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to extend the Shellfish License season by four months for two years with a review (with the expiration time in February of 2024). **Voted: 5-0. Motion passed.**

8. Update on the Wildes District Road construction project.

Chris Simeoni, Public Works Director, and Eric Labelle, Principal Engineer, explained that they had a few meetings, and 188 responses.

No motion was necessary. No motion was taken.

9. Consider setting up a Stop sign on Community House Road.

Robert Convery, John Dowling explained the situation and asked for a stop sign or other sign to slow traffic and raise awareness of children playing in the area. Chris Simeoni, Director of Public Works endorsed the idea to put a stop sign on Community House Road as well.

Laurie Smith announced a Public Hearing will be held to discuss this matter at the December 8th, 2022 Board of Selectmen's meeting.

10. Consider placing a tax-acquired property, map, block, and lot 21-9-58 out for sale.

Laurie Smith explained this property is a land-locked piece of property obtained by the town, abutting three (3) other privately owned pieces of property with no road access to Wildes District Road.

Motion by Selectman Dykstra, seconded by Selectman Daggett, to place lot 21-9-58 with an assessed value of \$19,000 up for potential sale by the 3 abutting lot owners for a minimum price of \$10,000. **Voted: 4-0-1. Motion passed.** Selectman Matthews-Bull abstained.

11. Request for the Street Opening Permit by George Burr & Sons for Old Fort Ave.

Chris Simeoni, Director of Public Works

Motion by Selectman Dykstra, seconded by Selectman Weston, to approve a request for a street opening permit for new water service for 11 Haverhill Avenue. **Voted: 5-0. Motion passed.**

12. Adoption of the budget development schedule from July 2023 through June 2024.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to adopt the budget development schedule from July 2023 through June 2024. **Voted: 5-0. Motion passed.**

13. Appointment of the Boat Launch Committee members.

Yanina Nickless, Special Projects Manager/HR Administrator

Ms. Nickless reported with aid of Selectman Dykstra, who will be Selectman representative for the Boat Launch Committee after careful consideration ask the Board of Selectmen to authorize list of 5 members for Committee to run to the end of the calendar year of 2023.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to appoint the five (5) members of the Boat Launch Committee. **Voted: 5-0. Motion passed.**

14. Consider appointing Susan Kaagan for the Conservation Commission with the term expiration on July 1, 2023.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to appoint Susan Kaagan for the Conservation Commission with the term expiration of July 1, 2023. **Voted: 5-0. Motion passed.**

15. Accept a \$8,100.00 donation from several citizens of the Kennebunkport GOP towards the emergency fuel fund.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to accept a \$8,100.00 donation from the Kennebunkport GOP dedicated towards the emergency fuel fund. **Voted: 5-0. Motion passed.**

16. Accept a \$1,200.00 donation from an anonymous donor towards the general needs accounts.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept a \$1,200.00 donation from an anonymous donor towards the emergency fuel fund. **Voted: 5-0. Motion passed.**

17. Other business.

Selectman Weston congratulated Patrick Briggs on receiving the Spirit of America Award.

Selectman Matthews-Bull announce preparations for Prelude will begin the weekend of November 18th, 19th, and 20th and asked if anyone wishes to volunteer, please contact her at The Rhumb Line.

Laurie Smith, Town Manager informed the Board she and Police Chief Sanford have met with Kennebunk Town Officials to discuss buses, traffic and especially traffic in Dock Square. There will be further meetings with the business community and invited any input on solutions.

Laurie Smith, Town Manager also gave detail report OnCor Renewable Energy contract, the setbacks, difficulties, and options in future. Board of Selectmen unanimously agreed to not sign the proposed 20-year contract with OnCor to investigate other options for renewable energy sources in the future.

Laurie Smith, Town Manager informed next meeting will be on November 22nd at 3:00pm will be held at the Town Offices and a quorum will be in attendance.

Selectmen Hutchins acknowledged the upcoming Veteran's Day holiday and thanked all those who served.

No motion was necessary. No motion was taken.

18. Approve the November 10, 2022, Treasurer's Warrant.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the November 10, 2022, Treasurer's Warrant. **Voted: 5-0. Motion passed.**

19. Adjournment.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to adjourn. **Voted: 5-0. Motion passed.** Meeting adjourned at 7:22 PM.

Submitted by,
Yanina Nickless,

Special Projects Manager/HR Administrator

Memorandum

To: Board of Selectmen

Fr: Town Manager

Re: Town Manager / Finance Organizational Chart

Dt: November 16, 2022

The Board of Selectmen agreed to the rearrangement of currently budgeted positions to accommodate a new Technology/Communications Specialist position. The position was designed to undertake responsibilities in both of these categories. Technology duties would include the review of software applications for implementation, providing staff training on software, coordinating support with our information technology contractor, addressing hardware and software issues, and supporting our public meetings with the audio-visual technology that is needed today. The communications portion of the position is responsible for website development and maintenance, communication strategies, development of town newsletters, coordination of the annual town report, management of social media accounts, and public education efforts.

We advertised for the position and found some excellent applicants. The issue we came across was that candidates were either strong with hardware and audio-visual technology, or communications but not both. Based upon our review of the labor market and the duties assigned to the two roles within the one position, it seems unlikely that we will find a candidate that has the perfect mix of both skill sets.

Both our interview teams and staff agree that both roles are extremely important to the success of Town operations. I have pondered the best way to solve this problem and the Town's capacity to hire for the two different positions. Of course, The question is would we have the duties to fill both positions and could we fund both positions?

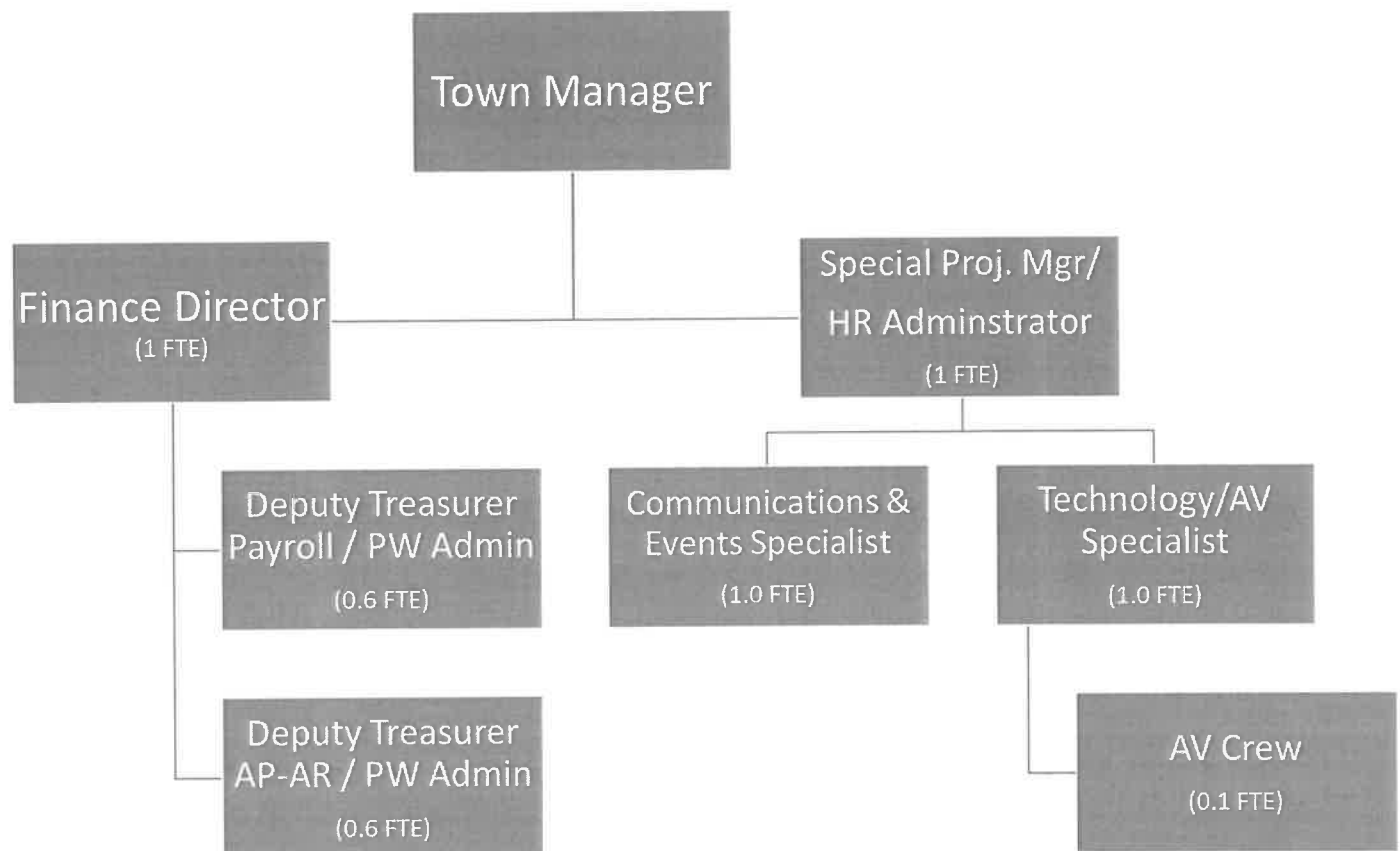
Hiring two people creates a deficit of about \$60,000 when compared to what we had budgeted for positions in FY 23. As the two positions would support functions in enterprise budgets as well as the general fund budget and would take over some duties currently contracted to outside vendors, we could close this deficit by using \$20,000 from the Recreation special revenue fund, \$25,000 from the Dock Square Parking Lot Fund, and about \$15,000 from our information technology contract with Burgess. The logic for this approach is outlined below.

- The Communications position would be partially funded from the recreation fund as they would support the recreation website and program marketing, currently something that consumes between 5-10 hours per week average with their current staff. The person would also be responsible for supporting Town events would are normally supported through Recreation. Currently the Recreation Special Revenue fund is only contributing \$60,000 per year to the general fund. In previous years recreation has contributed \$80,000 per year to the general fund, so this level of support is more in line with

previous years, and the special revenue account can afford this transfer to the general fund.

- The Communications position would spend time updating communications relative to residents and visitors which are relate to our dock square area and downtown events and infrastructure, in particular our parking lot.
- The Technology person would take over some of the duties of our technology contractor, allowing us to decrease our contracted costs.
- The Technology person would also support Dock Square Parking Lot technology which is expansive and currently managed by our Police Department. The infrastructure includes a server, large payment and processing machines, and nine cameras which are monitored 24/7.

This new organizational chart would include the following positions:



In order to finalize this approach, I would need the Board of Selectmen to amend the Recreation Special Revenue budget to include an expenditure of \$20,000 per year in salaries, and the Dock Square Parking Lot, to include an expenditure of \$25,000 per year in salaries. The \$15,000 in contract amendments with our IT consultant can be taken care of at an administrative level.

**Special Revenue
Recreation
FY23 AMENDED Budget**

Programs

After School Programs	26,691
Rentals	677
Special Events	9,265
Camps	30,123
Preschool & Youth	6,804
Adults & Seniors	2,288
Sports & Fitness	25,128
Tournaments	6,762
Scholarships	0
Net Program Income	<u>107,738</u>

Expenses

Dues	(1,305)
Custodian	(4,870)
Events Marketing & Coordination	(20,000)
Turf Maintenance for Parsons Field	(3,885)
Software	<u>(4,395)</u>
General Expenses	<u>(34,455)</u>
Net Budget	<u>73,283</u>
Transfer Out to General Fund	<u>(60,000)</u>
Balance	<u><u>13,283</u></u>

**AMENDED Dock Square Parking Lot
FY 23 Budget**

		FY23	FY 23 AMENDED	Difference
Revenues				
Fees		525,000	525,000	0
		<u>525,000</u>	<u>525,000</u>	
Expenses				
47-03 10-01	Wages	55,850	80,850	25,000
47-03 12-01	FICA	4,278	4,278	0
47-03 12-01	MSRS	385	385	0
47-03 15-01	Electricity	2,500	2,500	0
47-03 15-02	Phone/Internet	7,460	7,460	0
47-03 20-06	Expert/Professional	12,000	12,000	0
47-03 20-43	Credit Card Fees	18,000	18,000	0
47-03 30-01	Office Supplies	13,000	13,000	0
47-03 35-01	Buildings	1,000	1,000	0
47-03 35-03	Vehicles & Equipment	2,000	2,000	0
47-03 5023	Transfer Out	301,000	301,000	0
47-06 60-04	Capital Equipment	6,965	6,965	0
	Fund Balance	100,562	75,562	(25,000)
		<u>525,000</u>	<u>525,000</u>	0