

**Town of Kennebunkport  
Board of Selectmen Meeting  
Village Fire Station-32 North Street  
November 12, 2015 – 6:00 PM**

Minutes of the Selectmen Meeting of November 12, 2015

**Selectmen present:** Stuart E. Barwise, Patrick A. Briggs, Allen A. Daggett, Edward W. Hutchins, and Sheila Matthews-Bull

**Others present:** Laura Azavedo, Michael Claus, Ryan Cormier, Michael Davis, Werner Gilliam, Susan Graesser, Susan Graham, David James, Jen Lord, Jim McMann, Arlene McMurray, Alan Moir, Vernon Moore, Craig Sanford, Laurie Smith, Amy Tchao, Kathy Tyson, and others

**1. Call to Order.**

Chair Matthews-Bull called the meeting to order at 6 PM.

**2. Executive session per (MRSA 1, §405-6E) to discuss the 80B appeal on the Grist Mill Project.**

**Motion** by Selectman Hutchins, seconded by Selectman Daggett, to go into executive session per (MRSA 1, §405-6E) to discuss the 80B appeal on the Grist Mill Project. **Vote:** 5-0.

The Board went into executive session at 6 PM and came out at 6:56 PM. No action was taken.

**3. 7 PM—Approve the October 22, 2015, selectmen meeting minutes.**

**Motion** by Selectman Barwise, seconded by Selectman Briggs, to approve the October 22, 2015, selectmen meeting minutes. **Vote:** 5-0.

**4. 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.).**

There were no comments.

**5. Presentation of fiscal year 2015 audit by Ryan Cormier of Runyon, Kersteen and Ouellette.**

Treasurer Jen Lord presented a brief overview and turned the meeting over to Ryan Cormier. Mr. Cormier gave a Powerpoint presentation of the fiscal year 2015 audit. (See Exhibit A). He also recommended that the Town review its Personnel Policy.

Mr. Cormier thanked Ms. Lord for her efforts with the audit and congratulated her for receiving the Comprehensive Annual Financial Report (CAFR) award which is the highest award given in municipal government financial reporting.

He also mentioned that there were zero journal entries which is a credit to Ms. Lord.

**6. Consider bonding Wastewater Department capital projects.**

Director of the Wastewater Department Allan Moir discussed his department's capital projects:

- Rebuilding Green Street pump station
- Rebuilding Chicks Creek pump station
- Replacing the emergency generator at the treatment plant
- Replacing four aeration blowers
- Replacing three influent pumps
- Replacing three effluent pumps
- Replacing the clarifier covers

The DEP sent a notice that they were looking for projects through the Clean Water State Revolving Fund (CESRF), so he filled out an application. His application was approved for funding, and the next step is to fill out an application for funding. The bond would be for 20 years.

Ms. Smith said if the town wishes to apply for a bond, she would have to let the DEP know by November 13, and this would be subject to Town Meeting approval in June.

**Motion** by Selectman Barwise, seconded by Selectman Hutchins, to move forward with the bond application. **Vote:** 5-0.

**7. Consider appointment of James McMann to the Growth Planning Committee.**

Mr. McMann introduced himself and presented some of his background.

**Motion** by Selectman Barwise, seconded by Selectman Hutchins, to appoint James McMann as an alternate to the GPC for a term expiring in July 2016. **Vote:** 5-0.

**8. Discuss request from residents regarding parking and sidewalks on West Street and Oak Street.**

Ms. Smith said she received a petition from the residents of Oak, West, and Locke Streets who would like to restrict parking on either side of West Street. This petition was precipitated through discussions Vernon Moore had with his neighbors.

Mr. Moore said the sidewalk on Oak Street is covered with grass and not really a safe area to walk. He said because he was going to be putting in a new drive-

way, he asked if the town would go in with him and repair or remove the sidewalk on Oak Street. He also talked to neighbors about whether they wanted a sidewalk. The general consensus was to remove the sidewalk. These conversations led to discussions about addressing parking issues on Oak, Locke, and West Streets. Residents say the streets are too narrow, making it difficult for two cars approaching each other. One has to pull onto a lawn or shoulder so the other car can pass. There are also safety issues if an emergency vehicle could not get through.

Laura Azavedo from Oak Street said she is the one who collected the signatures for the petition. She said she received over 40 signatures and everyone was in favor of removing parking. Most of the people she spoke to either experienced a near accident or witnessed a close call.

Christine, who lives on the corner of North and West Street, said she put barrels up in her driveway to protect her grandson and still someone pulled in her driveway between the barrels to turn around, endangering her grandson. She would like something done to eliminate this problem.

Susan Graham said she thinks the two dangerous areas are on West Street where it meets North Street, and West Street where it meets Oak Street. Regarding putting a sidewalk on Oak Street, she said there are fire hydrants, telephone poles, and trees all along Oak Street which might interfere with a sidewalk. She sees no reason to spend money on one.

Chief Sanford said he did some research and has not seen any accidents on West Street in the past five years. He said he will research this further and come back with recommendations.

Susan Graesser, who lives on Oak Street, added that a fire truck tried to make a left onto Oak Street and it could not get around the corner which she considers a safety issue.

#### **9. Recommendation from the Goose Rocks Beach Advisory Committee regarding installation of pedestrian way on New Biddeford Road.**

Ms. Smith said she was receiving complaints about safety on New Biddeford Road with the amount of pedestrian traffic. She said the police collected speed data and the Goose Rocks Beach Advisory Committee met a few times and gathered input for putting in a safe pedestrian way on New Biddeford Road up to Kings Highway. Public Works Director Michael Claus gave them two options: either a raised curbed sidewalk or a 4 ft. paved shoulder. The Committee voted for a 4" wide paved shoulder.

**Motion** by Selectman Daggett, seconded by Selectman Hutchins to approve the Goose Rocks Beach Advisory Committee's recommendations to install a new 4 ft, paved shoulder on New Biddeford Road from Winter Harbor Road to Kings

Highway.

**10. Authorize the Town Manager to award contract for construction management services for the police department project.**

Ms. Smith explained that the Town is using a construction management service to oversee the police department expansion. This service will help with final design, estimating, and arranging subcontractors to complete the work. The Town received proposals from: Wright-Ryan, Allied Cook Construction, Zachau Construction, and Landry/French Construction Company. She and the Building Committee consisting of Allan Moir, Craig Sanford, Mike Claus, Werner Gilliam, and Patrick Briggs reviewed the four proposals and interviewed three. The selection was narrowed down to Wright-Ryan and Allied Cook. She asked for an alternate price from both and only received one from Wright-Ryan. She said the alternate approach by Wright Ryan would save the Town approximately \$25,000 and recommend Wright Ryan.

Police Chief Craig Sanford said he previously worked with Wright-Ryan and recommended their services.

**Motion** by Selectman Daggett, seconded by Selectman Hutchins, to award the contract for construction management services to Wright Ryan using their alternate approach for a fee of approximately \$141,708.00. **Vote:** 5-0.

**11. Authorize the demolition at 135R Marshall Point Road for training purposes.**

Fire Chief Allan Moir said Michael Shea asked him if he would like to use the house on 135R Marshall Point Road for fire training. Mr. Moir sent out letters to abutters informing them of the fire training and also invited the towns of Arundel and Kennebunk to participate in the training. He added that they also have a great water supply.

**Motion** by Selectman Barwise, seconded by Selectman Daggett, to approve the demolition at 135R Marshall Point Road for fire training purposes. **Vote:** 5-0.

**12. Award bids for the Fire Department.**

**a. Authorize the purchase of a new fire engine through the Houston-Galveston Cooperative.**

Fire Chief Moir said he would like to review this item further before making a decision.

**b. Hydraulic tools bid.**

Fire Chief Moir said he found out they were lacking hydraulic rescue tools. He received pricing on Genesis Tools from HSE Fire & Safety and Amkus Tools from Fire Tech and Safety. The 20 firefighters who tried out the equipment preferred Genesis tool.

**Motion** by Selectman Daggett, seconded by Selectman Barwise, to award the bid for hydraulic tools to HSE Fire & Safety at a cost of \$9,390.00. **Vote:** 5-0.

**13. Report on Special Events Policy.**

Ms. Smith said a one year trial was adopted last year. She said bike races have increased and they are close to the limit for events requiring law enforcement. The amended policy restricts road and bike races to the months of April through November. (See Exhibit B).

**Motion** by Selectman Daggett, seconded by Selectman Barwise, to adopt the updated Special Events Policy. **Vote:** 4-1/Selectman Matthews-Bull voted in opposition.

**14. Authorize the Town Manger to sign the lease agreement with the Goose Rocks Beach Fire Company.**

**Motion** by Selectman Daggett, seconded by Selectman Barwise, to sign the lease agreement with the Goose Rocks Beach Fire Company. **Vote:** 4-0.

**15. Authorization of amendment to consent agreement with Fishing Pole Lane, LLC.**

**Motion** by Selectman Hutchins, seconded by Selectman Daggett, to authorize the amendment to the consent agreement with Fishing Pole Lane, LLC. **Vote:** 5-0. (See Exhibit C)

**16. Review and adoption of fiscal year 2017 budget development schedule.**

**Motion** by Selectman Hutchins, seconded by Selectman Barwise, to adopt the fiscal year 2017 budget development schedule. **Vote:** 5-0.

**17. Approve street opening permit for John Fitzpatrick for Oak Ridge Road to remove one culvert and install two 12" culverts.**

**Motion** by Selectman Barwise, seconded by Selectman Hutchins, to approve street opening permit for John Fitzpatrick for Oak Ridge Road to remove one culvert and install two 12" culverts. **Vote:** 5-0.

**18. Accept \$1,500 donation from the St. Ann's Episcopal Church for the Kennebunkport emergency fuel account.**

**Motion** by Selectman Barwise, seconded by Selectman Hutchins, to accept the

\$1,500 donation from St. Ann's Episcopal Church for the Kennebunkport emergency fuel account. **Vote:** 5-0.

**19. Meet as Assessors to consider the abatement request for Edward and Susan Dolan for 300 Ocean Avenue (Map 20, Block 4, Lot 40) in the amount of \$1,239.70.**

**Motion** by Selectman Daggett, seconded by Selectman Hutchins, to approve the abatement request in the amount of \$1,239.70 for Edward and Susan Dolan of 300 Ocean Avenue (Map 20, Block 4, Lot 40) per the recommendations of Assessors Agent Donna Moore Hays. **Vote:** 5-0.

**20. Authorize the Town Manager to sign a corrected Quit Claim Deed to Habitat for Humanity.**

**Motion** by Selectman Barwise, seconded by Selectman Hutchins, to authorize the Town Manager to sign a corrected Quit Claim Deed to Habitat for Humanity. **Vote:** 5-0.

**21. Discuss holiday schedule.**

**a. Second meeting in November falls on Thanksgiving (Recommended date Tuesday, November 24).**

The Board was receptive to meeting on November 24, at the Town Hall, at 9 AM.

**b. Second meeting in December falls on Christmas Eve. Recommended date Tuesday, December 22).**

The Board agreed to meet on December 22, at 9 AM, at the Town Hall.

**c. Town Offices closing at noon on December 24.**

The Board approved closing town offices at noon on December 24.

**d. Town Offices closing for two hours on December 10 for employee holiday luncheon.**

The Board approves closing the town offices for two hours on December 10 so employees could attend the holiday luncheon.

**22. Other business.**

Chair Matthews-Bull mentioned that they will be decorating for Prelude on November 23.

Ms. Smith announced that Secret Santa applications are available and are to

be returned to the Public Health office no later than November 9, 2015.

**23. Approve the November 12, 2015, Treasurer's Warrant.**

**Motion** by Selectman Barwise, seconded by Selectman Daggett, to approve the November 12, 2015, Treasurer's Warrant. **Vote:** 5-0.

**24. Adjournment.**

**Motion** by Selectman Hutchins, seconded by Selectman Daggett, to adjourn.  
**Vote:** 5-0.

The meeting adjourned at 8:40 PM.

Submitted by

Arlene McMurray  
Administrative Assistant