

**Town of Kennebunkport  
Board of Selectmen Meeting  
Town Hall-6 Elm Street  
June 22, 2016 – 9:00 AM**

Minutes of the Selectmen Meeting of June 22, 2016

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

**Selectmen absent:** Edward W. Hutchins

**Others present:** April Dufoe, Jen Lord, Arlene McMurray, Tracey O’Roak, and Laurie Smith, and Dick Stedman

**1. Call to Order.**

Chair Stuart Barwise called the meeting to order at 9:04 AM.

**2. Approve the June 6, and 9, 2016, selectmen meeting minutes.**

**Motion** by Selectman Daggett, seconded by Selectman Briggs, to approve the June 6, 2016, selectmen meeting minutes. **Vote:** 4-0.

**Motion** by Selectman Daggett, seconded by Selectman Briggs, to approve the June 9, 2016, selectmen meeting minutes. **Vote:** 4-0.

**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.)**

There were no comments.

**4. Consider a renewal liquor license application submitted by Richard W. Litchfield and Beverly D. Davis, DBA Captain Lord Mansion, 6 Pleasant St.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs, to approve the renewal liquor license application submitted by Richard W. Litchfield and Beverly D. Davis, DBA Captain Lord Mansion, 6 Pleasant St. **Vote:** 4-0.

**5. Consider a renewal liquor license application submitted by Arundel Marine Service, DBA Arundel Wharf Restaurant, 43 Ocean Avenue.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs, to approve the renewal liquor license application submitted by Arundel Marine Service, DBA Arundel Wharf Restaurant, 43 Ocean Avenue. **Vote:** 4-0.

**6. Appoint Tracey O'Roak as town clerk, registrar of voters, BMV Agent, Inland Fisheries & Wildlife Agent, public access officer, and constable.**

**Motion** by Selectman Daggett, seconded by Selectman Briggs, to appoint Tracey O'Roak as town clerk, registrar of voters, BMV Agent, Inland Fisheries & Wildlife Agent, public access officer, and constable. **Vote:** 4-0.

**7. Consider lease agreement with Atlantic Volunteer Engine Company.**

Town Manager Laurie Smith explained that the Town's lease agreement with the Atlantic Volunteer Engine Company expires in June. Since they have new membership, they prefer a one-year lease agreement which will give new members time to discuss it and develop a better understanding of their relationship with the Town.

**Motion** by Selectman Daggett, seconded by Selectman Briggs, to approve the one-year lease agreement with Atlantic Volunteer Engine Company. **Vote:** 4-0.

**8. Authorize write-off of uncollected parking ticket balances.**

Ms. Smith explained that at the May 12 meeting, the Board discussed writing off uncollected parking tickets. After the meeting, another billing was sent out and the Town collected more money. There is \$3,455 that is uncollectable and another \$10,670.27 that they may be able to collect. The Treasurer contacted two collection agencies: Sunrise Credit Services and Thomas Agency. Sunrise fees are 25% of the collections and Thomas Agency's fees are 30% of collections.

**Motion** by Selectman Daggett, seconded by Selectman Matthews-Bull, to write off \$3,455 in uncollectable outstanding parking tickets. **Vote:** 4-0.

**Motion** by Selectman Daggett, seconded by Selectman Matthews-Bull, to enter into an agreement with Sunrise Credit Services (whose fees are 25% of collections) to collect the balance of \$10,670.27. **Vote:** 4-0.

**9. Consider request to burn structure at 175 Arundel Road for training purposes.**

Fire Administrator Dick Stedman was present to explain the training burn request. He said the structure is a trailer that the owners wish to remove in order to build a new home. This burning would be a great opportunity for fire department training, as they don't often get the opportunity to train in a trailer. They will invite Kennebunk and Arundel Fire Departments to participate in the training. Letters will be sent to neighbors, and if there are strong objections, they would not have the training burn.

**Motion** by Selectman Daggett, seconded by Selectman Briggs, to proceed with notifying the abutters and burning the structure at 175 Arundel Road for training. **Vote:** 4-0.

**10. Award Fire Department bid for turn out gear.**

The Fire Department is requesting the purchase of up to 9 full sets of firefighter turnout gear. Mr. Stedman explained that Bergeron Protective Clothing is the only full line distributor for the Globe Manufacturing Company gear in Maine and has supplied the Fire Department with gear since 2001. The cost of this gear will be \$16,769.29.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs, to award the Fire Department bid for turn out gear to Bergeron Protective Clothing to purchase 9 full sets of Globe G-Extreme firefighter turnout gear at a cost of \$16,769.29. **Vote:** 4-0.

**11. Other business.**

Selectman Briggs said the FAA's small Unmanned Aircraft Systems (UAS) rules will be effective in 60 days. It will be something the Town can use to not allow small drones at Goose Rocks Beach. They can have the town attorney look at it.

Ms. Smith asked the Selectmen if they could meet on June 30, at 9 AM, at Town Hall to sign the final Warrant. The Board agreed to meet at this time.

**12. Approve the June 22, 2016, Treasurer's Warrant.**

**Motion** by Selectman Daggett, seconded by Selectmen Matthews-Bull, to approve the June 22, 2016, Treasurer's Warrant. **Vote:** 4-0.

**13. Adjournment.**

**Motion** by Selectman Briggs, seconded by Selectmen Matthews-Bull, to adjourn.

The meeting adjourned at 9:24 AM.

Submitted by

Arlene McMurray  
Administrative Assistant