

Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
September 23, 2021
6:00 PM

MINUTES

Selectmen attending via Zoom: Sheila Matthews-Bull, Allen Daggett, Edward Hutchins, Patrick Briggs, and D. Michael Weston.

Others attending via Zoom: David Powell, Tracey O’Roak, Alison Kenneway, Eric Labelle, Christopher Simeoni, Jamie Mitchell, Werner Gilliam, Elizabeth Johnson, Denise Brown.

1. Call to Order

Selectman Matthews-Bull called the meeting to order at 6:00 PM. She took roll call of Selectmen present: Allen Daggett, Patrick Briggs, Michael Weston, Edward Hutchins, and Sheila Matthews-Bull.

2. Approve the September 9, 2021 meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the September 9, 2021, selectmen meeting minutes. **Roll Call Vote:** Briggs, Weston, Hutchins, Daggett, and Matthews-Bull. **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.)

Werner Gilliam, Town Planner, gave information about a Growth Planning Committee future land use work session on Monday, September 27, 2021, from 6:00 pm to 8:00 pm via Zoom. This work session is part of the process to update the Comprehensive Plan. More information can be found at www.kennebunkportcp.info.

4. Public Hearing to adopt the MMA Model Ordinance GA Appendices A–F for the period October 1, 2021–September 30, 2022.

Alison Kenneway, Director of Public Health, advised that each year, the Town must adopt the new appendices for the General Assistance Ordinance. She reviewed the appendices for this year. These are the GA maximums in the categories of overall, housing, and food. Ms. Kenneway also reviewed the various programs that are available for residents in need, including but not limited to clothing, school supplies, food, rental assistance and heating fuel.

Motion by Selectman Daggett, seconded by Selectman Weston, to open the public hearing. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

There were no public comments.

Selectman Matthews-Bull closed the public hearing.

Motion by Selectman Hutchins seconded by Selectman Daggett, to adopt the MMA Model Ordinance GA Appendices A–F for the period October 1, 2021–September 30, 2022. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

Ms. Kenneway gave an update on COVID testing and kit availability. Kits are currently backordered, and our Public Health Office is running low. She has about 2-3 weeks' worth of kits remaining based on current testing trends.

5. Appoint Denise Brown as Treasurer.

Laurie Smith, Town Manager, introduced Denise Brown as the selection for new Treasurer. Denise has 35 years of municipal experience including serving as Accounting Manager and Finance Director in the City of Auburn and her current role as Finance Director in the City of Gardiner. Denise excels in a team environment, has a strong desire for public service and has handled all aspects of municipal finance. Denise's first day in the office will be Tuesday, September 28, 2021.

Ms. Brown introduced herself and received an enthusiastic welcome from the Board.

Motion by Selectman Hutchins, seconded by Selectman Weston, to appoint Denise Brown as Treasurer with a term to expire in March 2022. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

6. Appoint Elizabeth Johnson as second alternate to the Growth Planning Committee with a term to expire March 2022.

Elizabeth Johnson introduced herself and stated that she looks forward to working on this committee.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to appoint Elizabeth Johnson as second alternative to the Growth Planning Committee with a term to expire July 2022. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

7. Award bid for Wastewater dewatering equipment evaluation, selection and bid administration.

Eric Labelle, Town Engineer, presented the changes in the proposal from the last meeting. Selectman Weston thanked Eric Labelle and Chris Simeoni for their work and taking the time to meet with him to explain some of the previous concerns.

Motion by Selectman Daggett, seconded by Selectman Weston, to award the contract to Woodard & Current in the amount of \$139,000. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

8. Adoption of Short-Term Rental Rules, Regulations and Fees.

Werner Gilliam, Town Planner, gave an update on the process. The FAQ page will be updated shortly with some new questions that have come up.

Discussion ensued regarding fees. Selectman Hutchins suggested Scenario B which is \$325 for Tier I and \$575 for Tier II.

Public Comment:

Lauren raised a concern about the fees and questioned how the amount were determined.

Jess asked why the Town is rushing into this without the necessary information and asked if there has been any research on the impact of real estate in the community. She feels like this is being pushed too quickly. Selectman Hutchins stated that the process has been very public and there have been many meetings with 50+ participants because of the Zoom platform. He also stated that he didn't feel that the real estate market would be affected by this ordinance. Selectman Daggett stated that the Board had many, many discussions about this ordinance. He does not know of any type of business that does not require some sort of oversight and fees.

Robin Phillips questioned the number of short-term rentals and the fees and how the Board knows that they will generate enough income to cover the cost of the staff position created to manage this program.

Susan Hill asked about the requirement to have previously rented for 14 days in order to qualify for a license. Laurie Smith, Town Manager, responded to Ms. Hill's concern.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to adopt Fee Scenario B for 2022 which is \$325 for Tier I (up to 3 bedrooms) and \$575 (4 or more bedrooms) for Tier II. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

Discussion ensued regarding the allowance of new licenses (homes that have not been rented at least 14 nights in the past 3 years) in 2022. It was agreed that because this is a new program in 2022, licenses will only be allowed if they have rented before.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to not issue new licenses in the year 2022 and new licensing may proceed in the fall of 2022 for the calendar year 2023. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

Nathan McCabe asked about the checklist timeline and when it will be available. Mr. Gilliam advised that it should be by the middle of next week.

9. Engineering and Final Design of Infrastructure for Village Parcel.

Eric Labelle, Town Engineer gave an update on the projected timeline for the engineering work at Village Parcel. The surveyors anticipate being on site no later than October 18th for approximately 4 days and providing an updated survey and base existing conditions file around October 29. Then the final design will occur around the end of November.

10. Other business.

Ms. Smith encouraged everyone to participate in the Comprehensive Plan land use meeting on Monday night.

11. Approve the September 23, 2021, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the September 23, 2021, Treasurer's Warrant. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

12. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Briggs to adjourn. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.** Meeting adjourned at 7:41 p.m.

Submitted by,
Tracey O'Roak
Administrative Assistant