

Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
October 28, 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, Eric Labelle, John Everett, Jamie Mitchell, Werner Gilliam, Denise Brown, Craig Sanford, and Jeff Zdunczyk.

1. Call to Order

Selectman Matthews-Bull called the meeting to order at 6:07 PM. She took roll call of Selectmen present: Allen Daggett, Patrick Briggs, Michael Weston, Edward Hutchins, and Sheila Matthews-Bull.

2. Approve the October 14, 2021, meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the October 14, 2021, selectmen meeting minutes. **Roll Call Vote:** Briggs, Hutchins, and Daggett. Matthews-Bull and Weston abstained because they were not at that meeting. **Voted:** 3-0. **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.)

Jamie Mitchell, Town Clerk, reminded everyone of election day on Tuesday, November 2, 2021. As of today, 436 ballots have been issued. She encouraged voters to go to the Secretary of State’s website to research the questions on the ballot.

Laurie Smith spoke about Stuff the Bus food drive that will be collecting food at the polls on Tuesday. Look for the Parks & Rec bus at the Village Fire Station.

4. Approve request for extension of liquor license for Kennebunkport Inn, LLC.

Laurie Smith, Town Manager, advised that the Kennebunkport Inn is seeking an extension of the liquor license for Prelude weekends. This would allow them to serve alcohol in their main entrance drive where their patio is along the street. Staff have reviewed the request and are recommending approval only during the two Prelude weekends.

Motion by Selectman Daggett, seconded by Selectman Weston, to approve the extension of liquor license for Kennebunkport Inn, LLC. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

5. Appoint George Dow to the Cape Porpoise Pier Advisory Committee.

Motion by Selectman Hutchins, seconded by Selectman Weston, to appoint George Dow to the Cape Porpoise Pier Advisory Committee with a term to expire in July 2022. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

6. Authorize Quitclaim deed for Map 25, Block 5, Lot 8.

Laurie Smith, Town Manager, advised that through the purchase and sale process of this property on Mills Road, it was discovered that there was a missing discharge of a tax lien from 1991. The property taxes are paid in full through June 30, 2022, and staff recommend authorization of the Municipal Quit Claim Deed which will release all prior tax liens.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to authorize a quitclaim deed for Map 25, Block 5, Lot 8. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

7. Authorize the purchase of turnout gear for the Fire Department.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to authorize \$20,000 for the purchase of turnout gear for the Fire Department. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

8. Award bid for new Police vehicle.

Craig Sanford, Police Chief, reviewed the FY22 budget goal of purchasing a hybrid vehicle this year as part of the Town's climate change goals. The purchase price of \$32,738, and the changeover costs of \$6,000, will fit within the budgeted amount. Although bids were sought from five different dealers, only one bid was received from York Key Ford.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to award the bid for a hybrid police cruiser to York Key Ford. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

9. Review new provisions to MainePERS.

Laurie Smith, Town Manager, advised that the Town participates in the Maine State Retirement System. As mandated by the plan, employees only have one opportunity within their first 30 days of employment to join the MainePers program. MainePERS recently sent the Town notice that they have an opening for employees to make a second decision to join the program; however, any contributions will be post-tax dollars instead of pre-tax dollars. They also have opened up the plan to allow employees a once per year decision for the first five years of employment, but again,

the contributions will all be post-tax dollars. Discussion ensued regarding the options and different scenarios.

Motion by Selectman Daggett, seconded by Selectman Weston, to reject the new provision to MainePERS. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

10. Authorize amendment to ICMA Retirement Health Savings Plan Contract.

Laurie Smith, Town Manager, presented a new Retirement Health Saving plan document in order to comply with our policy and current Union contract. Discussion ensued.

Motion by Selectman Hutchins seconded by Selectmen Briggs to authorize the amendment to the ICMA Retirement Health Savings Plan Contract. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

11. Authorize the use of contingency funds for mailbox installation at Firefighter's Park.

Laurie Smith, Town Manager, reminded the Board that at the last Selectmen's Meeting, the question of a roof covering for the Cape Porpoise mailboxes in Firefighter's Park was brought forward. Staff have designed a solution and estimated costs at approximately \$5,336. Attached please find the design and details on the cost estimate. Staff is seeking authorization for the use of Selectmen contingency funds for the purchase of materials and installation of the roof.

Motion by Selectman Daggett seconded by Selectmen Weston to authorize use of the Selectmen contingency funds for installation of the roof. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

12. Review Land Use citation/stipulated judgement for 43 Mills Road.

Werner Gilliam, Director of Planning & Development, gave an overview of this situation and the proposed agreement.

Motion by Selectman Hutchins seconded by Selectmen Daggett to authorize the land use citation and complaint for 43 Mills Road. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

13. Approve the FY2023 budget schedule.

Motion by Selectman Hutchins seconded by Selectmen Briggs to adopt the FY23 Budget Schedule as presented. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

14. Discuss November and December Board of Selectmen meeting schedule.

Laurie Smith, Town Manager, advised that both meeting dates for November fall on holidays (Veteran's Day and Thanksgiving) and the 2nd meeting in December will fall two days before Christmas. She proposed holding the first meeting in November on Wednesday, November 10th at 6 pm and the second meeting at 9 am on Wednesday, November 24th at town hall to sign the warrant. The first meeting in December will be held as usual on Thursday, December 9th at 6 pm with a proposal for the second meeting to be held at 9 am on Thursday, December 23rd at town hall to sign the warrant.

Motion by Selectman Hutchins, seconded by Selectmen Weston to approve the November and December meeting schedule as proposed. **Roll Call Vote:** Briggs, Weston, Daggett, Hutchins, and Matthews-Bull. **Voted:** 5-0. **Motion passed.**

15. Other business.

Selectman Matthews-Bull updated that the Prelude decorations are going up. The committee is looking for volunteers to help with Prelude.

Werner Gilliam, Director of Codes and Planning, gave an update on the Short-Term Rental process and schedule. The program will be up and running on November 5th.

Laurie Smith, Town Manager, gave a preview of the holiday schedule for town offices. Offices will be closing at noon on Thursday, December 23rd and be closed on Friday, December 24th.

16. Approve the October 28, 2021, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Briggs to approve the October 28, 2021, Treasurer's Warrant. **Roll Call Vote:** Briggs, Weston, Matthews-Bull, Hutchins, and Daggett. **Voted:** 5-0. **Motion passed.**

17. 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 6:48 p.m.

Submitted by,
Tracey O'Roak
Administrative Assistant