

**Town of Kennebunkport
 Selectmen's Meeting
 December 17, 2009
 7 p.m. – Village Fire Station – 32 North Street**

Minutes of the Selectmen's Meeting of December 17, 2009

Selectmen attending: Stuart E. Barwise, Allen A. Daggett, Mathew J. Lanigan, Sheila Matthews-Bull, and D. Michael Weston

Others: Michael Davis, David James, Barry Jones, Jennifer Lord, Suzanne Hodgson, Larry Mead, Arlene McMurray, Chris Perry, Ron Smith, Dick Tonneson, and others.

1. Call to Order.

Chairman Daggett called the meeting to order at 7:02 p.m.

2. Approve the minutes of the December 3, 2009, Selectmen's Meetings.

Motion by Selectman Lanigan, seconded by Selectman Barwise, to approve the December 3, 2009, Selectmen Meeting Minutes. **Vote:** 5-0.

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.).

Dick Tonneson of Cape Arundel North congratulated Selectman Matthews-Bull for doing a great job with Prelude. He also complimented the Town government saying that he has always had good experiences with the Town Office, and thanked the Police Department for their response when he called them.

4. Consider emergency Street Opening Permit for K.K. & W. Water district to repair broken gate valve at 5 Belvedere Ave.

Motion by Selectman Lanigan, seconded by Selectman Matthews-Bull, to approve the emergency Street Opening Permit for K.K. & W. Water district to repair broken gate valve at 5 Belvedere Ave. **Vote:** 5-0.

5. Consider the following property tax abatements/supplements:

	Property Owner	Location	Map	Blk	Lot(s)	Abatement Amount	Supplemental Bill
1	Pauline Lush	Folly Island	29	9	1	\$332.22	
2	Joanne Ciardello	5 Paddy Creek RD	22	4	3A	\$1,268.00	
3	Lucy Henke	3 Paddy Creek RD	22	4	3B	\$1,268.00	

4	Charles Wildes	Turbat's Creek RD	21	13	6	\$176.89	
5	John & Judith Barnes Hitz	6 Wood RD	21	11	5	\$2,276.69	
6	Kathleen Campbell	19 Locke ST	12	1	1	\$318.90	
7	James Rosen	23 Prescott DR	36	3	2	Denied	
8	Stanley Meserve	5 East AVE	8	9	7	Denied	
9	Arthur & Janet Johnston	4 Biddeford Rd	35	5	10	Denied	
10	Lyman P. & Louise Huff	27 Pier RD	30	1	16		\$554.12
11	Sheila Matthews	18 Paddy Creek RD	21	5	3	Denied	
12	Edward & Mary Kingsbury	29A Grove ST, Unit 8A	22	1	10/11	Denied	
13	Robert & Pamela Czekanski	22 Skyline DR	36	1	16	Denied	
	Total Abatements					\$5,640.70	\$554.12

Chairman Daggett read the list of abatements and said that if the property owners disagree with this decision, they should contact the Code Enforcement Office to schedule an appointment with the Board of Assessment Review.

Motion by Selectman Daggett, seconded by Selectman Barwise, to approve or deny the abatements mentioned above along with the supplemental bill, per Assessor's Agent Donna Hays' recommendation. **Vote:** 5-0.

6. Accept donations to the Public Health Department emergency programs from:

- a. **Anonymous donor - \$300 for emergency fuel program.**
- b. **Goose Rocks Beach Fire Company - \$1,000 for emergency fuel program.**
- c. **Anonymous donor- \$2,000 for emergency food, fuel, or medical needs.**

Motion by Selectman Barwise, seconded by Selectman Lanigan, to accept the \$300 anonymous donation and the \$1,000 donation from the Goose Rocks Beach Fire Company to the Public Health Department's emergency fuel program and the \$2,000 anonymous donation to the Public Health Department for emergency food, fuel, or medical needs. **Vote:** 5-0.

Chairman Daggett read a thank you letter from the Board of Selectmen to: the residents who assist during the holidays; the local churches who help with the holiday food baskets; the Nonantum for doing the free holiday lunch for senior meal site folks; the Atrium for providing the monthly lunch for seniors; the Santa elves who provide for Secret Santa; the Senior Center for providing holiday gifts for seniors who are alone; the Garden Club for the boxwood trees delivered to homebound residents; and the Brownie and Girl Scouts who designed the senior holiday cards and bookmarks.

Town Manager Larry Mead thanked Public Health Nurse Judy Barrett because she is very involved in helping with all of these activities.

7. Presentation of annual financial audit by R.H.R. Smith and Company.

Mr. Mead introduced the Town Auditor Ron Smith, of R.H.R. Smith and Company.

Mr. Smith said his company works with 125 municipalities in Maine. He summarized the audit, and said the Town has the recommended amount of money in undesignated fund balance (enough for 90 days of operation). He recommended that the Town have two capital plans; one for the Town and one for the Wastewater Treatment Plant. The plan should be for three, five, and 10 years and should have a capital reserve to match grant funding for infrastructure. He also encouraged the Town to look at refinancing the Road Bond.

Overall, Mr. Smith said the Town is in good shape financially. When asked how Kennebunkport rated in comparison to other towns, he rated Kennebunkport a 7 out of 10.

8. Consider amendments to the Purchasing Policy.

Mr. Mead said the previous purchasing policy was adopted in 2005. He explained the revisions in the latest draft:

- Department Heads can authorize purchases less than \$3,000.
- The Town Manager's purchasing authority increases from \$3,000 to \$8,000.
- The Board of Selectman approves purchases over \$8,000 as in the previous purchasing policy.
- Purchases between \$8,000 and \$15,000 require a request for proposal (RFP) or bid solicited from at least three vendors or contractors which shall be attached to a purchase order signed by the Town Manager.
- Purchases over \$15,000 requires broad advertising and a request for proposal (RFP) or sealed bid which shall be opened in public
- Professional services over \$15,000 require the Town Manager to: establish the criteria for selection of the proposal; and to form a committee of at least three employees to review and rate proposals.

Motion by Selectman Weston, seconded by Selectman Barwise, to approve the revised Purchasing Policy. **Vote:** 5-0.

9. Selectmen present specific budget priorities or special requests for FY11.

The following budget priorities or special requests for fiscal year 2011 were identified:

- Selectman Barwise requested a continuation on road and sidewalk improvements.
- Selectman Lanigan requested upgrading electrical service at Dock Square monument and repairing the periphery of the Dock Square parking lot.
- Selectman Matthews-Bull requested repairing the roads at Goose Rocks.
- Selectman Weston requested a comprehensive sidewalk program. He also requested making safety improvements at the boat launch on Pier Road.
- Selectman Daggett requested expanding the Cape Porpoise Pier parking lot.

The Board discussed other business.

Selectman Lanigan asked if the ice skating rink was open. Mr. Mead said it is not officially open yet.

Selectman Matthews-Bull thanked the Prelude volunteers and the townspeople who decorated their property to enhance the Town during Prelude.

Mr. Mead gave the status of the dangerous buildings mentioned at the last meeting. He also reminded people that the deadline for applications for the local circuit breaker program was extended to June 30.

Selectman Daggett mentioned that a brief Selectmen's Meeting will be held on Monday, December 28, at 9 a.m., at Town Hall, to sign the Treasurer's Warrant.

Item 11 was addressed next.

10. Executive Session:

1. To discuss pending litigation with Town Counsel per 1 M.R.S.A. § 405 (6) (E)
2. To discuss personnel matters per 30-A M.R.S.A. § 2702.

Motion by Selectman Lanigan, seconded by Selectman Barwise, to go into executive session to discuss pending litigation with Town Counsel per 1 M.R.S.A. § 405 (6) (E) and personnel matters per 30-A M.R.S.A. § 2702. **Vote:** 5-0.

The Board went into executive session at 8:10 p.m.

The Board came out of executive session at 9:15 p.m.

No action was taken.

11. Consider the December 17, 2009, Treasurer's Warrant.

This item was addressed after item 9.

Motion by Selectman Barwise, seconded by Selectman Lanigan, to approve the December 17, 2009, Treasurer's Warrant. **Vote:** 5-0.

12. Adjournment.

Motion by Selectman Lanigan, seconded by Selectman Weston, to adjourn the meeting. **Vote:** 5-0.

The meeting adjourned at 9:16 p.m.

Submitted by

Arlene McMurray
Administrative Assistant