

Town of Kennebunkport  
Board of Selectmen Meeting VIA Zoom  
April 22, 2021  
6:00 PM

## MINUTES

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

**Others attending via Zoom:** Laurie Smith, David Powell, Tracey O’Roak, Jamie Mitchell, Chris Simeoni, Werner Gilliam, Alison Kenneway, Morgan Bates, Garrett Hooper, Jon Dykstra and others.

**1. Call to Order**

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

**2. Approve the April 8, 2021 and April 12, 2021 selectmen meeting minutes.**

**Motion** by Selectman Weston, seconded by Selectman Briggs to approve the April 8, 2021 selectmen meeting minutes. **Roll Call Vote:** Briggs, Weston, Hutchins, and Daggett. Matthews-Bull abstained. **Voted:** 4-0. **Motion passed.**

**Motion** by Selectman Hutchins, seconded by Selectman Briggs to approve the April 12, 2021 selectmen meeting minutes. **Roll Call Vote:** Briggs, Weston, Hutchins, and Daggett. **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.)

There were no public comments.

**4. Public hearing and consideration of a new liquor license submitted by JP RE LLC d/b/a Roma Pizza KPT, 5 Union Street.**

**Motion** by Selectman Hutchins seconded by Selectman Briggs to open the public hearing to consider a new liquor license submitted by JP RE LLC d/b/a Roma Pizza KPT, 5 Union Street. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

Chair Daggett opened the public hearing at 6:04 pm.

There were no public comments.

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull to close the public hearing at 6:04 PM. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

Chair Daggett closed the public hearing at 6:04 pm.

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull to approve the new liquor license submitted by JPRE LLC d/b/a Roma Pizza KPT, 5 Union Street. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**5. Consider renewal liquor license application submitted by Maine-ly R English Inc d/b/a 1802 House Bed and Breakfast Inn, 15 Locke Street.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Briggs to approve the liquor license submitted by Maine-ly R English Inc d/b/a 1802 House Bed and Breakfast Inn, 15 Locke Street. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**6. Consider application submitted by the Dow House Family Limited Partnership to reconstruct the existing wooden dock located at 26 Agamenticus Avenue and make it for year-round use.**

Chair Daggett stated that the Selectmen had a site visit on April 12<sup>th</sup> at 5:30 pm.

**Motion** by Selectman Hutchins, seconded by Selectman Briggs to approve the dock application and move it to Planning Board. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**7. Consider amendment to Administrative Code.**

Laurie Smith, Town Manager, explained the proposed amendment to the Administrative Code. This amendment, if approved at Town Meeting, would change the duties of Assessor to an appointed position, rather than have it fall under the Board of Selectmen duties. The Administrative Code Committee met last week, reviewed the changes and approved them.

**Motion** by Selectman Briggs, seconded by Selectman Matthews-Bull to approve the proposed amendment to the Administrative Code. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**8. Authorize and sign the June 2021 town meeting warrant.**

**Motion** by Selectman Hutchins, seconded by Selectman Briggs to approve the town meeting warrant. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**9. Certification of the proposed referendum questions for the June town meeting warrant.**

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull to certify the proposed ordinance revisions for the June town meeting warrant. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**10. Set public hearing date of May 13, 2021 to consider the ordinance revisions proposed on the June 8, 2021 town meeting warrant.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Weston to set a public hearing date of May 13, 2021 for consideration of proposed ordinance revisions. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**11. Countersign the RSU 21 Budget Validation Referendum Election Warrant.**

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull to authorize and sign the RSU 21 Budget Validation warrant. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**12. Presentations by Public Health interns.**

Morgan Bates, a UNE student intern, presented the results of a needs and assessment survey of Kennebunkport residents.

Garrett Hooper, a UNE student intern, presented the results of mapping Healthy Maine Beach data to be used for community education.

**13. Certification of Commitment of Sewer User Rates.**

Chris Simeoni, Deputy Public Works Director gave an overview of the sewer user rates.

**Motion** by Selectman Matthews-Bull, seconded by Selectman Hutchins to authorize and sign the sewer commitment. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**14. Consider approval for purchase of Green Street & Chick's Creek Pump Station grinder heads.**

Chris Simeoni, Deputy Public Works Director, gave a summary of this request. Because they are currently proposing to move ahead with the replacement of three major pump stations, they would like to defer the purchase of the spare pump station motors and re-allocate the funds to purchase the grinder heads for both the Green Street and Chick's Creek Pump Stations. They have received proposals from Williamson Pump & Motor for the purchase and installation of the grinder heads at both pump stations totaling

\$29,295.00. The Wastewater Department is seeking authorization to purchase and to sole source them as Williamson Pump & Motor is the only Barnes pump dealer in the northeast and installation work needs to be completed by their techs to ensure they are installed to manufacturer specified tolerances.

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull to authorize the purchase and installation of the grinder heads at both pump stations totaling \$29,295 from Williamson Pump & Motor. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**15. Authorize and sign Disaster Mutual Aid Agreement for York County.**

Laurie Smith, Town Manager, reviewed the Disaster Mutual Aide Agreement for York County. It will authorize the Town to use personnel for the Sanford vaccination clinic and receive reimbursement from FEMA.

**Motion** by Selectman Hutchins, seconded by Selectman Weston to authorize and sign the Disaster Mutual Aid Agreement for York County. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**16. Accept donation of \$4,500 from A & W LLC for softball.**

Mike Claus, Public Works Director, and Breese Regal, Interim Parks & Recreation Director, gave an update on the creation of a new softball field.

**Motion** by Selectman Hutchins, seconded by Selectman Briggs to accept the donation of \$4,500 from A & W LLC for the softball field. **Roll Call Vote:** Briggs, Weston, Hutchins, and Matthews-Bull. Selectman Daggett abstained. **Voted:** 4-0. **Motion passed.**

**17. Other Business.**

No other business.

**18. Approve the April 22, 2021, Treasurer's Warrant.**

**Motion** by Selectman Hutchins, seconded by Selectman Briggs to approve the April 22, 2021 Treasurer's warrant. **Roll Call Vote:** Briggs, Weston, Hutchins, Matthews-Bull, and Daggett. **Voted:** 5-0. **Motion passed.**

**19. Executive Session per (MRSA 1, §405-6E) for discussion of disposition of real estate.**

**20. Adjournment.**

Motion to adjourn was made, seconded and approved after discussion in Executive Session.

Submitted by,  
Tracey O'Roak, Administrative Assistant