

Town of Kennebunkport
Board of Selectmen and Budget Board Joint Meeting
March 16, 2023
6:00 PM

MINUTES

Selectmen attending in person: Edward Hutchins, Sheila Matthews-Bull, Allen Daggett, Jon Dykstra.

Selectmen attending via Zoom: Michael Weston.

Budget Board Members attending in person: Michelle Powell, Robert Wester, Rick Wakeland, Dan Beard, Marybeth Gilbert, April Dufoe, Ki Leffler, Carol Cook, and Dimitri Michaud.

Budget Board Members attending via Zoom: David James.

1. Call to Order:

Selectman Hutchins called the meeting to order at 6:01 PM.

Budget Board Chairperson, April Dufoe, called the Budget Board meeting to order at 6:01 PM, stating that they had a quorum with eight members present in person, one on the way, and one on Zoom.

2. Joint meeting with Budget Board for the fiscal year 2024 municipal budget presentations:

Motion by Michelle Powell, seconded by Ki Leffler, to approve the minutes from last week's meeting on March 2, 2023. **Voted:** 9-0. **Motion passed.**

Town Manager Laurie Smith provided an overview of the Capital Improvement Plan, Funding Sources. The Plan for FY 24 totals \$7.9 million. The FY 24 Capital Investment is \$2.241 million and is an increase of about \$60,000 from the previous year.

Town Clerk Tracey O'Roak described the vital records preservation project.

Special Projects Manager Yanina Nickless described the current Town website and the website upgrade project. We're surveying the public for their input and talking to website vendors to see what options and features are available. The anticipated roll out date for the new site is 12-15 months from now.

Police Chief Craig Sanford spoke about projects to replace the grinder pump at the Public Safety building. It has failed twice and needs to be replaced. A new hard drive for the system that records police cruiser video is also needed as the current system is long past its expected life. A 2018 police cruiser also needs to be replaced. The damaged roof line and gutters for part of the Public Safety building need to be replaced before there is water intrusion that damages the structure of the building.

March 16, 2022, BOS Meeting Minutes

Fire Chief Jay Everett described a project to replace SCBA equipment. We are currently on year 5 of an 8-year replacement plan. He also requested funds to place in the account for future apparatus replacement. The next items to be replaced are Tank 1 in 2038 and Engine 23 in 2039. He also asked for funds for firefighter Personal Protective Equipment (PPE) and for renovation design for the Village Fire Station, anticipating a future where the community room is relocated to the new Town Offices building and a bay and staff space for per diem firefighters are added to the Fire Station. He expressed the need for funds for a public safety service study of Fire & Kennebunkport EMS (KEMS) to make recommendations as to how the services can work better together and realize cost savings by eliminating duplication of efforts.

Public Works Director Chris Simeoni described the need to replace an air compressor, the 2012 International dump truck, 2006 Ford F-350, and tires for the John Deere 544 loader. Also planned are sidewalk repairs at Dock Square and on School Street as well as road improvements including drainage on Wildes District Road, West, Oak & Locke Streets, and overlays on Old Cape Road, Pearl & Elm Streets.

Chief Sanford spoke about EMA equipment needed including flooding barricades and signs.

Parks & Recreation Director Stephanie Simpson requested funds for a parks improvement master plan for Firefighters Park and Parsons field to be rolled out in three phases.

Chris Simeoni described the need for funds for automated waste collection bins. Our current contract with Casella expires in August 2024. They and the overall solid waste collection industry are moving to standardized bins used with automated trucks. Chris also described a three-year project to replace streetlight fixtures around town. Our current streetlights are old and replacement parts are no longer available. Another project is Ocean Avenue Wandby area resiliency. One culvert in this area was damaged in the last storm and will require a permanent replacement. Chris requested funds for engineering design for a culvert replacement and increased road resiliency in this area.

Chairman Matthews-Bull returned to the topic of the automatic waste and recycling collection bins, which sparked a lengthy discussion of the change, associated costs, and possible options.

Laurie Smith presented the need to replace one of the pier hoists. Though we have Economic Administration and Maine DOT Small Harbor improvement funds for the Cape Porpoise Pier project, we need a fund to provide cost overrun coverage for the project.

Laurie also laid out a request for funding from the Kennebunkport Conservation Commission for a water testing program

Jim Stockman, Chairman of Kennebunkport Emergency Medical Services (KEMS) made a request for funding, describing their funding, costs, rates and

Motion by Michelle Powell, seconded by Dimitri Michaud, to adjourn the Budget Board meeting at 7:26 PM. **Voted:** 9-0. **Motion passed.**

3. Approve the February 23, 2023, selectmen meeting minutes and March 2, 2023, joint meeting with the Budget Board minutes:

Motion by Selectman Daggett, seconded by Selectman Dykstra, to approve the February 23, 2023, selectmen meeting minutes and March 2, 2023, joint meeting with the Budget Board minutes. **Voted:** 5-0. **Motion passed.**

4. 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 in-person attendees remaining, and no Zoom attendees came forward.

No motion was necessary. No motion was taken.

5. Consider the liquor license renewal for Chez Rosa LLC d/b/a Chez Rosa Bistro, Building “D” on Cross Street and Union Street:

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the liquor license renewal for Chez Rosa LLC d/b/a Chez Rosa Bistro, Building “D” on Cross Street and Union Street. **Voted:** 5-0. **Motion passed.**

6. Consider Goose Rocks Beach Advisory Committee’s recommendation regarding the contract with Woodard & Curran and Black Fly Media for Water Quality Project:

Selectman Dykstra informed the Board that we’ve been collecting data at Goose Rocks Beach since 2004 but have not done a good job of communicating to residents what the data mean. The Natural Resources Subcommittee has recommended to the Goose Rocks Beach Advisory Committee, and in turn they are recommending to the Board of Selectmen that we hold a contract with Woodward & Curran for \$13,600 from the Goose Rocks Beach Maintenance Fund to do this work.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, that we hold and fund the contract with Woodward & Curran for \$13,600 from the Goose Rocks Beach Maintenance Fund. **Voted:** 5-0. **Motion passed.**

7. Presentation of proposed June 2023 ordinance changes with the legal review:

- a. Administrative Code revision regarding Cape Porpoise Pier Committee members.
- b. Administrative Code revision regarding days of annual town meeting.
- c. Land Use Ordinance revision regarding accessory dwelling units.
- d. Land Use Ordinance revision regarding private road construction.

- e. Land Use Ordinance revision regarding the description of the resource protection zone.
- f. Update to Floodplain Management Ordinance.

Town Clerk Tracey O’Roak and Director of Planning and Development Werner Gilliam gave brief overviews of the specific changes proposed by legal review.

Motion by Selectman Dykstra, seconded by Selectman Matthews-Bull, to approve the ordinance changes proposed by legal review. **Voted:** 5-0. **Motion passed.**

8. Accept donations towards the fuel fund:

- a. \$100.00 from an anonymous donor.
- b. \$1,000.00 from The Goose Rocks Beach Fire Company.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept the donations towards the fuel fund. **Voted:** 5-0. **Motion passed.**

9. Accept \$50.00 from an anonymous donor towards the general nurses’ account:

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept the donation towards the general nurses’ account. **Voted:** 5-0. **Motion passed.**

10. Accept \$850.00 from Patricia and Larry Keller towards the general needs account.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept the donation towards the general needs account. **Voted:** 5-0. **Motion passed.**

11. Accept \$1,500.00 from the Arundel Lodge #76: \$750.00 towards the nurses’ account; \$750 towards the general needs account.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept the donations towards the nurses and general needs accounts. **Voted:** 5-0. **Motion passed.**

12. Other Business.

None of the Selectmen had other business. Town Manager Laurie Smith had two items:

- a. She handed out information received today regarding the York County Budget Committee Caucuses. They are for Selectmen to attend to elect Budget Committee members at a meeting in Alfred, ME on Wednesday, April 12th at 6:30 pm.

- b. Our Federal Delegation is seeking to secure funding for dredging of the Kennebunk River. Laurie Smith and the Kennebunk Town Manager are seeking support letters to send to the Federal Delegation.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to send a support letter for dredging the Kennebunk River to the Federal Delegation. **Voted:** 5-0. **Motion passed.**

13. Approve the March 9, 2023, Treasurer's Warrant.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept the donations towards the nurses and general needs accounts. **Voted:** 5-0. **Motion passed.**

14. Executive Session per MRSA 1, §405-6C to consider the acquisition of real estate.

Motion by Selectman Daggett, seconded by Selectman Dykstra, to enter Executive Session per MRSA 1, §405-6C to consider the acquisition of real estate. **Voted:** 5-0. **Motion passed.**

Selectmen were in Executive Session for 37 minutes. Remotely attending Selectman Weston did not return from Executive Session.

No motion was necessary. No motion was taken.

15. Adjournment.

Motion by Selectman Matthews-Bull, seconded by Selectman Dykstra, to adjourn. **Voted:** 4-0. **Motion passed.**

Submitted by,
Dave Powell,
Technology Specialist

Kennebunkport Budget Board

Minutes—3/16/2023

Ed Hutchins called to order the joint meeting of the selectboard and the budget board at 6:01 pm. April Dufoe then opened the budget board meeting, declaring a quorum including herself, Michelle Powell, Bob Wester, Dan Beard, Marybeth Gilbert, Ki Leffler, David James (by Zoom), Carol Cook, Allan Evelyn, and Dimitri Michaud. Absent were David Betses and Rick Wakeland.

Motion made and seconded to accept the minutes of March 9, 2023, into the record; passed.

Presentations were made for all capital expenses as well as for the Conservation Commission, KEMS, the Shade Tree and Cemetery Committees, Graves and Cape Porpoise Libraries, and Parsons Way. Also presented were the miscellaneous agencies for Memorial Day, Dock Square Monument, 4th of July, Southern Maine Veteran's Memorial, and the Senior Center at Lower Village. Thanks were expressed to the social service agencies sub-committee for their hard work, and Laurie and the department directors were commended for their excellent job in preparing and presenting an easy-to-understand budget.

The floor was opened for questions and comments. Laurie answered that this is the final year of the three-year union contract, so the salary/wage increase is 3%; non-union and union employees generally receive the same raise. When asked about the goal of the capital reserve account, Laurie noted that the challenge is the sharp increases in costs, they would like to keep at least \$1 million in reserve for emergencies, and engineering of projects is important to be ready to apply for grants when available to deal with the challenge of sea level rise. It was asked what drives whether a project is part of the capital plan or bonded. Laurie explained that this community has historically saved for projects over bonding, a combination of both is sometimes the best option, bonds are preferred if the project by itself reaches the million-dollar mark, and lease-to-purchase agreements are not used very frequently here.

Laurie was looking for feedback, suggested changes, and priorities for consideration before the next meeting. The discussion continued with the general feeling that an increase in revenues might be preferred over a cut in expenses, asking the selectmen to consider looking at the fees under their control.

The selectboard will vote on the budget next week; the budget board will meet the following week (March 30) to review final budgets and take recommendation votes. If necessary, a joint meeting on April 6 will provide one last chance to make any adjustments in the budgets or their recommendations.

Moved by Michelle Powell and seconded by Ki Leffler to adjourn the meeting at approximately 8:48 pm. Motion passed.

Respectfully submitted,
Carol G. Cook