

**Town of Kennebunkport
Board of Selectmen's Meeting
Village Fire Station-32 North Street
October 23, 2014 – 6 PM**

Minutes of the Selectmen Meeting of October 23, 2014

Selectmen present: Stuart E. Barwise, Patrick A. Briggs, Allen A. Daggett, Edward W. Hutchins and Sheila Matthews-Bull

Others present: Howard "Bud" Brown, Carol Cook, Michael Claus, Michael Davis, April Dufoe, Werner Gilliam, David James, Jennifer Lord, Crystal McCurdy, Lee McCurdy, Arlene McMurray, Allan Moir, Susan Morse, Chris Perry, Laurie Smith, and Russ Welch

1. Call to Order.

Chair Daggett called the meeting to order at 6 PM.

2. 6 PM-Discuss capital improvement plan.

Town Manager Laurie Smith said there was a previous discussion on capital improvement projects on September 18. In the Board's packet she included policy questions to determine its policy in developing a five-year plan regarding future capital improvement projects and the direction the Board wants to go in the next five years. Discussion topics were future building needs; expansion of public amenities (trails/bike paths, sidewalks, beach access, public boat access, playgrounds, parking, and public lands.); waterfront access for recreational and commercial uses; equipment replacement; and infrastructure replacement.

3. 7 PM-Approve the September 25, 2014, and October 9, 2014, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the September 25, 2014, selectmen meeting minutes. **Vote:** 4-0-1/Selectman Barwise abstained because he was not present at that meeting.

Motion by Selectman Barwise, seconded by Selectman Briggs, to approve the October 9, 2014, selectmen meeting minutes. **Vote:** 3-0-2/Selectmen Hutchins and Matthews-Bull abstained because they were not present at that meeting.

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.)

Chris Perry mentioned that a discussion will take place on Monday, November 3, at the Kennebunk Elementary School, at 7:30 PM, concerning the renovation projects for the high school, Mildred L. Day School, and Consolidated School. He said important decisions may be made in terms of the direction the School

Board may go. He urged the Board to attend.

5. Public Hearing on the November 4, 2014, Special Town Meeting ballot items:

Chair Daggett opened the public hearing at 7:10 PM.

Town Clerk April Dufoe made the following announcements:

- She will hold special hours for absentee voting on Saturday, October 25, from 10 AM to 2 PM at the Village Fire Station, 32 North Street; and on Wednesday, October 30, from 4:30 to 6:30 PM at the Kennebunkport Town Hall.
- The last day for a “no excuse” absentee ballot for this election is Thursday, October 30, by 4: 30 PM.
- Copies of the ordinance amendment language are available at her office in town hall and on the town’s website at www.kennebunkportme.gov.

a. Property tax fairness credit.

Ms. Smith explained that the town must adopt the reinstatement of the local circuit breaker to be in compliance with state law.

b. Removal of Plumbing License Ordinance.

Werner Gilliam, director of planning and development, explained why this ordinance should be removed.

c. Government Wharf dredge and construction of retaining wall.

Howard “Bud” Brown of Eco-Analysts, Inc. was present to answer questions along with Kennebunk River Harbormaster Ray Billings. Mr. Brown presented visuals of what the retaining wall would look like. He said they do not need to do anymore testing because it is sand.

Mr. Billings thanked Ms. Smith and Mr. Brown for getting the project to this stage. He pointed out that the dock at Government Wharf is the only public dock and it is only a temporary tie up.

6. Public Hearing to adopt the MMA Model Ordinance GA Appendices B and C for the period October 1, 2014–September 30, 2015.

Chair Daggett opened the public hearing at 7:27 PM.

Ms. Smith explained that the town is required by the state to adopt the General Assistance Appendices.

Chair Daggett closed the public hearing at 7:27 PM.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to adopt the MMA Model Ordinance GA Appendices B and C for the period October 1, 2014–September 30, 2015. **Vote:** 5-0.

7. Consider street opening permit for Peter Martin of Ocean Avenue to install an 8" water main extension to go up Endcliffe RD.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the street opening permit for Peter Martin of Ocean Avenue to install an 8" water main extension to go up Endcliffe RD. **Vote:** 5-0.

8. Accept a donation of \$300 from Thomas Marshall on behalf of Denis Scott for the Town's food bank account.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to accept a donation of \$300 from Thomas Marshall on behalf of Denis Scott for the Town's food bank account with great appreciation. **Vote:** 5-0.

9. Accept a donation of \$50 from Raymond McKenney to the Town's emergency food/fuel account in memory of his sister Dorothy Shuffleburg.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to accept a donation of \$50 from Raymond McKenney to the Town's emergency food/fuel account in memory of his sister Dorothy Shuffleburg. **Vote:** 5-0.

10. Approval of the Treasurer's Disbursement Warrant Policy.

Ms. Smith said the Selectmen annually adopt a disbursement policy in accordance with state law, allowing one selectman to approve the weekly payroll. State law also allows for disbursement of state funds for items such as licenses and school district costs. The policy she presented adds disbursement of state funds to this policy.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve the Treasurer's Disbursement Warrant Policy. **Vote:** 5-0.

11. Other business.

Ms. Smith announced several items:

- Stuff the Bus on Election Day. A Parks and Recreation bus will be at the

32 North Street parking lot so voters can bring in nonperishable food items and personal need items for the food pantry. A collection jar will also be there for those who wish to make a monetary donation.

- The Fall Immunization Day is October 29, from 9 AM to 10:30 AM, at the Village Fire Station, 32 North Street, Kennebunkport.
- Secret Santa applications are available at the Public Health Office. Residents can also call Becky Nolette at Town Hall for an application. They must be returned no later than November 12.
- The fall newsletter will be delivered as a supplement in the *Kennebunk Post*, on Friday, October 24, and in Cape Porpoise mailboxes on Saturday, October 25.

Ms. Smith mentioned two things she wanted the Board to consider regarding the budget. First, she showed the Board how the budget would be formatted coming from the Trio accounting software. In the past, the budget was taken from Microsoft Word and Excel, and then posted into Trio. The advantage of using an Excel spreadsheet is that it can be easily formatted to the desired design. The disadvantage is that there is more room for formula errors, and it takes time to post the information and to correct all of the errors. When asked, she recommended using the Trio spreadsheet because it is more reliable, there are no formula issues, and it significantly reduces the amount of staff time it takes to post the budget. She said, "With the click of a mouse, it transfers that information into the budget software, once the budget is adopted." The downside is that formatting is limited in Trio.

Second, Ms. Smith presented the Budget Development Schedule for the Board to consider at the next meeting.

12. Approve the October 23, 2014, Treasurer's Warrant.

Motion by Selectman Barwise, seconded by Selectman Briggs to approve the October 23, 2014, Treasurer's Warrant. **Vote:** 5-0.

13. Adjournment.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to adjourn. **Vote:** 5-0.

The meeting adjourned at 7:39 PM.

Submitted by

Arlene McMurray
Administrative Assistant