

**Town of Kennebunkport
Board of Selectmen's Meeting
Village Fire Station-32 North Street
November 13, 2014 – 6 PM**

Minutes of the Selectmen Meeting of November 14, 2014

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

Others present: Ryan Cormier, April Dufoe, Beth Geary, Werner Gilliam, Susan Graham, David James, Phil Labbe, Jennifer Lord, Crystal McCurdy, Lee McCurdy, Arlene McMurray, Allan Moir, Chris Perry, Laurie Smith and others

1. Call to Order.

Chair Daggett called the meeting to order at 6 PM.

2. 6:00 PM-Discuss sewer rate structure.

Town Manager Laurie Smith explained that the Town wastewater bills are based on units. The Board of Selectmen asked staff to research the results of billing based on water consumption. She and Wastewater Superintendent Allan Moir performed this study based on the Kennebunk, Kennebunkport, Wells (K.K. & W.) formula for calendar year 2013. She thanked K.K. & W. for waiving the fees for this data. If the Town wants more information, it will be charged a fee.

Mr. Moir explained how he got the results. He said right now the Town bills with a flat rate per unit. He stated that the average customer in town consumes 5,836 cubic feet of water per year. The majority of users would not see a dramatic shift. Seventy-five percent of the users would see somewhere between a 95% decrease to a 20% increase.

Some of the issues he had are:

- They could not track 70 users. They were only able to link 1,401 customers to K.K. & W. water data.
- K.K. & W. Water District bills the tenant, but the Town only bills the property owner because when a property is not paid, the Town liens the property owner.
- Water that does not go into the wastewater system is water for swimming pools, lawns, gardens, etc. As a result, multiple meters may need to be installed to capture water that does not go down the drain, requiring meter readers. This issue will also require someone to take the readings from the meters and enter the data into the billing program.

- If property is sold, water usage changes, and it takes a year to catch those changes.
- The Town would need to purchase a new computer program.

Mr. Moir said that if the Board wishes to pursue this any further, he recommends hiring an engineering firm to review the data. A quote was requested from one firm, and he received an estimate of \$16,000.

Discussion followed with some wishing to keep the system the way it is, while others wanting to get public input. The Selectmen agreed to defer making a decision until they get public feedback. The \$16,000 could be included in the budget process should they decide to go through with the study.

The Board took an 11 minute break from 6:45 to 6:56 PM.

16. Other business.

This item was addressed next.

Ms. Smith announced that there was 80% voter turnout at the last election.

a. Stuff the bus results.

Ms. Smith said the Stuff the Bus program brought in 1,028 pounds of food and \$1,731 in monetary donations.

b. Street Opening Permit.

Permit for Willie Faseler, Wilds District Road, for new water service with extension deadline date of November 19 to be completed.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve a street opening permit for new water service at Wilds District Road with the completion deadline extended to November 19. **Vote:** 5-0.

c. Secret Santa.

Tags are available November 19 to December 8, at the Town Hall, and local libraries and banks.

d. Employee holiday party.

The Board authorized the Town Manager to close Town Hall from 12 to 2 PM on December 17 so employees may attend the holiday function.

e. Prelude

Selectman Matthews-Bull announced they will begin decorating for Prelude to anyone who would like to volunteer.

3. 7:00 PM-Approve the October 23, 2014, selectmen meeting minutes.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the October 23, 2014, selectmen meeting minutes. **Vote:** 5-0

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.).

David James supports the sewer study.

5. Presentation of fiscal year 2014 audit by Ryan Cormier of Runyon, Kersteen and Ouellette.

Ryan Cormier first thanked Treasurer Jen Lord for her efforts with the audit. He said she did a great job and received a Certificate of Achievement Award for Excellence in Financial Reporting, which is the highest award given in municipal government financial reporting. This award will put the Town in a distinguished class with approximately 12 other communities. He stated the financial statements were materially correct with no significant deficiencies and mentioned a few minor comments from the auditors:

Personnel Policy – It was recommended that the Town revisit its Personnel Policy and include language “which explains how current leave balances will be brought into compliance with the Town’s policy.”

Management’s Response—The Town is currently reviewing this policy with legal counsel and is striving to have one implemented by the end of the fiscal year.

Journal Entry Approval—The auditors noticed that there were insufficient controls over the journal entry process. It was suggested that an approval process by a management employee not involved in journal entering be implemented.

Management’s Response—The Treasurer has instituted a new policy which includes supervisor authorization for any journal entries that are not computer generated by normal activity.

Mr. Cormier presented a financial overview. See Exhibit A.

6. Discussion of fund balance policy with Ryan Cormier.

Mr. Cormier said the best practice is to have two months of annual expenditures in the fund balance and endorses the Fund Balance Policy.

Ms. Smith asked the Board for suggestions since they have more than two months expenditures in the fund balance.

After brief discussion, the Board wanted more information before it made a decision.

7. Consider dock application for Andrew Buckley for a seasonal dock at 6 Oak Street, Kennebunkport.

Ms. Smith said this application was held up because the applicant did not receive approval from the DEP. Mr. Gilliam confirmed that this application does not require DEP or ACOE approval.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve the dock application for Andrew Buckley for a seasonal dock at 6 Oak Street, to move forward to the Planning Board. **Vote:** 5-0.

8. Consider "Paint the Town Red" initiative request.

Ms. Smith said that Beth Geary, of the Kennebunkport Resort Collection, would like to put Kennebunkport on the map as the most romantic place. As part of the "Paint the Town Red" initiative, she would like to place a LOVE KPT sign in Dock Square surrounding the monument. The sign would be 8 to 10 ft tall, made of wood, fully secured by ropes/stakes, and lit with red and white lights, from February 7 through the 28.

Discussion followed with Selectman Hutchins saying it is disrespectful to commercialize the monument by having this sign by it.

Susan Graham shared Selectmen Hutchins' concerns.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull to give permission to the Kennebunkport Resort Collection to place a "Love KPT" sign at Dock Square from February 7 -28, 2015, with the modification of installing it a few feet to the other side of the monument as part of the "Paint the Town Red" initiative. **Vote:** 5-0

9. Consider tax write off for properties (Map 24, Block 1, Lots 2 and 16) donated to Habitat for Humanity.

The Board donated this tax acquired parcel at a previous meeting. In order for the Board to donate land without a bid process, it could not accept funds to

offset the taxes owed.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the tax write-off for properties (Map 24, Block 1, Lots 2 and 16) donated to Habitat for Humanity. **Vote:** 5-0.

10. Consider special event policy and application.

Ms. Smith said she is looking for guidance on how to manage these special events. She said the policy and application presented are similar to Kennebunk's so that it would be standardized across the two towns. She would like to try it for a year and see how it works.

There was discussion on the length of the application. Selectman Matthews-Bull was concerned this process would prevent organizations from sponsoring special events.

Motion by Selectman Briggs, seconded by Selectman Hutchins to authorize the Town Manager to follow the Special Event Policy and Application and report back to the Board in one year. **Vote:** 4-1/Selectman Matthews-Bull opposed.

11. Consider Cape Porpoise Pier Rules and Regulations.

Ms. Smith said she and the Cape Porpoise Pier Harbormaster redrafted these rules and regulations after getting input from the Pier Committee. The Pier Committee approved these revisions and voted to recommend them to the Board of Selectmen for approval.

Motion by Selectman Hutchins, seconded by Selectman Barwise, to approve the Cape Porpoise Rules and Regulations. **Vote:** 5-0.

Selectman Hutchins thanked Ms. Smith, the Harbormaster, and the Pier Committee for working on these rules to make them more equitable.

12. Review and adoption of fiscal year 2016 budget development schedule.

Ms. Smith explained the changes she made to the budget development schedule.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to approve the fiscal year 2016 budget development schedule which gives the departments more time to prepare. **Vote:** 5-0.

13. Consider hardship abatement policy.

Ms. Smith explained that the Board has not had many poverty abatements, but

did have one in September. To make the process go smoother, she along with staff created an application modeled after the Town of Cape Elizabeth.

Someone noticed an error mentioning Cape Elizabeth instead of Kennebunkport.

Motion by Selectman Briggs, seconded by Selectman Matthews-Bull, to adopt the policy with the correction mentioned. **Vote:** 5-0.

14. Meeting as Assessors to consider the following tax abatements:

Property Owner	Location	Map	Blk	Lot(s)	Tax Abatements 2014
Philip A. Morse	7 Ox Plow Lane	37	3	34C	\$138.10
Jonathan W. Mason	2 Whittemore Ln.	33	2	17	\$124.37
Susan Rees	78 Pier RD	29	2	3	\$127.42
Total Abatements					\$389.89

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the abatement of \$138.10 to Philip A. Morse, (map 37, blk 3, lot 34C) as recommended by Assessor's Agent Donna Moore Hayes. **Vote:** 5-0.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the abatement of \$124.37 to Jonathan Mason, (map 33, blk 2, lot 17) as recommended by Assessor's Agent Donna Moore Hayes. **Vote:** 5-0.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the abatement of \$127.42 to Susan Rees, (map 29, blk 2, lot 3) as recommended by Assessor's Agent Donna Moore Hayes. **Vote:** 5-0.

15. Consider a street opening permit application from Traci Freed for new water and sewer service on Woodlawn Avenue.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the street opening permit application from Traci Freed for new water and sewer service on Woodlawn Avenue. **Vote:** 5-0.

17. Approve the November 13, 2014, Treasurer's Warrant.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the November 13, 2014, Treasurer's Warrant. **Vote:** 5-0.

18. Adjournment.

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

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The meeting adjourned at 8:20 PM.

Submitted by

Arlene McMurray

Administrative Assistant