

**Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station-32 North Street
January 14, 2016 – 6:00 PM**

Minutes of the Selectmen Meeting of January 14, 2016

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

Others present: Gordon Ayer, Michael Davis, Susan Graham, David James, Arlene McMurray, Craig Sanford, Laurie Smith, and others

1. Call to Order.

Chair Matthews-Bull called the meeting to order at 6 PM.

2. Approve the December 22, 2015, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to approve the December 22, 2015, 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.).

There were no comments.

4. Update from Amy D'Amico regarding Habitat for Humanity.

Ms. D'Amico was not able to attend this meeting.

5. Report from Police Chief Sanford regarding Oak, West, and Locke Street parking.

Chief Sanford's research found no accidents and only one parking complaint. He said he sent out 32 traffic and safety surveys to residents of Oak, West, and Locke Streets and 81% responded. He read the survey results, showed photographs, and presented four options:

1. Do nothing, leaving the street as is with parking on one side.
2. Eliminate parking on West Street.
3. Remove some parking at the intersections of West/North and West/Oak to allow for greater turning movements.
4. Widen West Street to allow for parking and full traffic lanes.

Susan Graham said in the Town Road Book that Oak Street and West Street are among the oldest roads in town. She said the width is two rods. She stated that when she looked at roads in town with similar widths, there was no parking.

The Board would like to have more information before making a decision. It would like a report from Highway Superintendent Michael Claus which includes a sche-

matic showing the widened road with a parking lane; information on the needed width for the road with the impact on the abutting properties; the cost of the proposed project; and where paving on West Street is scheduled in the Capital Improvement Plan.

6. Authorize acceptance of the engineering and design proposal from Baker Design Consultants for the Government Wharf project.

The Town received a \$250,000 grant from Maine DOT for the Government Wharf Project. The Town has almost \$400,000 in capital reserve. Town Manager Laurie Smith met with Highway Superintendent Michael Claus, Harbormaster Ray Billings, and Barney Baker of Baker Design Consultants, and representatives from Maine DOT to discuss project goals. They propose that the Town contract with Baker Design Consultants for the final design, value engineering, and bid and construction phase services for Government Wharf.

Motion by Selectman Daggett, seconded by Selectman Barwise, to accept the engineering and design proposal for the Government Wharf project from Baker Design Consultants at a cost of \$54,600. **Vote:** 5-0.

7. Approve the 2016 waste hauling permits.

Oceanside Rubbish, Pine Tree Waste, and Waste Management have applied for permits.

Motion by Selectman Daggett, seconded by Selectman Hutchins, to approve the waste hauling permits for Oceanside Rubbish, Pine Tree Waste, and Waste Management. **Vote:** 5-0.

8. Accept donations to the Kennebunkport emergency fuel program.

a. Betsy and Jim Fitzgerald donated \$1,000.

b. The Church on the Cape donated \$609.00

Motion by Selectman Barwise, seconded by Selectman Hutchins to accept the \$1,000 donation from Betsy and Jim Fitzgerald and the \$609 donation from the Church on the Cape donated to the Kennebunkport emergency fuel program.

Vote: 5-0.

9. Other business.

a. Shellfish Licenses

Ms. Smith said the state requires changing the allocation of the shellfish licenses. The Town is now required to separate regular, resident and nonresident, recreational licenses from the "free" senior, resident and nonresident, recreational licenses. This means they need to decide how many of the 75 recreational licenses will be a regular fee or free to seniors.

Town Clerk April Dufoe sent a memo to the Board with two options:

Option 1 is

75 resident licenses	50 regular	25 free senior AND
8 nonresident	5 regular	3 free senior

Option 2 is

75 resident licenses	55 regular	20 free senior AND
8 nonresident	6 regular	2 free senior

Once the designated "free" senior licenses are gone, a senior would have to pay the \$15 fee.

Motion by Selectman Daggett, seconded by Selectman Hutchins, to approve option 1 for shellfish license allocations: 75 resident licenses, 50 regular, 25 free senior; and 8 nonresident, 5 regular and 3 free senior. **Vote:** 5-0.

The Board received an emergency street opening permit from Alisson's Restaurant to replace the old unused sewer line with a new one.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to approve the street opening permit for Alisson's Restaurant. **Vote:** 5-0.

10. Approve the January 14, 2016, Treasurer's Warrant.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to approve the January 14, 2016, Treasurer's Warrant. **Vote:** 5-0.

11. Adjournment.

Motion by Selectman Barwise, seconded by Selectman Hutchins, to adjourn.

The meeting adjourned at 6:40PM.

Submitted by

Arlene McMurray
Administrative Assistant

**Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station-32 North Street
January 28, 2016 - 6:00 PM**

Minutes of the Selectmen Meeting of January 28, 2016

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

Others present: Dean Auriemma, Gerry Dworki, Amy D'Amico, Werner Gilliam, Tim Good, David James, Daniel Lay, Jen Lord, Arlene McMurray, Molly Reinfried, Craig Sanford, Laurie Smith, Jim Stockman, and others

1. Call to Order.

Chair Matthews-Bull called the meeting to order at 6:00 PM.

2. Approve the January 14, 2016, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to approve the January 14, 2016, 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.).

There were no comments.

4. H.M. Payson to present annual investment report.

The Investment Policy requires the Investment Committee and H.M. Payson to report to the Board of Selectman annually. Daniel Lay and Molly Reinfried of H.M. Payson presented their report. (See Exhibit A).

Gerry Dworkin of the Cape Porpoise Fire Company asked if money from the Kittredge Fund could be used to purchase a rescue boat.

Fire Chief Allan Moir said he planned on using the Kittredge fund to replace an existing ladder truck in the future. He said he needs more details if the Fire Company wishes to purchase a rescue boat. He needs a mission statement indicating the distance the boat would go, where it would be stored, who would operate it, etc. He would like to go in with other towns if they were to purchase a rescue boat.

The Board supports proceeding with H.M. Payson's growth plan.

5. Update on 2016 foreclosures and possible land purchase installment

Treasurer Jen Lord said nine accounts came to foreclosure. Four wish to enter land installment contracts, one is working with their bank and would like to come to the February 11 meeting, one is currently in a land installment contract, one is waived, one has a military exemption, and one she hasn't tracked down.

Motion by Selectman Briggs, seconded by Selectman Daggett, to approve the land installment contracts for Wade and Tammy Bickford; and the Grace Brennan heirs. **Vote:** 5-0.

6. Update from Amy D'Amico regarding Habitat for Humanity.

The Habitat for Humanity has raised funds to build a home for a veteran. Amy D'Amico reported that they broke ground on the property at 160 Beachwood Avenue and will try to put the foundation in within the next couple weeks. They will continue work throughout the winter, weather permitting. She said the families selected are required to complete 400 hours of work "sweat equity" such as working on their home and volunteering for Habitat for Humanity of York County. They are hoping that the home will be ready so the family's children can attend school in Kennebunkport in the fall. Interested volunteers can contact the Habitat for Humanity at 985-4850.

7. Review of Dock Square Parking Lot Operations - 2015

Ms. Smith presented the history of the parking lot and Police Chief Craig Sanford discussed the staff operations. The Dock Square Parking Lot has been in existence since 1984. In its first year of operations, the lot took in revenues slightly over expenses (\$37,000). It was a cash only, manned lot. Over the years, the amount of revenues increased to \$350,000. Last year, a new system was installed with security cameras and credit card machines. The lot was open from June 3, 2015, to October 29, 2015, with 11 days lost from problems with the card reader, replacing parts, and eventually replacement of the entire exit payment machine. Gross revenue was \$350,271 and most people did not take advantage of the free parking. Out of 5,000 chaser tickets issued, only 849 were redeemed.

Chief Sanford explained that the main problem at the lot was people trying to exit. When someone had trouble with the credit card machine, a line would form and sometimes extend back out into the street. He said a solution could be to make people entering the lot turn left to look for a parking space instead of going straight. This option would cause them to lose some parking spaces. He thinks it is good to have staff there during the busy hours to help with

technical issues and people issues.

Discussion followed such as:

- They must make sure the abutters are aware before they make any changes.
- They need to look at increasing fees if they lose parking spaces to offset the costs.
- They could make semi trucks park at Cross Street.

Mr. Smith thanked the Police Chief for all of his help with the parking lot and also all of the people who helped this past summer.

8. Set the 2016 fees for Goose Rocks Beach parking stickers.

Current fees are:

Resident seasonal	\$5.00
Nonresident daily	\$15.00
Nonresident weekly	\$50.00
Nonresident seasonal	\$100.00

Motion by Selectman Daggett, seconded by Selectman Hutchins, to keep the fees the same for the Goose Rocks Beach parking stickers. **Vote:** 5-0.

9. Adopt the Goose Rocks Beach Parking Sticker Rules/Regulations.

Motion by Selectman Daggett, seconded by Selectman Hutchins, to adopt the Goose Rocks Beach Parking Sticker Rules/Regulations. **Vote:** 5-0.

10. Accept donation of \$204.50 from the families of Consolidated School to the to the Kennebunkport emergency fuel program. They also donated 100 pounds of nonperishable food to the food pantry, which came from their annual Sock Hop.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to accept a donation of \$204.50 from the families of Consolidated School to the to the Kennebunkport emergency fuel program. **Vote:** 5-0.

11. Authorize the closure of the School Street land purchase account.

Ms. Smith explained that the Town approved funding \$400,000 from the undesignated fund balance to purchase Dick McCabe's land adjacent to Parsons Field. After the land was purchased, \$11,633.25 remains. She said the Treasurer is requesting to return the \$11,633.25 back to the undesignated fund balance.

Motion by Selectman Daggett, seconded by Selectman Barwise, to approve returning \$11,633.25 back to the undesignated fund balance. **Vote:** 5-0.

12. Appoint Alison Kenneway as Assistant Health Officer.

Motion by Selectman Hutchins, seconded by Selectman Briggs, to appoint Alison Kenneway as Assistant Health Officer. **Vote:** 5-0.

13. Other business.

a. February Meeting Schedule

Ms. Smith asked who would be attending the meetings in February. There will be a quorum for both meetings.

Director of Planning and Development Werner Gilliam said they may see an increase in elevations on the FEMA maps. It may be June 2017 before there will be something to vote on.

14. Approve the January 28, 2016, Treasurer's Warrant.

Motion by Selectman Barwise, seconded by Selectman Daggett, to approve the January 28, 2016, Treasurer's Warrant. **Vote:** 5-0.

Selectman Daggett thanked the Town Manager, MDOT, and Highway for clearing out the brush on Route 9.

15. Adjournment.

Motion by Selectman Barwise, seconded by Selectman Daggett, to adjourn.

The meeting adjourned at 7:05 PM.

Submitted by

Arlene McMurray
Administrative Assistant