

**Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station, 32 North Street
December 8, 2016 – 6:30 PM**

Minutes of the Selectmen Meeting of December 8, 2016

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

Others present: Judy Barrett, Michael Claus, Carol Cook, Michael Davis, Harvey Flashen, Werner Gilliam, David James, Alison Kenneway, Bill Leffler, Ki Leffler, Jim McMann, Gilman Parent, Karen Parent, and Laurie Smith

1. Call to order.

Chair Barwise called the meeting to order at 6:30 PM.

2. Executive Session pursuant to 1 M.R.S.A. § 406 (6) A to discuss personnel.

Motion by Selectman Daggett, seconded by Selectman Hutchins, to go into executive session per 1 M.R.S.A. § 406 (6) A to discuss personnel. **Vote:** 5-0.

The Board went into executive session at 6:30 PM and came out at 7:04 PM.

Chair Barwise announced that the executive session was to review the Town Manager's contract.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to give the Town Manager a one-time bonus of \$1,000 in December 2016, and a 3% increase at the beginning of each fiscal year. **Vote:** 5-0.

3. Approve the November 22, 2016, selectmen meeting minutes.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the November 22, 2016, 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 thanked Michael Claus for getting the sidewalk done on North Street before Prelude.

5. Consider proposal by Bill Leffler for a Senior Citizen's Committee.

Bill Leffler discussed his proposal for a Senior Citizens Committee. (See Exhibit A).

Selectman Matthew-s Bulls said they could work with the senior center to avoid duplication.

Chair Barwise said it is premature to establish a committee. He suggested that perhaps they should appoint an ad hoc committee for a year with a charge to establish a mission and determine if they need a permanent committee.

David James added that when Mr. Leffler spoke to the KRA, many of them said they would volunteer their time.

Ali Kenneway and Judy Barrett spoke to this issue. To sum it up, they said there is a lot of information out there for seniors in the Town newsletter, and there is the statewide phone number 2-1-1 that will provide information. They said people call the Public Health Department all the time for assistance.

Town Manager Laurie Smith will meet with Ali Kenneway and Judy Barrett, and present a draft to the Board at a meeting in January.

6. Consider proposal to create trailhead at Rotary Park.

Parks and Recreation Director Carol Cook gave a brief overview of the project that will be of no cost to the Town. She said she spoke to the town attorney, and she said as long as the Town is not negligent, there should not be any liability problems. Homeowners could place no trespassing signs, and she will place signs on the trail. She said there will be a restroom and parking at this trailhead which makes this unique to other trailheads.

Selectman Hutchins does not like the idea of placing the trailhead near the Highway Department equipment storage barn.

Gilman and Karen Parent, abutters who are concerned about liability issues, mentioned an incident where the people living on the property next door to the park went on vacation. While they were on vacation, teenagers played on their property and were injured. They said a lien was placed on their house.

Selectman Matthews-Bull suggested placing fencing. She said the Board can approve it, and if there are problems, they can discontinue it.

Bob Lester, president of the Rotary Club, said they want to enhance the overall experience for people. He said the people he found on trails were very respectful, and that the trails are the treasure of the town. The more access people have, the better. He added they would make adjustments to make everyone happy. He stated the Rotary is very committed to the park.

Motion by Selectman Hutchins, to not create another trailhead. There was no second.

Motion by Selectman Daggett, **seconded** by Selectman Matthews-Bull, to create a trailhead at Rotary Park provided it is taken care of, and if not, they would close it. **Vote:** 4-0-1/Selectman Hutchins abstained from voting.

Selectman Hutchins added that he only wants foot traffic and nothing else.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to amend the motion to add that only foot traffic is allowed. **Vote:** 4-0-1/Selectman Hutchins abstained from voting.

7. Award bid for Planning and Codes vehicle.

Bids were solicited from five dealers and only two responded. Director of Planning and Development Werner Gilliam recommended awarding the bid to Evergreen Subaru with a 10-year extended warranty, and he will cover the overage of \$561 from his vehicle maintenance account.

Motion by Selectman Hutchins, **seconded** by Selectman Matthews-Bull, to award the bid for the Planning and Codes vehicle to Evergreen Subaru at a cost of \$23,061 with a 10-year extended warranty with the overage of \$561 coming from the vehicle maintenance account. **Vote:** 5-0.

8. Award bids for Police Equipment

a. Generator

No bids were received for the generator. Ms. Smith said Powerpoint may give \$1,000. She will contact them to see if they are still interested.

b. Scooter

The following bids were received for the scooter:

Moses	\$333.33
Smith	\$322.00
Hickman	\$117.25
Truman	\$73.80

Motion by Selectman Daggett, seconded by Selectman Hutchins, to sell the scooter to Moses at a cost of \$333.33. **Vote:** 5-0.

c. ATV

The following bids were received for the 4-wheeler;

Bryant	\$2,440
Williamson	\$2,387

Moses \$2,222.22
Smith \$2,222

Motion by Selectman Hutchins, seconded by Selectman Daggett, to sell the 4-wheeler to Bryant for the amount of \$2,440. **Vote:** 5-0.

9. Sign the supplemental Certificate of Commitment of Sewer User fees for Richard and Stephanie Walsh.

Motion by Selectman Hutchins, seconded by Selectman Daggett, to sign the supplemental Certificate of Commitment of Sewer User fees for Richard and Stephanie Walsh.

10. Consider budget development schedule for FY 2018 and submit budget priorities and requests.

Ms. Smith prepared a list of priorities and challenges along with a five-year financial projection. (See Exhibit B).

The Board agreed with her list.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull to adopt the budget schedule as present. **Vote:** 5-0.

11. Authorize waivers of tax foreclosures.

There were no foreclosures.

12. Accept donations to the emergency fuel fund.

- a. \$2,500 from the William J.J. Gordon Family trust.**
- b. \$1,000 from the Kennebunkport Residents Association.**

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to accept the following donations to the emergency fuel fund: \$2,500 from the William J.J. Gordon Family trust and \$1,000 from the Kennebunkport Residents Association. **Vote:** 5-0.

13. Appoint Tracey O'Roak as the Registrar of Voters effective through December 31, 2018.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to appoint Tracey O'Roak as the Registrar of Voters effective through December 31, 2018.

14. Other business.

a. Consider regulation of recreational marijuana sales or social clubs.

Town Manager Laurie Smith explained the definition of socials clubs.

The Board would like to see what happens in the rest of the state after the recount. There will not be a moratorium. This issue will be addressed at a later date.

Jim McMann had a question and concerns for safety and was interested in the police department's opinion.

Selectman Matthews-Bull thanked everyone who helped with Prelude. She mentioned the change of venue for the "under the tent" event. It was moved to Consolidated School.

Chair Barwise thanked Selectman Matthews-Bull for all of her work to make Prelude happen.

Selectman Hutchins said he enjoyed the tree lighting event at Cape Porpoise.

Ms. Smith announced that the Town Offices will be closed on December 13, from 12 to 2 PM, so staff can attend a holiday party.

15. Approve the December 8, 2016, Treasurer's Warrant.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the December 8, 2016, Treasurer's Warrant. **Vote:** 5-0.

16. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull to adjourn.

The meeting adjourned at 8:26 PM.

Submitted by

Arlene McMurray
Administrative Assistant

Exhibit A – 12-8-2016**Senior Citizens' Committee
Kennebunkport, ME****Proposal to Selectmen:**

We are fortunate to have the Center in Lower Village, which provides social programs and FISH drivers for seniors, but there is a great deal more than can be done to address the needs and concerns of Kennebunkport residents in that age group.

Therefore, the below persons propose that the Selectmen of Kennebunkport establish an officially recognized Town Committee to address the many issues regarding the older population of the Town. While our Town Nurse does a fine job in meeting some of the needs of this demographic group, there are many that go unmet. One person can only do so much.

A Town Committee of this nature can begin to assist in addressing the wide scope of needs and issues which are present within Kennebunkport's older population and which are currently not being addressed to the fullest extent possible.

This Committee would begin to assess the needs of the older citizens of Kennebunkport, seeing what is currently available, discovering what is not available, but would be greatly appreciated by this population if they knew of them

With this in mind, we are asking that the Selectmen appoint an officially recognized Town Committee to begin to address this subject in an organized, official fashion, so that the older residents of Kennebunkport may have their unmet needs more fully addressed.

Some of the Needs which we see can be better met:

- 1) Transportation beyond what FISH and YCCA currently provide
- 2) Housing needs – minor repairs, disability access, snow removal beyond what plowing accomplishes, etc.
- 3) Meals – providing meals on a short term basis when a person is not able to do so himself, perhaps because of an injury or surgery..
- 4) Providing a current list of all agencies which can be of help when needed
- 5) Increased coordination with the Town Nurse, so that many more volunteers can help her.
- 6) See about establishing a Neighbor Helping Neighbor organization to encourage volunteers to be of assistance to those who need a helping hand from time to time.
- 7) We are certain there may well be many other subjects which will come within the purview of this committee and, when properly addressed, will make life easier for our older citizens, enabling them to remain in their homes longer, before having to move to a senior citizens facility

Committee:

Bill Leffler, Chair, Kate Burke, Bob Convery, Eva Downs, Mary Ellen Foley, Paul Chisholm

Exhibit B - December 8, 2016

MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: Budget Development Schedule and FY 18 Goals
Cc: Department Directors
Dt: December 2, 2016

In preparation for our FY 18 Budgetary discussion on December 8th I have enclosed a proposed budget development schedule for your review. I am also asking the Board of Selectmen to identify priorities and challenges that they would like to see addressed in the upcoming budget. As you know, the Town is extremely fortunate to have beautiful natural assets, quality people, great volunteers, top educational assets, and has become a top destination spot. The question is how do we build upon those strengths and opportunities. Some of the challenges we have discussed over the past year are included below:

- Mat Lanigan Bridge Project
- New FEMA flood maps will be reviewed in 2017
- The workforce housing charrette from 2016 has spurred additional discussion and fact finding.
- Succession planning in departments as workforce ages
- Increased debt service demand from school construction project.
- Aging population that may require additional services.
- Support for partner agencies (i.e. KEMS, Libraries, etc.)
- Public facilities for visitors & residents (i.e. boat ramps, restrooms, etc.)
- There is a continued need to invest in local buildings and infrastructure:
 - Roads and Sidewalks
 - Government Wharf
 - Cape Porpoise Pier
 - Parks and Recreation Building
 - Town Hall storage and meeting space.
 - Wastewater lines and treatment facility upgrades

As with most budget years, we will need to balance the desire to limit impacts to taxpayers with the need to plan for our future. **What issues do you wish the departments and I to examine as part of the budget process and what is your budgetary direction as we prepare the document that will ultimately determine the direction for the coming year?**

TOWN OF KENNEBUNKPORT FIVE YEAR FINANCIAL PROJECTION						
	FY 17	FY 18	FY 19	FY 20	FY 21	Notes
Municipal	\$8,054,126	\$8,336,288	\$8,413,441	\$8,661,604	\$8,917,131	
General debt	\$255,818	\$304,031	\$140,216	\$140,182	\$140,067	actual
Capital Outlay	\$1,426,600	\$1,469,398	\$1,513,480	\$1,558,884	\$1,605,651	projected 3% annual increase
General Operating	\$6,371,708	\$6,562,859	\$6,759,745	\$6,962,537	\$7,171,413	projected 3% annual increase
Education	\$9,055,448	\$9,890,549	\$10,444,359	\$10,644,949	\$10,853,214	
Operating & Capital	\$8,037,311	\$8,278,430	\$8,526,783	\$8,782,587	\$9,046,064	projected 3% increase
15/16 Bond Pymt	\$1,018,137	\$1,612,119	\$1,917,576	\$1,862,362	\$1,807,149	projected as of 12/5/16
County	\$1,163,270	\$1,198,168	\$1,234,113	\$1,271,137	\$1,309,271	projected 3 % increase / final pymt
Overlay	\$87,512	\$88,387	\$89,271	\$90,164	\$91,065	projected 1% increase
Expense Total:	\$18,360,356	\$19,513,393	\$20,181,184	\$20,667,853	\$21,170,681	
Revenues	\$2,251,823	\$2,296,859	\$2,342,797	\$2,389,653	\$2,437,446	projected 2% increase
Fund Balance Contribution	\$275,000	\$250,000	\$225,000	\$200,000	\$175,000	projected 25,000 decrease yearly
Tax Commitment	\$15,833,533	\$16,966,533	\$17,613,387	\$18,078,200	\$18,558,235	
Valuation	\$1,912,262,450	\$1,921,823,762	\$1,931,432,881	\$1,941,090,045	\$1,950,795,496	projected 0.5% increase
Tax Rate	\$8.28	\$8.83	\$9.12	\$9.31	\$9.51	
% increase	7.53%	6.62%	3.30%	2.13%	2.14%	
Municipal & overlay	\$2.94	\$3.06	\$3.07	\$3.17	\$3.28	
Education	\$4.74	\$5.15	\$5.41	\$5.48	\$5.56	
County	\$0.61	\$0.62	\$0.64	\$0.65	\$0.67	

12/5/2016