

**Board of Selectmen Meeting
Village Fire Station – 32 North Street
October 25, 2018 – 6:00 PM**

Minutes of the Selectmen's Meeting of October 25, 2018

Selectmen Attending: Stuart Barwise, Allen A. Daggett, Edward W. Hutchins, Sheila Matthews-Bull

Selectman Absent: Patrick A. Briggs

Others: Michael Claus, Michael Davis, David James, George Lichte, Scott Mahoney, Kevin McDonnell, Loretta McDonnell, Tracey O'Roak, Larry Simmons, Laurie Smith, and others

1. Call to Order.

Chair Hutchins called the meeting to order at 6:00 PM.

2. Approve the September 27, October 11, October 16, and October 18, 2018, selectmen meeting minutes.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the September 27, 2018, PM meeting minutes. **Vote:** 4-0.

The October 11 minutes were deferred to the next meeting, when quorum of the Board who attended that meeting can be present.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the October 16, 2018, selectmen meeting minutes. **Vote:** 4-0.

Motion by Selectman Matthews-Bull, seconded by Selectman Barwise, to approve the October 18, 2018, selectmen meeting minutes. **Vote:** 4-0.

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.).

Town Clerk Tracey O'Roak announced she will hold additional office hours on Saturday, October 27 from 9 a.m. to 1 p.m. and Thursday, November 1 until 7 p.m. for the purpose of absentee voting and voter registration. The last day to request an absentee ballot is Thursday, November 1, 2018.

The Planning Board had not arrived so item 5 was addressed next.

4. Public hearing with the Planning Board to take public comment on the following topics to be voted on by Referendum Ballot at the November 6, 2018, Special Town Meeting:

This item was addressed after item 11, when the Planning Board had a quorum in attendance.

Selectman Hutchins opened the public hearing at 6:21 PM. The Planning Board also opened its public hearing.

Chair Hutchins read each item to be voted on and gave a brief explanation.

a. Enactment of moratorium ordinance regarding retail medical marijuana caregiver storefronts.

Ms. Smith clarified that this is not an ordinance, but a 180-day moratorium.

b. Amendment to the waterfront ordinance.

There were no comments.

c. Amendment to the victualer's licensing ordinance.

There were no comments.

d. Amendment to the wireless telecommunications ordinance and land use ordinance.

There were no comments.

Chair Hutchins closed the public hearing at 6:24 PM as did the Planning Board.

Item 12 was addressed next.

5. Authorization of Union Contract for July 1, 2018 – June 30, 2021.

Town Manager Laurie Smith said a 3% wage increase across the board was negotiated.

Motion by Selectman Daggett, seconded by Selectman Barwise, to authorize the town manager to sign the Union Contract for July 1, 2018 to June 30, 2019.

Vote: 4-0.

6. Authorization for amendment to the VantageCare Retirement Health Savings (RHS) Adoption Agreement.

Motion by Selectman Barwise, seconded by Selectman Daggett, to authorize the amendment to the VantageCare Retirement Health Savings (RHS) Adoption Agreement. **Vote:** 4-0.

7. Authorize the award of the Wastewater Engineering Contract.

Public Works Director Michael Claus stated he solicited request for qualifications (RFQ's) from 10 engineering firms and received two responses: Woodward and Curran - \$192,700 and Wright Pierce - \$174,800. He recommends awarding the contract to Wright Pierce.

Motion by Selectman Daggett, seconded by Selectman Barwise, to award the engineering contract to Wright Pierce at a cost of \$174,800. **Vote:** 4-0.

8. Appointment of members to Housing Trust Board.

The Board conducted interviews last week for membership on the Housing Trust. Chair Hutchins said there were many qualified applicants and for those that were not selected, there will be ample opportunities for subcommittees and other ways to participate in the Housing Trust.

Motion by Selectman Barwise, seconded by Selectman Daggett, to appoint the following members to the Kennebunkport Heritage Housing Trust: Patrick Briggs, Patrick Clancy, William Dugan, David Kling, Jean Conaty, Sarah Dore, James Fitzgerald, Jr. Eileen Lang, and Sue Ellen Stavrand. **Vote:** 4-0.

9. Discuss meeting dates for the holidays.

Ms. Smith said the holiday season is approaching and asked the Board which dates it would be available.

The Board agreed to hold meetings at the Village Fire Station, at 6 PM, on November 8, and December 13. It will hold shorter meetings at Town Hall, at 9 AM on November 20, and December 27.

10. Accept \$2,000 donation from St. Ann's Episcopal Church to the Public Health Department general needs account.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to accept the \$2,000 donation from St. Ann's Episcopal Church to the Public Health Department general needs account with great thanks. **Vote:** 4-0.

11. Other business.**a. Request for Proposals for Village Parcel Master Plan**

Ms. Smith announced that request for proposals (RFP's) for the village parcel master plan were sent out to 15 companies and posted on the town website and the Maine Municipal's website. She said the proposals are due on November 16 and the plan is for she and Werner Gilliam to hold interviews on November 28. She asked the Board if it wanted representation.

The Board agreed that someone from the Board should be involved. Selectman Barwise volunteered if Selectman Briggs is not available.

Ms. Smith also announced that the new local access channel for Kennebunkport is 1301.

Selectman Matthews-Bull announced that on Monday, November 19, they will be decorating for Prelude. She said volunteers are welcome to come and help.

Werner Gillam mentioned that the Growth Planning Committee Survey can be completed online and that hard copies are also available at town hall. The deadline for completion is November 20. He asked everyone to participate.

Agenda item 4 was addressed next.

12. Approve the October 25, 2018, Treasurer's Warrant.

This item was addressed after item 4.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull to approve the October 25, 2018, Treasurer's Warrant. **Vote:** 4-0.

13. Adjournment.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull to adjourn. **Vote:** 4-0.

The meeting adjourned at 6:24 PM.

Minutes taken via video stream
Submitted by Arlene McMurray
Administrative Assistant