

**Board of Selectmen Meeting
Village Fire Station – 32 North Street
November 8, 2018 – 6:00 PM**

Minutes of the Selectmen's Meeting of November 8, 2018

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

Selectman Absent: Stuart E. Barwise

Others: Marc Cote, April Dufoe, Mark Dufoe, Arlene McMurray, David Powell, Laurie Smith

1. Call to Order.

Chair Hutchins called the meeting to order at 6:03 PM.

2. Approve the October 11, and 25, 2018, selectmen meeting minutes.

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

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the October 25, 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.).

There were no comments.

4. Approve street opening permit for Jesse Malloch, 138 Main Street, for new water service.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve street opening permit for Jesse Malloch, 138 Main Street, for new water service. **Vote:** 4-0.

5. Approve the street opening permit for Raven and Jonathan Fulford, 11 Fishers Lane, for reconnection of sewer.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the street opening permit for Raven and Jonathan Fulford, 11 Fishers Lane, for reconnection of sewer. **Vote:** 4-0.

6. Adopt the FY2020 budget schedule.

The Board received a draft of the FY2020 budget schedule.

Motion by Selectman Matthews-Bull, seconded by Selectman Briggs, to adopt the FY2020 budget schedule. **Vote:** 4-0.

7. Discussion on FY2020 budget goals.

Town Manager Laurie Smith read a list of budget goals. See exhibit A.

8. Other business.

Selectmen Daggett commented that although the Board has a lot on its plate, they have a great team.

Selectman Briggs announced that yesterday, Suzanne Stohlman and Michael Tarabilda received the Spirit of America Award. He said the event was well attended.

Selectman Matthews-Bull announced that the KBA will be decorating for Christmas and decorating the tree on November 19. She wished the veterans a happy holiday.

Ms. Smith mentioned that she and the Board received a letter from Jerry Collins commending Public Health Nurse Alisson Kenneway for the way she handled a lifesaving event this past weekend. He said the situation had a good outcome because she noticed there was a problem and immediately took charge and made the necessary arrangements.

Ms. Smith announced that Oceanside Rubbish has sold their business to Cassella on November 1, but we should not see any changes in service. She also invited everyone to the ribbon cutting ceremony for the new parks and recreation building tomorrow at 11:00 AM.

Selectman Hutchins invited everyone to come to the American Legion in Cape Porpoise for the Veteran's pancake breakfast to raise funds.

9. Approve the November 8, 2018, Treasurer's Warrant.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to approve the November 8, 2018, Treasurer's Warrant. **Vote:** 4-0.

10. Adjournment.

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

The meeting adjourned at 6:17 PM.

Submitted by Arlene McMurray
Administrative Assistant

Exhibit A**Memorandum**

To: Board of Selectmen

Fr: Laurie Smith, Town Manager

Re: FY 20 Budget Goals

Dt: November 5, 2018

Each year as we begin the budget process it is important to take stock of the work that was accomplished in the past year and also examine the challenges ahead. Town staff have begun that examination within our leadership team and we are seeking direction from the Board of Selectmen and the community about the issues and challenges that should be addressed within the FY 20 budget. Below is a list of items that either the Board of Selectmen have commented on in the past year or the Leadership Team has identified for FY 20 and beyond.

The budget document is a strategic plan that outlines where resources are needed in the community. At our meeting on November 8th, I am seeking input from the Board regarding your priorities for the coming years. We will take this direction and implement in the budget document for discussion between the Selectmen, Budget Board and our citizens.

- Master Plan for Village Parcel – The Town has requested proposals from companies to undertake a master planning process for calendar year 2019. This will require funding and public participation.
- Attracting year-round residents and families – As part of the housing study analysis, it became clear that our community continues to grow in seasonal population while decreasing in year-round population. What steps should Kennebunkport take to meet this goal?
- Addressing student population decreases at Kennebunkport Consolidated School – RSU 21 currently has an enrollment task force meeting to discuss this issue. What role should the Town play in supporting the need to increase enrollment at KCS?
- Protection of the waterfront – The Town is well known for our beaches, ports, and waterways. Protecting them from growth and development requires a review of our land use ordinances. We also need to monitor environmental impacts and access to the water.

- Maintaining aging infrastructure and equipment – The Town has a healthy capital plan and has successfully maintained our road infrastructure and invested in piers, wastewater, and buildings. Unfortunately, the amount of infrastructure and the cost to maintain or replace it places a financial toll on our community. Careful planning and weighing of priorities will be necessary as we look at the next 5, 10 and 20 year plan.
- Lack of space for personnel, storage, and parking at Town Hall – Parking at Town Hall has been a challenge over the past few years and it continues to grow. As we have consolidated our staff to one location to increase efficiencies and effectiveness it has created tight quarters for personnel. Meanwhile, storage demands for documents have forced some files to be in less than ideal environments. Even if we were to revitalize the old fire barn adding more personnel and storage space it would not increase parking availability. The Town needs to begin planning for a Town Hall that meets the needs of the future.
- Balancing an affordable tax rate with needs of Town and RSU 21 – Each year as we identify the needs in the budget process and examine the school priorities, we must all balance these with what the citizens can afford. Careful capital planning can integrate large costs into our operating budget without creating a taxing roller coaster effect.
- Unified facilities management amongst Town buildings with experienced review and planning for building needs – The Town owns several municipal buildings and leases two fire station. Each building is overseen by the department managing the facility. This creates an individual approach to maintenance in each structure depending upon the skill set of each Department Director. It also means that various vendors are employed for the same type of work. The Town would benefit from a unified approach to facility maintenance in both the short term and long term.
- Training staff members on changes in profession and increasing our depth on the bench – Like most other professions, staff deal with a changing landscape. Staff need funding to attend training and time out of the office to maintain certifications and gain new skills. As with most small organizations, we also need staff to play different roles tackling projects and issues that aren't in their "job description". Creating broader depth with all staff members will allow us to tackle the challenges and create better outcomes.
- Balance seasonal and visitor demands with year-round residents – As our population grows during the summer season so do the demands on ser-

vices and citizens. Year-round residents can feel outnumbered and overwhelmed by those who wish to visit our home. Event management during the summer season can also impact our community and its residents. As we welcome visitors and enjoy the benefits to our economy we must also balance the needs of our year-round citizens.

- Technology support and investment to handle workflows – Technology provides answers and tools that allow a small community to accomplish much more with fewer staff. Technology also creates its own need for support and training of staff. We must provide the necessary technical support to ensure our investment is maintained in a safe and secure manner and plan for future replacements as the technology changes.
- Continued support for Maine Health Beach and water quality analysis at Goose Rocks Beach – The water quality analysis this past summer has provided us important information; however, we still have many unanswered questions as to the impacts on our water quality. Maintenance of the water at GRB will be an ongoing challenge for the community and the protection of this important resource for residents and visitors should continue to be a public health priority.
- Implementing measures that create a resilient community - According to Wikipedia, resiliency is the sustained ability of a community to utilize available resources (energy, communication, transportation, food, etc.) to respond to, withstand, and recover from adverse situations (e.g. economic collapse to global catastrophic risks). Examination of annual challenges, planning, department teamwork, regional partnerships, community engagement, and fiscal sustainability will serve our community well when meeting these adverse situations.
- Ensuring that we engage in community events that build community – As our community has grown with visitors and seasonal residents, the desire for events that are focused on building community has remained strong and are necessary to attract a year-round population, engage with citizens, and build civic pride.
- Maintain and manage services without growing government – Oftentimes when addressing issues in the community, I hear that a new rule or regulation should be put in place. The thought process behind the suggestion is that the issue has been solved. In reality, each rule and process requires staff or software to track it, monitor for compliance, and enforcement action. Increased regulation means increased costs and larger local government. We need to measure when new rules and regulations are necessary

and prioritize costs with benefits.

- Staff recruitment and succession planning in a tight labor market as staff retire – As stated in the FY 2019 budget process, 25% of our staff will reach age 65 within the next five years. Keeping our pay competitive in the market place, maintaining a positive work culture, and attracting the best and brightest is an important goal in the coming years.
- Examining opportunities for year-round employment to encourage year-round citizens – The housing study highlighted the high number of residents (86%) who commute outside the Town for employment. Although our goal is not to be an industrial employment center, as we strive to attract year round citizens we need to seek options for tele-commuting and small businesses that let people live, work and play in Kennebunkport.
- Communication with citizens (year-round and seasonal) – The days of hearing the local news from neighbors and the newspaper have almost disappeared. With a high level of seasonal residents and many commuting out of town, we need to find effective ways to communicate and engage with our citizens.
- Communication and teamwork amongst departments – This past year we combined wastewater and highway into the Public Works Department. This allowed us to communicate more effectively on similar issues and challenges and use our resources to serve all town departments. Expanded teamwork amongst all departments is necessary to allow us to effectively meet the challenges of today with a small-town crew.