

**Town of Kennebunkport
Budget Board/Selectmen's Meeting
March 12, 2020
6 p.m. – Village Fire Station – 32 North Street**

Minutes of the Selectmen's Meeting of March 12, 2020

Selectmen attending: Patrick A. Briggs, Sheila Mathews-Bull, and Allen A. Daggett, Ed Hutchins

Selectmen absent: D. Michael Weston

Others: Barbara Barwise, Dan Beard, David Betses, Mike Claus, Carol Cook, Michael Davis, Jon Dykstra Werner Gilliam, David James, Allison Kenneway, Kathryn Leffler, Jennifer Lord, Robert MacKenzie, Larry McCullough, Dimitri Michaud, Dawn Morse, Breese Reagle, Craig Sanford, Stedman Seavey, Chris Simeoni, Jim Stockman, Steve Turner, and Laurie Smith

1. Call to Order.

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

Chair Barbara Barwise called the Budget Board Meeting to order.

The Budget Board voted unanimously to approve the Budget Board Minutes for March 5, 2020.

2. Joint meeting with Budget Board for remaining fiscal year 2021 department operation budgets.

Fire Chief Jay Everett, Public Works Director Mike Claus, Public Health Nurse Allison Kenneway, Director of Parks and Recreation Carol Cook, Assistant Director of Parks and Recreation Breese Reagle, and Treasurer Jen Lord all presented the remaining operational budgets.

3. Approve the February 27, 2020, and March 5, 2020, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the February 27, 2020, selectmen meeting minutes. **Vote:** 4-0.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the March 5, 2020, selectmen meeting minutes. **Vote:** 4-0.

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.).

There were no comments.

5. Consider a renewal liquor license application submitted by W & A, Inc., DBA Cape Pier Chowder House, 79 Pier Road.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the Cape Pier Chowder house renewal liquor license application. **Vote:** 3-01/Selectman Daggett recused himself.

6. Consider request for funding for the multi-town substance abuse initiative.

Chief Robert Mackenzie from Kennebunk Police Department said putting people in jail is not working to stop substance abuse. He would like to work with other communities to be proactive and identify the problems with children early before they start abusing drugs. He requested a \$500 contribution for this initiative. He has received contributions from Kennebunk Savings Bank, Town of Kennebunk, Rotary District 7780 Recovery initiative, and others are pending.

Larry McCullough, executive director of Pinetree Institute in Eliot, said he has studied the effects of adverse childhood experiences in relation to substance abuse. The donations will help facilitate meetings with other communities so they can identify the issues and work on prevention.

Motion by Selectman Matthews-Bull, seconded by Selectman Briggs, to approve \$500 contribution taken from the contingency fund to the substance abuse initiative. **Vote:** 4-0.

7. Authorize a Quit Claim Deed for map 5, block 1, lot 7.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to authorize a Quit Claim Deed for map 5, block 1, lot 7. **Vote:** 4-0.

8. Authorize a Quit Claim Deed for map 4, block 1, lot 3.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to authorize a Quit Claim Deed for map 4, block 1, lot 3. **Vote:** 4-0.

9. Endorse a commitment letter to Maine DOT for Small Harbor Improvement Program Grant.

Town Manager Laurie Smith said she needs Board approval to send a commitment letter to Maine DOT to apply for a Small Harbor Improvement Program Grant since they don't have all of the money in the reserve account for the 50-50 match when the match is due.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to endorse a commitment letter to Maine DOT for a Small Harbor Improvement Program Grant and authorize the Town Manager to apply for the SHIP Program. **Vote:** 4-0.

10. Accept \$200 donation from the United Way of York County for the emergency fuel fund.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to accept a \$200 donation from the United Way of York County for the emergency fuel fund. **Vote:** 4-0.

11. Accept \$100 donation to the Parks and Recreation Department.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to accept a \$100 donation to the Parks and Recreation Department. **Vote:** 4-0.

12. Other Business.

Ms. Smith passed around a policy authorizing the establishment of a temporary COVID-19 Leave Bank for employees who are exposed to the virus or are a caretaker to someone with the virus so that they will not be charged sick leave or vacation time for the 14 day time period. All other illnesses would be covered under the sick-time policy. She said they are making sure that employees are self-reporting if they have symptoms of COVID-19 as identified by the Centers for Disease Control (CDC) or if they have engaged in, or plan on engaging in activities that increase the likelihood of exposure to the coronavirus.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to establish a COVID-19 Leave Bank for employees for 14 days. **Vote:** 4-0.

Ms. Smith announced the school will be closing the school facilities to outside departments including the Parks and Recreation Department.

The Board recommends that as a safety measure, the Town cancel all nonessential committee meetings until further notice. This suspension applies to the following committees:

- Administrative Code Committee
- Beach Advisory Committee
- Cape Porpoise Pier Advisory Committee
- Cemetery Committee
- Conservation Commission
- Government Wharf Committee
- Growth Planning Committee
- Investment Committee
- Kennebunk River Committee
- Lighting Committee
- Parsons Way Committee
- Public Safety Committee
- Recreation Committee
- Senior Advisory Committee

- Sewer Advisory Committee
- Shade Tree Committee
- Shellfish Conservation Committee
- Solid Waste Committee
- Village Parcel Steering Committee

The following Boards/Committees are essential and require meetings:

- Board of Assessment Review
- Budget Board
- Planning Board
- Selectmen
- Zoning Board of Appeals

Ms. Smith said some committees need to give feedback on their budgets and may need to meet via conference calls.

13. Approve the March 12, 2020, Treasurer's Warrant.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to approve the March 12, 2020, Treasurer's Warrant. **Vote:** 4-0.

14. Adjournment.

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

The meeting adjourned at 8:25 P.M.

Submitted by Arlene McMurray
Administrative Assistant