

**Town of Kennebunkport
Board of Selectmen Meeting VIA Zoom
May 14, 2020
6:00 PM**

Minutes of the Selectmen's Meeting of May 14, 2020

Selectmen attending via Zoom: Patrick A. Briggs, Allen A. Daggett, Ed Hutchins, Sheila Mathews-Bull, and D. Michael Weston.

Others attending via Zoom: Ralph Austin, Michael Davis, Richard Driver, Paul Hogan, Arlene McMurray, Tracey O'Roak, Bob Pearce, Dave Powell, Craig Sanford, Stedman Seavey, Laurie Smith, and others

1. Call to Order.

Chair Daggett called the meeting to order at 6:06 PM. He took **roll call** of Selectmen present: Patrick A. Briggs, Allen Daggett, Edward Hutchins, Sheila Matthews-Bull, and D. Michael Weston.

2. Approve the April 21, 23, and 27, 2020, and May 4, and 7, 2020, selectmen meeting minutes.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the April 21, 23, and 27, 2020, and May 4, and 7, 2020, selectmen meeting minutes. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

3. Sign the Warrant for the July 14, and 18, 2020, Annual Town Meeting.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to sign the July 14, and 18, 2020, Annual Town Meeting Warrant. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed**

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.).

Town Manager Laurie Smith said she did not receive any comments.

5. Consider Goose Rocks Beach Advisory Committee Reopening Recommendations for Goose Rocks Beach.

Chair of the Beach Advisory Committee Richard Driver presented the Committees recommendations (See Exhibit A). Discussion followed.

Selectman Matthews-Bull supported the third recommendation to open 39 spaces between Broadway and Belvidere from May 15 to May 31 but disagreed with the fourth recommendation because she wanted to see more parking spaces open.

Selectman Weston disagreed. He said the Selectmen should follow the Beach Advisory Committee's (BAC) recommendations because the BAC met for 3 ½ hours and discussed it thoroughly.

Other Selectmen agreed that if it is not safe, they can always change it.

Town Clerk Tracey O'Roak said the clammers would like four parking spaces at the West End of the beach at the end of Kings Highway. She stated she will be selling clam licenses on June 11.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to issue special parking passes for four parking spaces at the West end of Kings Highway reserved for clammers. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

Ms. Smith said they could hold those four spaces with highway cones. Selectman Briggs suggested giving them a sign to put in their car. Ms. O'Roak agreed to make a sign.

The Selectmen discussed different variations of which parking spaces to open and when.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to open 39 parking spaces on June 1, a third more spaces on June 15, and the final third on July 1.

Roll Call Vote to approve: Briggs, Daggett, Matthews-Bull, Hutchins. **Roll Call Vote to oppose:** Weston. **Voted:** 4-1. **Motion passed.**

It was agreed that the Town Manager and Chair Daggett can check on the parking on a weekly basis, and if it does not work, they can always reduce spaces.

The Town attorney drafted Emergency Regulations Governing Goose Rocks Beach During State of Emergency Due to COVID-19 Pandemic (GRB Order #2). See Exhibit B

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adopt the Emergency Regulations Governing Goose Rocks Beach During State of Emergency Due to COVID-19 Pandemic (GRB Order #2) as written with the parking spaces amendments. **Roll Call Vote to approve:** Briggs, Daggett, Matthews-Bull, Hutchins. **Roll Call Vote to oppose:** Weston. **Voted:** 4-1. **Motion passed.**

Ms. Smith asked if they would support the staking and roping of the dune grass.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to authorize the Beach Advisory Committee to stake and rope the dune grass. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

6. Consider request from Hurricane's Restaurant to reconstruct the back deck on town property and use the space for outdoor seating.

Ralph Austin spoke on behalf of new owner of Hurricane's Restaurant Taylor Benenti. The Dock Square Parking Lot property boundary runs right behind the buildings abutting the lot. Hurricane's back deck is on the Town property. The Town does not currently

have an agreement with Hurricane's that allows for the use of Town property. Mr. Benenti requests that the Town authorize the use of the property for a deck, allow for the reconstruction of the deck with a handicap ramp, and the use of the property for outdoor dining for 25% of the seating. Mr. Austin also asked if the Town Attorney could amend the agreement to provide 30 days' notice to stop outside dining on the deck and to allow 90 days' notice instead of 30 days to eliminate the whole deck if things don't work out.

Ms. Smith said the Town Attorney is fine with this proposal as long as the Town has no legal responsibility for any injuries, etc. The Board agrees with Mr. Austin's revisions, and Ms. Smith will bring a new agreement to the next meeting.

7. Consider Dock Square Parking Lot Operations.

Ms. Smith said the Dock Square Parking Lot usually opens at the beginning of May, but this year is very different. She asked the Board for suggestions on the following:

1. Date to begin charging for charging for parking.
2. Cost per hour for parking.
3. Allow the first hour of parking to be free to encourage local traffic in Dock Square when traffic may be light this summer season.
4. Close off the lane of parking (6 spaces) abutting the Kennebunk River to allow for the expansion of seating for restaurants who abut Dock Square Parking Lot. This would lower the density inside restaurants and promote public health during the pandemic for the month of June and reevaluate for the month of July.
5. Open the Dock Square Parking Lot restrooms on June 15.

Motion by Selectman Weston, seconded by Selectman Hutchins, to amend the Dock Square Parking Lot operations to open June 1; charge \$4 an hour; close off the lane of parking abutting the Kennebunk River to allow for the expansion of seating for restaurants who abut Dock Square Parking Lot; and to open the Dock Square Parking Lot restrooms with the parking lot. The Town will continue to allow for a free 30-minute visit to Dock Square Parking Lot. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

8. Review of Kennebunkport Reentry Plan.

Ms. Smith went over the Kennebunkport Reentry Plan. (See Exhibit C)

The Board approved the Plan.

9. Accept Donations.

- a. **Nurses' memorial tree from Linda Hannah and the Health Council.**

Motion by Selectman Hutchins, seconded by Selectman Briggs, to accept the donation of the nurses' memorial tree from Linda Hannah and the Health Council. **Roll Call**

Vote: Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0.

Motion passed.

b. Lisa and Brian Smith donated \$50 to the emergency food fund.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to accept the \$50 donation from Lisa and Brian Smith to the emergency food fund. **Roll Call**

Vote: Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0.

Motion passed.

c. Karen Bubar donated \$125 to the general needs account.

Motion by Selectman Matthews-Bull, seconded by Selectman Hutchins, to accept the \$125 donation from Karen Bubar to the general needs account. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0. **Motion passed.**

10. Other Business.

Selectman Matthews-Bull thanked the businesses for their hard work on a reentry plan.

Chair Daggett read a Proclamation Recognizing the Retirement of Chris Fernald, a postal worker at the Kennebunkport Post Office who worked there for 34 years.

11. Adjournment.

Motion by Selectman Hutchins, seconded by Selectman Matthews-Bull, to adjourn. **Roll Call Vote:** Briggs, Daggett, Matthews-Bull, Hutchins, and Weston. **Voted:** 5-0.

Motion passed.

The meeting adjourned at 7:26 PM.

Submitted by Arlene McMurray
Administrative Assistant

GRBAC RECOMMENDATIONS TO BOS

May 7, 2020

1. Funding Volunteer Coordinator for \$3,000 – adopted 8/0
2. No daily parking stickers until 6/15 and reconsider before that date –adopted 7/1
3. May 15 to 5/31 open 39 spaces between Broadway and Belvidere for K'Port residents only - 8/0
4. Open parking to all stickers in the following phases: adopted 7/1
 - June 1: open the 39 spaces between Broadway and Belvidere and 19 spaces on Dyke Road
 - June 15: open 28 spaces between New Biddeford Road and Broadway;
 - July 1 or July 15 (depending on beach crowding): open 35 spaces between Belvidere and Bellwood
5. No fire permits this season - adopted 8/0
6. No overnight storing of beach equipment such as umbrellas, chairs, tents and any left are to be tagged indicating equipment is subject to confiscation – adopted 7/1
7. Enact an ordinance giving the police authority to tow vehicles that are illegally parked – adopted 7/1

Exhibit B - 5-14-2020

EMERGENCY REGULATIONS GOVERNING GOOSE ROCKS BEACH DURING STATE OF EMERGENCY DUE TO COVID-19 PANDEMIC ("GRB ORDER #2")

Pursuant to Sections IV.D and V of the Beach Use Ordinance for Goose Rocks Beach, Kennebunkport, Maine ("Beach Use Ordinance"), the Town of Kennebunkport Board of Selectmen hereby finds and orders the following:

WHEREAS, on March 15, 2020, the Governor of the State of Maine declared a Civil State of Emergency due to the spread of the novel Coronavirus Disease ("COVID-19"), which State of Emergency is still in effect;

WHEREAS, the continued community spread of COVID-19 threatens the public health, safety, and welfare of the citizens of the Town of Kennebunkport;

WHEREAS, the Town's beaches, including specifically Goose Rocks Beach, are popular destinations for members of the public;

WHEREAS, the Board of Selectmen adopted "Emergency Regulations Governing Temporary Closure of Goose Rocks Beach During COVID-19 Pandemic" on March 30, 2020 ("GRB Order #1), granting authority to the Town Manager, in consultation with the Chair of the Board of Selectmen, to expeditiously promulgate regulations and take emergency measures on and in the vicinity of Goose Rocks Beach to prevent members of the public from congregating in a manner that will risk further community spread of COVID-19, and to otherwise protect public health, safety, and welfare and to preserve critical resources within this area of Town;

WHEREAS, the Board of Selectmen has consulted with the Beach Advisory Committee, pursuant to Section IV.D of the Beach Use Ordinance, regarding adoption of emergency regulations governing Goose Rocks Beach during this State of Emergency due to the COVID-19 pandemic;

NOW THEREFORE, pursuant to the aforesaid authority and recitals, which are incorporated herein by reference, the Board of Selectmen hereby promulgates the following emergency regulations by this Order ("GRB Order #2") governing use of and access to Goose Rocks Beach as follows:

1. Daily and weekly parking stickers under the Goose Rocks Beach Parking Sticker Rules/Regulations shall not be made available until June 15, 2020.
2. From May 15th through May 31st, 2020, parking will be allowed for Kennebunkport residents and taxpayers who hold seasonal parking stickers in 39 designated parking spaces located on Kings Highway between Broadway and Belvidere Avenues.

3. Starting on June 1st, 2020, parking will be allowed for Kennebunkport residents and taxpayers who hold seasonal parking stickers in 19 designated parking spaces along Dyke Road as well as the 39 spaces on Kings Highway located between Broadway and Belvidere Avenues.
4. Starting on June 15th, 2020, parking will be allowed for residents and non-residents alike who hold daily, weekly or seasonal parking stickers in 28 parking spaces located on Kings Highway between Broadway Avenue and New Biddeford Road, as well as the parking spaces referenced in Paragraph 3 above.
5. Starting on July 1st, 2020, parking will be allowed for all holding daily, weekly or seasonal parking stickers in the parking spaces referenced in Paragraph 4 above, as well as an additional 35 parking spaces located on Kings Highway between Belvidere and Bellewood Avenues.
6. Starting immediately, no fire permits shall be issued by the Town for fires on Goose Rocks Beach.
7. Starting immediately, no overnight storage of beach equipment such as umbrellas, chairs, tents, toys and watercraft is permitted on the Beach unless by permission of the beachfront owner and consistent with further restrictions to prevent interference with the walking rights of others using the Beach under Section IV.B.2 of the Goose Rocks Beach Use Ordinance. Beach equipment left overnight on the Beach in a location or manner prohibited by the Beach Use Ordinance or this Order may be tagged by the Kennebunkport Police Department providing warning to the owner/user thereof of a violation of town ordinances, orders, rules and/or state law.
8. This Order and the rules contained herein shall remain in effect until the termination of the State of Emergency by the Governor of Maine, unless sooner revised by the Town Manager, in consultation with the Chair of the Board of Selectmen, pursuant to the authority granted in GRB Order #1, or unless sooner terminated by the Board of Selectmen pursuant to the authority granted herein.

Dated this ____ day of May, 2020.

Allen Daggett, Chair

Sheila Matthews-Bull, Vice Chair

Patrick Briggs

Edward Hutchins

Michael Weston



KENNEBUNKPORT COVID-19 REENTRY PLAN

PHASE 1 – BEGINNING MAY 4

1. **General Cleaning and Disinfection:**

All areas where staff and/or customers will be allowed are to be disinfected and cleaned daily or at the end of each shift.

Common areas should be disinfected more frequently during our hours of operations. This should include all departments and be carried out by staff on a rotating schedule. Disinfecting of customer areas should be done before opening and approximately every 2 hours. Common areas for disinfecting should include, but not limited to: door handles, door knobs, light switches, phones, keyboards, panic bars, glass doors, table tops, counter tops, desks, plexi guards, and restrooms. This disinfecting will be done using a CDC approved cleaner appropriate to the application. It is a slow process while the public is in the building, as it requires the manufacturer's required application time to be effective. Treated surfaces should not be allowed to "Air Dry" while the building is occupied but allow enough time on the surface to be effective before being wiped dry. People should not be touching or stepping on wet surfaces.

The use of electrostatic cleaners may be used in offices, facilities, and vehicles on a regular basis as equipment and supplies allow.

2. **Non-Customer Facing Operations:**

Resume normal schedules and shifts. **Operations will not include in-person transactions with the public.** Exceptions to schedules and in-person operations will be considered for those who can perform their full work duties remotely.

3. **Customer Facing Operations:**

Resume full staff operations immediately. Operations will include limited in-person transactions with the public beginning May 21. Exceptions to schedules and in-person operations will be considered for those who can perform their work duties remotely. All customers will be required to wear face coverings unless due to a medical condition. Customers who do not have a face covering will be provided one.

4. **Town Clerk Customer Service Center:**

Services: Staff will encourage customers to perform any services online that can be accomplished in that manner. Office visits should be restricted to only those services that cannot be done via phone or online (marriage, new vehicles, etc.). Staff will continue to refine and develop additional online and phone service options for the public.

Only two customers will be allowed at the front counters at a time.

Pens will be placed in "used" container, to be cleaned before reuse; or a single pen should be used and disinfected with wipes between uses

Customers will line up with 6 feet of distance from each other. Flow in and out of the building will be altered to avoid customers coming within six feet entering and exiting. Only one person per transaction unless the transaction needs more than one person signing/present.

Week 1 will be used as a gauge for the need in our community for additional hours. We will evaluate how additional hours may accommodate customer needs prior to the end of the “State of Emergency” grace periods and adjust customer service hours accordingly.

The rest of Town Hall will be closed to visitors, including the main administrative offices, Finance, Planning and Code Office, and Public Restrooms.

Public protocols will be established and advertised in advance and on site. These will include the use of face coverings, encouraging customers to be prepared with all necessary documentation, and physical distancing standards.

Staff: Two customer service clerks and a supervisor. Staff will be provided masks and gloves but not required to wear them if they are protected by a plexi guard shield. Staff will be supplied with hand sanitizer for use after each customer transaction.

Physical space alterations: Plexi guards installed at the service counter across all three front counter desks. Doors will be propped open to reduce the number of surfaces being touched by customers. Signage, markers, and stanchions will need to be setup and positioned to provide separation and direction on customer flow both inside and outside of the building. Chairs will be removed as will all other hindrances to physical distancing and sanitization protocols.

Stations will be numbered to clearly communicate where customers should stand.

Sanitizing gel will be offered to customers as they enter and exit the facility.

5. Planning and Code:

Services: Only those services that cannot be done via phone or online (Planning Board and BOA applications).

Plans will be dropped off in a box outside of the Planning and Codes Office. Staff will retrieve and communicate with the applicant via phone, Zoom, or email.

Inspections will be scheduled and attended to by staff using physical distancing standards, virtual inspections, and other methods necessary to continue operations.

Staff: Planning Office will remain closed to customers.

Physical space alterations: A window with the ability to receive materials and communicate with the public will be installed in the door.

6. Finance/Administration:

Services: All services can be provided via email, phone, and online.

Staff: Finance and administrative office will remain closed to customers.

Physical space alterations: A window with the ability to receive materials and communicate with the public will be installed in the door.

7. Human Resources:

Services: Most services can be provided via email, phone, and online. Any functions that need to take place in person (i.e., new employee enrollment or employees without access to technology) will be allowed via appointment only. Only one person will be scheduled at a time.

Staff: Human Resource staff will remain closed except by appointment only. When staff are meeting via appointment all parties shall use appropriate face coverings and all possible physical distancing protocols.

Physical space alterations: A window with the ability to receive materials and communicate with the public will be installed in the door.

8. Police Department:

Services: Burn permits will be issued online or through phone only.

Staff: Officers will wear appropriate PPE and follow sanitation and hygiene guidelines. Sanitizer will be supplied to all officers.

Physical space alterations: None needed.

9. Harbormaster – Cape Porpoise Pier:

Services: Mooring applications, pier fees, and fuel charges can be done online or via phone or mail.

Signs will be posted in the parking area reminding all that “social distancing” must be maintained at all times in/on parking lot, piers, and docks.

All recreational fishing on piers and floats shall be prohibited.

Public Restrooms will remain closed in phase 1.

Staff: No customers will be allowed in the Harbormaster Office. Staff will be required to use masks when in a public setting and physical distancing cannot be maintained. Hand sanitizer will be available for staff to use between customer transactions. Collections can be done online, phone, and via drop box at Finance.

Physical space alterations: Parking, benches, and tables will be limited to avoid congregating. Will use the current window facing the front of the pier as a service window. Its current configuration allows for the passing of paperwork, discussion, and credit card transactions without the need for alterations. A sign will alert the public to the location of the service window. Bench in current location will be moved off site and stored for now. Signs will notify customers of services and the need to physical distance. Ensure both locations have secure drop boxes and add envelope dispensers for people to pay without direct contact.

10. Fire Department:

Services: Continue to respond to emergency calls for service. No meetings or trainings unless conducted on ZOOM or similar platform. Inspections by Fire Chief will happen as needed if social distancing measures can be in place. PPE of at least a surgical or cloth mask will be worn. No fire prevention details or other educational programs. Firefighters will respond to calls as required.

Staff: Staff will still respond to calls. All firefighters responding in a fire department vehicle with more than one person on board will wear a surgical type or cloth mask. Any areas of the vehicle that may have been touched both inside and out are to be cleaned with disinfectant cleaner upon returning to the station. These areas include but are not limited to all door handles, window handles, dash buttons, steering wheels, seats, seatbelts and iPads.

Physical space alterations: All stations continue to be locked and no outside personnel allowed to enter. Our own staff will only be in the stations when necessary for the job. No alterations needed.

11. Wastewater Department

Services: Facility remains a controlled access facility with locked gate during business hours. We are providing all services/tasks with modified operations. These tasks/services are recognized, defined, and prioritized by the Deputy Director or Chief Operator. These tasks/services include, but are not limited to:

- Laboratory testing
- Process control
- Electronic records submission
- Solids handling
- Critical repairs
- Pump station checks
- Preventative/corrective maintenance
- Time sensitive operations to include jetting (cleaning) problem mains due to fats, oil, and grease deposits prior to increased seasonal vehicle traffic to prevent blockages and sanitary sewer overflows.
- Cleaning of pump station wet wells after the jetting process to prevent pump clog/failure.
- As time progresses and upon completion of priority tasks, we will resume with non-urgent repairs, non-critical maintenance items, cleaning of all remote facilities, and grounds maintenance at plant and all pump stations and installation of replacement grinder pump setups.

Staff: Each task varies by the number of crew needed to complete the task/service. The minimum number of staff will be assigned to complete the task/service to be provided. Crews will continue to be assigned by the Deputy Director or Chief Operator for certain tasks to be completed on certain days.

We will continue operating with split crews when possible to avoid exposure and cross-contamination of crews. Staff may be present or necessary at several locations within the plant or collections system as necessary for task/service completion. However, supervisors will be responsible to monitor activities to prevent social gatherings and keep crew numbers to required levels for the task/service. Crew members will operate separate vehicles when it is necessary to drive for a job function/task. Physical distancing practices will be enforced.

Supervisors will be responsible for limiting break room spaces to two or fewer employees at a time in order to practice physical distancing. Lunch and union breaks will be split by crew so there is adequate space to maintain social distancing and prevent cross contamination of crews.

Members of the public will be excluded from access to the treatment plant. Contractors will be screened prior to granting entrance to the plant. Contractors will be expected to adhere to similar best/safe practices while completing work within the plant.

Varying levels of PPE is used based on task performed. Supervisors shall enforce use of appropriate levels of PPE depending on task/service assigned. To reduce the replacement of limited N95 masks, face coverings will be sought by administration and used by crew. N95 masks will be disinfected every day for a period of one work week. A new mask will be issued at the beginning of the following work week.

Cleaning and sanitizing the common surfaces of the administrative and lab buildings, as well as vehicles at the beginning and end of shift by use of disinfecting wipes and aerosols will continue. The press room and screen room will be disinfected through initial hose down and use of pressurized utility/home and garden sprayer to dispense a 10% bleach solution to spray down surfaces.

This same procedure will be used for work in the field/collections system that has the potential to leave wastewater residue on hard surfaces in public areas. (Such as the mist that is created and settles on pavement surfaces during jetting operations.) These activities will have to be closely monitored and controlled to eliminate contact with the public and/or exposure of the public to non-chlorinated wastewater.

Physical space alterations: At this time, we will remain a controlled access department with locked gate at all hours. The gate will remain closed unless access is necessary and authorized by the

Deputy Director of Public Works or Chief Treatment Plant Operator. Signage is currently posted at the gated entrance to advise the public that the plant is closed to the public. Phone numbers are also provided on the signage for people to call. No other physical alterations are necessary currently.

12. Public Works Department – Highway Division

Services: Facility remains closed to the public during business hours. Barricades with signage have been placed at the entrance gate expressing the same. We are providing all services/tasks with modified operations. These tasks/services are recognized, defined, and prioritized by the Director or Deputy Director. These tasks/service include, but are not limited to:

- Snowplowing
- Snow removal
- Emergency debris removal
- Roadway and/or safety issues to include infrastructure, signage, etc.
- Seasonal tasks to include signage, groundskeeping, maintenance, etc.
- Assisting with other departments with potential needs
- Critical and non-critical maintenance
- Critical and non-critical equipment/vehicle repairs

Staff: Sanitizer will be supplied for staff to use while responding to service and maintenance calls. Each task varies by the number of crew needed to complete the task/service. The minimum number of staff will be assigned to complete the task/service to be provided. Crews will continue to be assigned by the Director or Deputy Director for certain tasks to be completed on certain days.

We will continue operating with split crews when possible to avoid exposure and cross-contamination of crews. Staff may be present or necessary at several locations within the facility, at other department facilities, or in public as necessary for task/service completion. However, supervisors will be responsible to monitor activities to prevent social gatherings and keep crew numbers to required levels for the task/service. Crew members will operate separate vehicles when it is necessary to drive for a job function/task. Physical distancing practices will be enforced.

Supervisors will be responsible for limiting break room spaces to two or fewer employees at a time in order to practice physical distancing. Lunch and union breaks will be split by crew or location so there is adequate space to maintain social distancing and prevent cross contamination of crews.

Members of the public will be excluded from access to the highway department facility. Contractors will be screened prior to granting entrance to the facility. Contractors will be expected to adhere to similar best/safe practices while completing work within the facility.

Varying levels of PPE is used based on task performed. Supervisors shall enforce use of appropriate levels of PPE depending on task/service assigned. To reduce the replacement of limited N95 masks, face coverings will be sought by administration and used by crew. N95 masks will be disinfected every day for a period of one work week. A new mask will be issued at the beginning of the following work week.

Cleaning and sanitizing the common surfaces of the highway building, as well as vehicles at the beginning and end of shift by use of disinfecting wipes

Physical space alterations: At this time, we will remain closed to the public. Signage is currently posted at the gated entrance to advise the public that the facility is closed to the public. Phone numbers are also provided on the signage for people to call. No other physical alterations are necessary currently.

13. Goose Rocks Beach:

Services: Parking will be open to *residents only* until Phase 2. Visitors with current or last year's resident seasonal will be allowed to park. A limited number of parking spaces, 39 on King's Highway and 19 on Dyke Road, will be allowed to assure no overcrowding at the beach. No port-a-potties will be available. Daily and weekly passes will not be sold. Fire permits will not be allowed in order to limit the congregation of people and maintain physical distancing. No overnight storage of equipment will be allowed. Phases 1 and 2 signage will remind people to remain physically distant. Other beach rules will remain consistent.

Staff: Police officers will patrol area and take enforcement action as necessary.

Physical space alterations: Signage will be installed reminding the public about physical distancing and any temporary rules. Some parking spaces will be eliminated.

14. Colony Beach and Parsons Way:

Services: Limited hours of operation from 8 a.m. to 6 p.m. daily. Staff will open and close the beach through the use of the gate. Parking will be limited to beach side and not along seawall. Signage will require physical distancing and limited parking. Parking outside of the gate will remain restricted to provide safe turnaround and avoid inundation from outside visitors, and to avoid unsafe contact at the gate pinch point.

Staff: Police Officers will enforce all necessary rules.

Physical space alterations: Signage will be installed reminding the public about physical distancing and any temporary rules. Some parking spaces will be eliminated.

15. Parks and Recreation:

Services: Programs that require in-person attendance will be cancelled or postponed until Phase 2. Staff will continue to develop virtual programs and programs that serve seniors with our public health staff.

Staff: Staff will work both remotely and at the Kennebunkport Community Center in order to enable physical distancing and maintain safe work practices. Staff will use face coverings anytime that physical distancing cannot be maintained between staff or the public. Sanitizer will be supplied for staff to use while responding to calls.

Physical space alterations: Plexi-guard divider between two workstations in recreation office to safeguard staff.

16. Public Health

Services: Continue to see patients as needed. Front door will always remain locked. Patients will either call or ring doorbell to gain access. There will only be one patient inside at a time. Patient visits will be spaced out to facilitate proper cleaning between patients. Directional signage will be placed at the front door. If a patient shows signs and symptoms of COVID-19, they will not be allowed into the office. They will be advised to contact their primary doctor. Each patient will have their temperature taken using a touchless thermometer prior to entry.

Staff: Remains at the current staffing of one. This may will change as a part-time nurse may be hired soon. Staff will wear PPE whenever meeting with a patient, at a minimum, mask and gloves. A surgical mask will be worn by the patient as well. PPE level for staff will be determined by the nurse based on procedure being performed along with both the patient's and the nurse's comfort level.

Physical space alterations: Since the facility is always going to be locked and there is only one patient at a time, there is no need for any alterations.

17. Dock Square Parking Lot

Services: The parking lot will continue to remain open. Some portions of the parking lot may close to vehicular traffic in order to accommodate lowering the densities in abutting restaurants.

Staff: There will be no staffing at the parking lot.

Physical space alterations: None needed.

18. Boards, Commissions and Committees

Services: Jurisdictional and decision-making boards, commissions, and committees will continue to operate via Zoom meetings (Board of Selectmen, Planning Board, Zoning Board of Appeals, Goose Rocks Beach Committee). Other boards, commissions, and committees that are decision-making (not advisory only) can meet via the Town's Zoom account. Agendas will need to be posted on the normal timelines.

Items requiring public hearings should be held over two meetings. The first meeting will be used to open the public hearing and read any comments into the record as well as hear any from the public. The public hearing will be continued to the next meeting. At the second meeting, any additional comments will be read into the record and recorded from the public. The board will close the public hearing. Action can proceed as normal from there.

Site walks should be scheduled and coordinated in a manner where participants can practice safe social distancing. Members are strongly encouraged to wear face masks.

Jurisdictional boards (BOS, GRBAC, PB, ZBA) are being broadcast on Channel 1301, the website, and YouTube. Non-jurisdictional boards, commissions, and committees should continue to keep a record of remote meetings held and produce minutes as normal.

Staff: participation in meetings will occur remotely. Exceptions will be made for site walks and require proper social distancing standards.

Physical space alterations: The Village Fire Station Meeting Room has been setup to broadcast meetings via the Town laptop and projector.

PHASE 2 – APPROXIMATELY JUNE 15

1. **General Cleaning and Disinfection:**

All areas where staff and/or customers will be allowed are to be disinfected and cleaned daily per Phase 1.

2. **Non-Customer Facing Operations:**

No changes from Phase 1.

3. **Customer Facing Operations:**

Continue full staff operations. In-person transactions will remain limited and will depend on the particular department and transaction. Maine CDC guidelines will remain in effect for all in-person transactions including physical distancing and face coverings. All customers will be required to wear face coverings unless due to a medical condition. Customers who do not have a face covering will be provided one.

4. **Town Clerk Customer Service Center:**

Services: No change from Phase 1.

Staff: No change from Phase 1.

Physical space alterations: No change from Phase 1.

5. **Planning and Code:**

Services: Counter service will resume, but customers will be encouraged to use phone or online when possible.

Only one customer will be allowed in the Planning office at a time and should be arranged via appointment. Customers will be notified of this protocol through communication and signage. Pens will be placed in “used” container, to be cleaned before reuse; or a single pen should be used and disinfected with wipes between uses.

Inspections will be scheduled and attended to by staff using physical distancing standards, virtual inspections, and other methods necessary to continue operations.

Staff: Staff will be provided masks and gloves but not required to wear them if they are protected by a plexi guard. Staff will be supplied with hand sanitizer for use after each customer transaction.

Physical space alterations: Plexi guard will be installed at the counter. A barrier between the public space and the staff space will be defined.

6. **Finance/Administration:**

Services: Service will resume, but customers will be encouraged to use phone or online when possible.

Only one customer will be allowed in the Finance/Administration office at a time and should be arranged via appointment. Customers will be notified of this protocol through communication and signage.

Pens will be placed in “used” container to be cleaned before reuse; or a single pen should be used and disinfected with wipes between uses.

Staff: Staff will be provided masks and gloves but are not required to wear them if they are protected by a plexi guard. Staff will be supplied with hand sanitizer for use after each customer transaction.

Staff: When staff are meeting via appointment all parties shall use appropriate face coverings and all possible physical distancing protocols.

Physical space alterations: Plexi guard will be installed at the counter. A barrier between the public space and the staff space will be defined.

7. Human Resources:

Services: Most services can be provided via email, phone, and online. Any functions that need to take place in person (i.e. new employee enrollment or employees without access to technology) will be allowed via appointment only. Only one person will be scheduled at a time.

Staff: Human Resource staff will remain closed except by appointment only. When staff are meeting via appointment all parties shall use appropriate face coverings and all possible physical distancing protocols.

Physical space alterations: Same as Phase 1.

8. Police Department:

Services: No change from Phase 1

Staff: No change from Phase 1.

Physical space alterations: None needed.

9. Harbormaster – Cape Porpoise Pier:

Services: Continue as in Phase 1.

Public Restrooms will open in mid-June.

Staff: Continue as in Phase 1.

Physical space alterations: Continue as in Phase 1.

10. Fire Department:

Services: Continue as in Phase 1.

Staff: Continue as in Phase 1.

Physical space alterations: Continue as in Phase 1.

11. Wastewater Department

Services: Continue as in Phase 1.

Staff: Continue as in Phase 1.

Physical space alterations: Continue as in Phase 1.

12. Public Works Department – Highway Division

Services: Continue as in Phase 1.

Staff: Continue as in Phase 2.

Physical space alterations: Continue as in Phase 2.

13. Goose Rocks Beach:

Services: Parking will be open to residents and visitors with a corresponding sticker. A limited number of parking spaces will be available on a phased approach to assure no overcrowding at the beach. Parking will be increased by 28 spaces on King's Highway and another 35 spaces on King's Highway in mid-July. No fire permits will be allowed. Port-a-potties will be available by mid-June. Daily and weekly passes will be sold on a limited basis, after consideration by the Goose Rocks Beach Advisory Committee and the Board of Selectmen. Phases 1 signage will remind people to remain physically distant. Other beach rules will remain consistent.

Staff: Police officers and community safety officers will patrol area and take enforcement action as necessary.

Physical space alterations: Signage will be installed reminding the public about physical distancing and any temporary rules. Parking spaces will be limited in alignment with a phased approach to opening.

14. Colony Beach and Parsons Way:

Services: Continue as in Phase 1.

Staff: Continue as in Phase 1.

Services: Continue as in Phase 1.

15. Parks and Recreation Center:

Services: Staff will continue to develop programs on a limited basis that meet the criteria from the Maine Center for Disease Control and available resources.

Summer Camp will begin in Phase 2 meeting the criteria established by the Maine CDC and Governor's orders. Staff will begin with a "pre-camp" with a limited amount of campers and full-time personnel. By the end of June we anticipate opening summer camp with a maximum of 90 campers. Ratios of 9 youth to 1 counselor will be maintained throughout camp to limit exposure and maintain public health and safety guidelines in effect for daycares. A group will consist of no more than two counselors and 18 campers who will remain as an isolated group throughout the summer camp experience. Field trips will be cancelled, but on-site experiences will be explored and encouraged. Staff will be responsible for teaching hygiene protocols to campers and enforcing them throughout camp. Sanitation protocols will be maintained throughout any spaces occupied or used by campers or staff. Electrostatic cleaning devices will be used in large spaces or heavily used areas where normal cleaning protocols would prove ineffective. We are seeking guidance from medical professionals and the center for disease control on the practice of having campers wearing face coverings.

Staff: Staff will work at the Kennebunkport Community Center and Kennebunkport Consolidated School. Staff will use face coverings anytime that physical distancing cannot be maintained between staff, campers or the public. Staff will use regular cleaning and sanitation protocols for common touch point areas and restrooms. Counselors will use regular hygiene protocols including hand washing and sanitizer for themselves and campers.

Physical space alterations: Staff will use divided spaces both inside and outside to separate campers. A plex-guard barrier will separate staff from parents as they check-in and out campers at the beginning and end of each day. Staff may use varied drop-off and pick-up times as well as multiple check in stations to prevent congregating and to allow for physical distancing.

16. Public Health

Services: Continue as in Phase 1.

Staff: Continue as in Phase 1.

Facility Alteration Needs: Continue as in Phase 1.

17. Dock Square Parking Lot

Services: The parking lot will continue to remain open. Some portions of the parking lot may close to vehicular traffic in order to accommodate lowering the densities in abutting restaurants. The lot will begin charging on an hourly basis on June 15, 2020. The Board of Selectmen voted earlier this year to charge \$4.00 per hour to align with charges in other regional lots. For the summer of 2020 staff are considering limiting charges to the 2019 levels and remaining at \$3.00 per hour. Consideration may be given to allowing the first hour of parking to be free. The touch points on parking machines will be cleaned on a regular basis by staff. The public restrooms will also be opened beginning on June 15, 2020 and the Town will maintain health and sanitation protocols in accordance with the Maine Center for Disease Control. An electrostatic cleaning device may be used on a daily basis to disinfect and sanitize the restrooms.

Staff: Staffing at the lot will be limited based on availability of personnel and the demand for additional services. Staff will use CDC guidelines and manufacturer recommendations when cleaning touch points at the parking lot. Staff will abide by physical distancing protocols which may require the wearing of PPE and face coverings.

Physical space alterations: Physical distancing standards will be marked on the pavement for people to line up for restroom or parking machine payment use.

18. Boards, Commissions and Committees

Services: Planning Board and ZBA proposed to meet in June. All the rest, continue as in Phase 1.

Staff: Continue as in Phase 1.

Physical space alterations: Continue as in Phase 1.

PHASE 3 – APPROXIMATELY JULY 15

1. **General Cleaning and Disinfection:**

All areas where staff and/or customers will be allowed are to be disinfected and cleaned daily per Phases 1 and 2.

2. **Non-Customer Facing Operations:**

No changes planned from Phases 1 and 2; however, the Town Manager will review operations in light of new Center for Disease Control guidance.

3. **Customer Facing Operations:**

Continue full staff operations. In-person transactions will remain limited and will depend on the particular department and transaction. Maine CDC guidelines will remain in effect for all in-person transactions including physical distancing and face coverings. The Town Manager will review operations in light of new Center for Disease Control guidance.

4. **Town Clerk Customer Service Center:**

Services: No change from Phases 1 and 2.

Staff: No change from Phases 1 and 2.

Physical space alterations: No change from Phases 1 and 2.

5. **Planning and Code:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

6. **Finance/Administration:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

7. **Human Resources:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

8. **Police Department:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

9. **Harbormaster – Cape Porpoise Pier:**

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

10. Fire Department:

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

11. Wastewater Department

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

12. Public Works Department – Highway Division

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

13. Goose Rocks Beach:

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

14. Colony Beach and Parsons Way:

Services: No change from Phase 2.

Staff: No change from Phase 2.

Services: No change from Phase 2.

15. Parks and Recreation Center:

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.

16. Public Health

Services: Move toward getting back to new normal. Possibly having more than one patient and immediate family in the office at the same time. Social distancing will be enforced. Possibly relaxing the always locked-door policy. Also, possibly transitioning back into home visits. The home visits could return based on the science of the pandemic. Local, State, and Federal guidance will be used to help make that decision at the appropriate time.

Staff: Continued as in Phases 1 and 2.

Facility Alteration Needs: If door is unlocked, markings on the floor at 6 feet for social distancing. Possibly rearranging waiting room area as well to promote social distancing. Red tape would be the only supply needed to mark 6 feet apart.

17. Dock Square Parking Lot

Services: Continue as in Phase 2.

Staff: Continue as in Phase 2.

Physical space alterations: Continue as in Phase 2.

18. Boards, Commissions and Committees

Services: No change from Phase 2.

Staff: No change from Phase 2.

Physical space alterations: No change from Phase 2.