

Town of Kennebunkport  
Board of Selectmen Meeting VIA Zoom  
January 28, 2021  
6:00 PM

## MINUTES

**Selectmen attending via Zoom:** Allen Daggett, Patrick Briggs, Sheila Matthews-Bull, Edward Hutchins and D. Michael Weston.

**Others attending via Zoom:** Laurie Smith, Tracey O'Roak, David Powell, Mike Claus, Craig Sanford, Chris Simeoni, Jen Lord, John Everett, Breese Reagle, Eric Labelle, and others.

### 1. Call to Order.

Selectman Daggett called the meeting to order at 6:00 PM. He took **roll call** of Selectmen present: Allen Daggett, Patrick Briggs, Sheila Matthews-Bull, Edward Hutchins and D. Michael Weston.

### 2. Approve the January 14, 2021 and January 21, 2021 selectmen meeting minutes.

**Motion** by Selectman Briggs, seconded by Selectman Weston, to approve the January 14, 2021 and January 21, 2021, selectmen meeting minutes.

**Roll Call Vote on January 14, 2021 minutes:** Briggs, Hutchins, Weston, and Daggett. Selectman Matthews-Bull abstained as she was not at that meeting. **Voted:** 4-0.

**Motion passed.**

**Roll Call Vote on January 21, 2021 minutes:** Briggs, Hutchins, Weston, Matthews-Bull and Daggett. **Voted:** 5-0. **Motion passed.**

### 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. Consider the following renewal liquor license and special amusement permits submitted by:**

- Hidden Pond, LLC located at 356 Goose Rocks Road
- The Kennebunkport Inn, LLC located at One Dock Square
- Lodge on the Cove, LLC located at 29 South Maine Street
- Ivy One, LLC d/b/a The Clubhouse at Cape Arundel Inn located at 8 Old Fort Avenue
- Cape Arundel Inn, LLC located at 208 Ocean Avenue
- Yachtsman Hospitality, LLC located at 57 Ocean Avenue
- Tides Beach Club, LLC located at 930 Kings Highway
- The Boathouse at Kennebunkport, LLC located at 21 Ocean Avenue

**Motion** by Selectman Hutchins, seconded by Selectman Briggs to approve the renewal liquor and special amusement licenses to the above establishments. **Roll Call Vote:** Briggs, Hutchins, Weston, Matthews-Bull and Daggett. **Voted:** 5-0. **Motion passed.**

**5. Consider a renewal liquor license submitted by Taylormade Hospitality d/b/a Hurricane Restaurant located at 29 Dock Square.**

**Motion** by Selectman Hutchins, seconded by Selectman Briggs to approve the renewal liquor license for Taylormade Hospitality d/b/a Hurricane Restaurant. **Roll Call Vote:** Briggs, Hutchins, Weston, Matthews-Bull and Daggett. **Voted:** 5-0. **Motion passed.**

**6. Consider a renewal liquor license submitted by W & A, Inc. d/b/a Cape Pier Chowder House located at 79 Pier Road.**

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull, to approve the renewal liquor license for W&A, Inc. d/b/a Cape Pier Chowder House. **Roll Call Vote:** Briggs, Hutchins, Weston, and Matthews-Bull. Selectman Daggett abstained. **Voted:** 4-0. **Motion passed.**

**7. Appointment of Town Clerk and Registrar of Voters.**

Ms. Smith informed the board that after a thorough search, attracting a wide variety of candidates, the Town Clerk position was offered to Jamie Mitchell. Jamie grew up in Kennebunkport and is currently a Kennebunkport resident. She has worked for the last 17 years in the field of law as a Legal Assistant and Paralegal, most recently for the firm Drummond and Drummond in Portland. She is very organized, adept at process administration, and cares deeply about the Town of Kennebunkport. The Selectmen all warmly welcomed Jamie. **Motion** by Selectman Briggs, seconded by Selectman Hutchins to appoint Jamie Mitchell as Town Clerk and Registrar of Voters for a term to expire in March 2021 (when the Town does annual appointments for town officials). **Roll**

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

**8. Consider appointment to the Shellfish Conservation Committee.**

**Motion** by Selectman Matthews-Bull, seconded by Selectman Hutchins to appoint Kevin Philbrick to the Shellfish Conservation Committee for a term to expire in July of 2021 (when the Town does annual appointments for committees). **Roll Call Vote:** Briggs, Hutchins, Weston, Matthews-Bull and Daggett. **Voted:** 5-0. **Motion passed.**

**9. Annual Investment Presentation by Daniel Lay of H.M. Payson.**

Ms. Smith introduced Daniel Lay of H.M. Payson. Attorney Lay then presented an investment review, including the Kittredge and Picavet Trusts.

**Motion** by Selectman Hutchins, seconded by Selectman Matthew-Bull, to accept the Annual Investment Report as presented. **Roll Call Vote:** Briggs, Hutchins, Weston, Matthews-Bull and Daggett. **Voted:** 5-0. **Motion passed.**

**10. Presentation of FY2020 audit by Hank Farrah of RKO.**

Ms. Lord introduced Hank Farrah of Runyon Kersteen Ousellette. Mr. Farrah gave a brief overview of the FY 20 audit. He indicated that it was a clean report, and he found no material weaknesses or significant deficiencies.

**Motion** by Selectman Hutchins, seconded by Selectman Briggs, to accept the FY 20 Audit as presented. **Roll Call Vote:** Briggs, Hutchins, Weston, Matthews-Bull and Daggett. **Voted:** 5-0. **Motion passed.**

**11. Transfer to capital reserve fund in accordance with fund balance policy.**

Ms. Lord explained that in accordance with our fund balance policy, each year the Board of Selectmen review the fund balance after the audit presentation and transfer any funds in excess of the 18% target balance to the capital reserve account. This year the funds available for transfer are \$10,555.

**Motion** by Selectman Weston, seconded by Selectman Hutchinson, to transfer \$10,555 to the capital reserve account in accordance with the fund balance policy. **Roll Call Vote:** Briggs, Hutchins, Matthews-Bull, Weston, Daggett. **Voted:** 5-0. **Motion passed.**

**12. Presentation of Community Conservation Project by Rachel Carson National Wildlife Refuge.**

Staff from Rachel Carson National Wildlife Refuge addressed the Board to present details about a voluntary community conservation project in development called Rachel Carson's Conservation Champions: Businesses for a Greener Future. The project, which has been developed as part of the refuge's 50th year anniversary of being renamed in honor of Rachel Carson, aims to form partnerships between the refuge and the local business community and to inspire local business owners to implement environmentally sustainable practices at their business within a 1-year timeframe.

**13. Capital Budget Preliminary Review.**

Ms. Smith advised that Department Directors will be presenting a five-year capital improvement plan. Staff will be seeking feedback and guidance on priorities from the Selectmen. She advised that priorities will need to be determined to create a balanced budget. Each department presented their five-year capital improvement goals. Top priorities for the Selectmen were the communications equipment for the Police and Fire Departments as well as the Wastewater infrastructure.

**14. Adopt the Goose Rocks Beach Parking Sticker Rules/Regulations.**

Ms. Smith stated that staff is not recommending any changes to the Beach Parking sticker fees. Current fees are:

- Resident seasonal \$5.00
- Nonresident daily \$25.00
- Nonresident weekly \$100.00
- Nonresident seasonal \$200.00

**Motion** by Selectman Hutchins, seconded by Selectman Briggs, to adopt the Beach Sticker Fees for 2021 as stated above. **Roll Call Vote:** Briggs, Hutchins, Matthews-Bull, Weston, and Daggett. **Voted:** 5-0. **Motion passed.**

**15. Accept the following donations to the Carol Cook Garden:**

- \$5 from Andrea Languirand
- \$5 from Amanda & Werner Gilliam
- \$5 from Laurie Kelly

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull, to accept the above donations to the Carol Cook Garden. **Roll Call Vote:** Briggs, Hutchins, Matthews-Bull, Weston, and Daggett. **Voted:** 5-0. **Motion passed.**

**16. Accept the following donations from the Holiday Trail of Lights:**

- \$50 to the Nurse's general account
- \$425 to the Emergency Fuel Fund
- \$515 to the Parks & Rec Scholarship Fund

**Motion** by Selectman Hutchins, seconded by Selectman Matthews-Bull, to accept the above donations from the Holiday Trail of Lights. **Roll Call Vote:** Briggs, Hutchins, Matthews-Bull, Weston, and Daggett. **Voted:** 5-0. **Motion passed.**

**17. Other Business.**

Ms. Smith advised that there is another donation to accept in the amount of \$2,000 from the Kennebunkport Resident's Association to the Nurse's general account.

**Motion** by Selectman Briggs, seconded by Selectman Hutchins, to accept the \$2,000 donation from the KRA to the Nurse's general account. **Roll Call Vote:** Briggs, Hutchins, Matthews-Bull, Weston, and Daggett. **Voted:** 5-0. **Motion passed.**

Ms. Smith brought forward a Waiver of Rights regarding the project to repair the east and west jetties. Discussion ensued regarding the timeline for the project and whether to sign the waiver.

**Motion** by Selectman Weston, seconded by Selectman Briggs to give Laurie Smith authority to negotiate the construction contract for the jetty repair. **Roll Call Vote:** Briggs, Hutchins, Matthews-Bull, Weston, and Daggett. **Voted:** 5-0. **Motion passed.**

Ms. Smith updated the Board on a program that Rowe Westbrook brought to the Town. Hyundai is offering a rebate on two electric vehicles: the Kona and the Ioniq. The Town could lease these vehicles for \$0 for three years with rebates from Efficiency Maine and Hyundai. The lease would allow for 10,000 miles per year. Rowe Westbrook brought a car to town hall for staff to see. Ms. Smith suggested vehicles for the Nurse's Office and the Planning Department. The Selectmen were all on board with moving forward with this offer.

**18. Approve the January 28, 2021, Treasurer's Warrant.**

**Motion** by Selectman Briggs, seconded by Selectman Hutchins to approve the January 28, 2021 Treasurer's Warrant. **Roll Call Vote:** Briggs, Hutchins, Matthews-Bull, Weston, and Daggett. **Voted:** 5-0. **Motion passed.**

**19. Adjournment.**

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

**Voted:** 5-0. **Motion passed.**

The meeting adjourned at 8:41 PM.

Submitted by,  
Tracey O'Roak  
Administrative Assistant