



TOWN OF KENNEBUNKPORT, MAINE

**AMENDED Board of Selectmen Agenda  
December 23, 2021 @ 9:00 AM  
VIRTUAL MEETING VIA ZOOM**

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1. Call to Order.
2. Approve the December 9, 2021, selectmen meeting minutes.
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.)
4. Accept a \$500 donation from Richard Driver to the emergency fuel fund.
5. Other business.
6. Approve the December 23, 2021, Treasurer's Warrant.
7. Adjournment.

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# AGENDA ITEM DIVIDER

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Town of Kennebunkport  
Board of Selectmen Meeting VIA Zoom  
December 9, 2021  
6:00 PM

## MINUTES

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

**Others attending via Zoom:** Tracey O’Roak, Christopher Simeoni, Eric Labelle, John Everett, Werner Gilliam, Eli Rubin, Craig Sanford, Alison Kenneway, Stephanie Simpson, Tom Morgan, Liz Durfee, Beth Richardson, Karina Graeter, and Abbie Sherwin.

**1. Call to Order**

Selectman Matthews-Bull called the meeting to order at 6:05 PM. She took roll call of Selectmen present: Allen Daggett, Patrick Briggs, Michael Weston, and Sheila Matthews-Bull. Absent: Edward Hutchins.

**2. Approve the November 24, 2021, meeting minutes.**

**Motion** by Selectman Daggett seconded by Selectman Briggs to approve the November 24, 2021, selectmen meeting minutes. **Roll Call Vote:** Briggs, Weston, and Daggett. Selectman Matthews-Bull abstained as she was not at the November 24, 2021 meeting. **Voted:** 3-0. **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.)

Jim McMann acknowledged and thanked staff for their due diligence in the matter of establishing residency status for school board member, Louis Braxton, Jr.

**4. Appoint Beth Richardson to the Recreation Committee.**

Stephanie Simpson, Parks & Recreation Director, introduced Beth Richardson and recommended that she be appointed to the Recreation Committee.

**Motion** by Selectman Weston seconded by Selectman Daggett to appoint Beth Richardson to the Recreation Committee with a term to expire July 2022. **Roll Call Vote:** Briggs, Weston, Daggett, and Matthews-Bull. **Voted:** 4-0. **Motion passed.**

**5. Presentation by Kennebunkport Heritage Housing Trust Board.**

Patrick Briggs gave an update on the work that the Heritage Housing Trust has been doing over the past two years. Patrick Clancy, Vice-President, and Sarah Dore, Secretary, of the KHHT Board advised how the Trust has brought the homes to fruition. Ms. Dore indicated that this community is 17 residents, and our schools 7

students stronger, because of this first neighborhood. She also outlined the challenges that the Board faces in moving forward with the next phase of the project.

Selectman Matthews-Bull commended the KHHT Board for their work. Selectman Daggett stated that he would like the Selectboard discuss donating town owned land to the next project at the first meeting in January.

**6. Presentation of new Sand for Seniors program.**

Alison Kenneway, Public Health Director, presented a new program to provide seniors of our community with a bucket of sand delivered to their home. It is intended for those 65+ who are unable to carry a heavy bucket of sand safely back home. The Public Health and Public Works departments have joined forces to provide the buckets of sand to be used on walkways and steps in hopes of preventing slips and falls during the cold winter months of ice and snow. Many local businesses have stepped up to donate empty buckets and lids in support of this program. To request a bucket for your home, call the Public Health Office at 967-4401 and leave your name and address with a description of where you would like the bucket placed. Buckets will be delivered within a few days of receiving the request.

**7. Update on Radio Tower project.**

Police Chief, Craig Sanford, advised that the Public Safety team has been working to bring the radio project to implementation. The hope was to bring forward the final proposal to the Board tonight but, unfortunately, contract negotiations and final project review have not been completed. There is a third-party reviewing the proposals from Motorola and the local vendor to see if the contract, as drawn up, will serve the community and meet budget requirements. They are hoping to bring forward a final contract at a meeting next month.

**8. Presentation of Conservation Commission priorities for 2021-2022.**

Carol Morris, Chair of the Conservation Committee, presented five goals of the Committee for the upcoming year. Discussion ensued on each of the goals listed below.

1. *Create a Pesticide Ordinance.*
2. *Demonstration project to create a volunteer effort on clearing invasive plants.*
3. *Assess town-owned lands and make recommendation on which lands are most critical to conserve in terms of carbon sequestration, habitat, soil value, etc.*  
Selectman Weston questioned who would do the work and whether the volunteers would be qualified to make such recommendations.
4. *Support the Planning Department in climate change activities (education and outreach).* Discussion ensued regarding the Conservation Commission's intended involvement in the Planning Board process.

5. *Build recognition for KCC as a strong and active conservation organization and increase awareness of the personal actions that citizens can take toward making our environment cleaner and more resilient.*

**9. Overview of climate change work and initiatives.**

Eli Rubin, Community Planner, as well as Karina Graeter and Abbie Sherwin of SMPDC, gave a recap of several ongoing projects related to the Board's goals related to climate change. Discussion ensued regarding the flooding issue in Dock Square and Lower Village. Laurie Smith, Town Manager, advised that in 2022, the Army Corp will give strategies for 2023 and beyond.

**10. Comprehensive Plan updates.**

Eli Rubin, Community Planner, and Werner Gilliam, Director of Planning and Codes, updated the Board on the Comprehensive Plan work that has been done by the Growth Planning Committee and consultants, Liz Durfee and Tom Morgan, over the past few years. They advised that the goal is to bring the work before the voters at town meeting in June 2022. Tourism was discussed as part of the Plan, including bicycle and walking paths. Tom Morgan directed the public to the website for updates [www.kennebunkportcp.info](http://www.kennebunkportcp.info).

**11. Update on Short-Term Rentals.**

Eli Rubin, Community Planner, and Werner Gilliam, Director of Planning and Codes, updated the Board on the STR registration process. Since the online portal opened on November 5<sup>th</sup>, 255 applications have been submitted; 173 have been approved; and 78 are pending review. The turnaround time is 3-4 weeks, at most. They have identified 140 units that are being advertised online but have not yet applied. The Town has been proactive with notification by mailing certified letters. The application deadline is December 31, 2021.

**12. Commit sewer fees for two newly occupied properties.**

Christopher Simeoni, Public Works Director, requested sewer commitments on two new homes located at 14 Timber Way and 7 Beryls Way.

**Motion** by Selectman Daggett, seconded by Selectman Briggs to commit sewer bills to 14 Timber Way for \$72.09 and 7 Beryls Way for \$129.77. **Roll Call Vote:** Briggs, Weston, Daggett, and Matthews-Bull. **Voted:** 4-0. **Motion passed.**

**13. Approve waste hauling permits for 2022.**

Laurie Smith, Town Manager, advised that there were two applications for 2022. They were from Casella Waste Management (Pine Tree Waste) and Waste Management of Maine. Their applications were complete and fees have been paid.

**Motion** by Selectman Weston seconded by Selectman Daggett to approve the waste hauling permits for Cassella Waste Management and Waste Management of Maine.

**Roll Call Vote:** Briggs, Weston, Daggett, and Matthews-Bull. **Voted:** 4-0.

**Motion passed.**

**14. Accept the following donations to the nurses' general account:**

- \$50 from Patricia Tynan
- \$50 from Laurie Lord
- \$100 from Valerie Jackson
- \$1,000 from the Kennebunkport Residents Association

**Motion** by Selectman Daggett, seconded by Selectman Briggs to accept the referenced donations to the nurses' general account. **Roll Call Vote:** Briggs, Weston, Daggett and Matthews-Bull. **Voted:** 4-0. **Motion passed.**

**Accept the following donation to the nurses' general needs account.**

- \$500 from Kathy Anuszewski

**Motion** by Selectman Daggett seconded by Selectmen Briggs to accept a \$500 donation from Kathy Anuszewski to the nurses' general needs account **Roll Call Vote:** Briggs, Weston, Daggett and Matthews-Bull. **Voted:** 4-0. **Motion passed.**

**15. Other business.**

Selectman Matthews-Bull thanked everyone who participated in Prelude this past weekend. She encouraged everyone to come back for the second weekend.

Laurie Smith thanked the Board and staff for the amount of work that has been done this past year. The staff and Selectmen make the town the wonderful place that it is.

Selectman Weston announced that the next meeting will be on December 23<sup>rd</sup> at 9 AM. It will be a short warrant signing meeting.

**16. Approve the December 9, 2021, Treasurer's Warrant.**

**Motion** by Selectman Weston seconded by Selectman Daggett to approve the December 9, 2021, Treasurer's Warrant. **Roll Call Vote:** Briggs, Weston, Daggett, and Matthews-Bull. **Voted:** 4-0. **Motion passed.**

**17. Adjournment.**

**Motion** by Selectman Briggs seconded by Selectman Daggett to adjourn. **Roll Call Vote:** Briggs, Weston, Daggett, and Matthews-Bull. **Voted:** 4-0. **Motion passed.**  
Meeting adjourned at 8:10 pm.

Submitted by,  
Tracey O'Roak  
Administrative Assistant