

Kennebunk Pond Committee

Minutes: September 21, 2023 , Meeting, 6 p.m.

Members Present: Karen Kane, Chairperson, Lynda Carscallen, Secretary, Bridget Grenier, member, Priscilla Ouelette, member, Amber Swett, member and Board Representative, Dave Alves, member, by telephone, departing at 6:28 p.m.

Karen Kane convened the meeting at the Lyman Library at 6:00p.m. This was the Committee's first public meeting.

Public Comment Time: Karen Kane addressed individuals representing the Public by indicating the Committee would follow the same procedure as is the Select Board and allot 3 to 5 minutes for "public comment." Mr. Ken Burr, Poor Farm Road, shared his thoughts regarding the type of gate that the Committee should consider for the parking lot. He recommended a simple gate as opposed to a sophisticated and overly expensive gate.

Agenda Items:

Approval of Minutes: Committee members reviewed and approved the minutes from the meeting held on August 31, 2023. These minutes were signed by the Secretary and provided to the Chairperson for posting and filing.

Automated Gate Update: The Chairperson provided a description of the gate that was prepared for companies wishing to provide gate quotes. She indicated that two quotes had already been received, and another was pending. While several gate options had been explored by the Committee, members had agreed that a simple gate with double arms for entry and exit, having the ability to be programmed for "dawn to dusk" opening and closing hours throughout the seasons, was preferred. In addition, the gate should have the capacity to be adjusted to a fee-paying system should the town wish to do so at a future date. Dave Alves expressed that he believed this feature was essential.

The Committee reviewed the requirements for RFP vs. Quotes. Items expected to cost \$10,000 or greater must be posted as an RFP (Request for Proposals), while items expected to cost between \$5000 and \$10,000 go through a quote process. Typically, three quotes are useful for range of choice. The Chairperson indicated that next Friday, September 29, would be the last day for submission of quote. These quotes will be submitted to the Board with the Committee's recommendations.

Electrical Contractor Requirements for Gate / Camera Installation and Town Process: Discussion began with acknowledgement that an electrician must be hired to install the components and conduits needed to operationalize the gate. The gate company will

determine the scope of the work such as power needs and laying wires, etc., for the electrical installation. The gate company typically does the final connections. The Committee anticipates there will be a need for electrical quotes as we proceed.

Some discussion regarding the installation of cameras in the pond lot followed. Members expressed confusion and frustration regarding the status of the cameras and their installation. Previous emails with references to this topic were read. It was questioned whether the cameras at the Transfer Station and their installation process might shed some light on the status of pond cameras, their potential cost, as well as installation costs, and whether they may have already been purchased.

Review of Proposed Signage: Karen Kane distributed a draft list of some of the signs the committee had talked about at past meetings. We agreed that the proposed list was comprehensive. The list will be attached to these minutes with the following additional commentary recommended by committee members:

- “No lifeguard on duty—Swim at your own risk”
 - Should be separated into two distinct signs
 - One of each should be placed in the lot and another set at the beach
- “Gates open at....and lock at...” will need to be monitored and set by a town employee as hours of dawn and dusk change on a seasonal basis. This will be posted on or at the gates.
 - These hours should be posted on the Town Facebook page
- The “No Alcohol” sign should be changed to state, “No Alcohol or Smoking”
- “Dispose of all Trash” should be added
- “Please enjoy and Keep YOUR Beach Clean” --the word ,“Your” should be added

Committee members also suggested that the final 5 bulleted items on the signage list (attached) could be on one sign and posted on the shed for general viewing.

Review of Quote from Bean Data for Camera/Network Set-up and Next Steps: We reviewed the information provided by Bean Data, the company contracting with the Town for networking and technology support, forwarded to us by Lindsey Gagne, Town Manager. It seemed likely that the service being required for the pond would be outside of the Town’s contract already in place. This quote also included the cost of 3 cameras and their mounting. Consequently, additional costs would need to be considered. In addition to installation needs, the cost of a monthly service contract was estimated at \$160/month. We learned that we could use a data company other than Bean Data.

Amber Swett shared that Bean Data covers the Transfer Station. She indicated that she

would speak with Lindsey Gagne regarding the Bean contract and any outsourced electrical needs.

We learned that because of the location of the pond lot, we would not be using the same internet provider as is used by the Town offices (GWI). Spectrum would be the provider for the lot area.

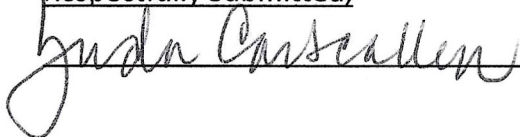
After discussion, we agreed to table this topic temporarily, revisiting it after the gate quotes are presented to the Board, as the type of gate selected may also play into data decision-making.

In Closing: We reviewed the general contractor timeline, with a hopeful start in mid-October and requiring about 25 days (about 3 and a half weeks) to completion. Planting will occur in the spring. Trenching will hopefully be done in the fall so that the gate platform can be installed. Stakes have been re-marked on the Daigle property.

Prior to adjourning, the Committee welcomed two members of the public who joined us late. Anne and Rock Agustino, from Day Road, asked questions about ice fishing at night and the hours proposed for opening and closing of the parking lot. Karen Kane explained that set times are a Board decision and outside of the scope of our committee, and that the opening time has long been around 5 a.m.

The Chairperson called to adjourn the meeting at 7:16 p.m. We set October 5th as our next meeting to be held at the Lyman Library.

Respectfully Submitted,

 Lynda Carscallen, Secretary