

TOWN OF KENNEBUNK
BUDGET BOARD
AGENDA
TUESDAY, NOVEMBER 17, 2020 – 6:00 P.M.

**This meeting will be conducted through
the electronic platform [Zoom](#), as described below.**

ZOOM MEETING
INSTRUCTIONS FOR COMMUNITY PARTICIPATION

This meeting will be conducted using [Zoom](#), a web-based video conferencing tool, under [1 M.R.S.A. § 403-A](#), which authorizes the Town to hold remote meetings during the state of emergency declared by the Governor due to the outbreak of COVID-19.

Time: November 17, 2020 6:00 PM Eastern Time (US and Canada)

Ways to join the webinar:

- By computer or mobile device:
<https://us02web.zoom.us/j/85202537296?pwd=SVYyK0s4OENqQWVqQWJFdmJIN1Nodz09> or go to [ZOOM](#)
or
- By Phone 1 312 626 6799 US or 1 646 876 9923 US or 1 669 900 6833

Webinar ID: 852 0253 7296

Passcode: 197104

Please take a minute to read these important Instructions before you join:

- Please mute your audio and disable your video before joining
- Here are some brief videos to help familiarize you with the Zoom platform
 - [Joining a Zoom Meeting](#) (brief instructional video)
 - [Video or Audio off by Attendee](#) (brief instructional video)
 - [Attendee Controls in a Meeting](#) (brief instructional video)
- PUBLIC COMMENT: If you wish to speak on an agenda item and you are:
 - Joining via your computer or cell phone
 - Please use the “raise your hand” feature by clicking “participants” (computer). The host will be notified and will identify you when it is your turn to comment.
 - Joining via landline phone:
 - The following commands can be entered using your phone’s dial pad while in a Zoom meeting. The host will be notified and will identify you when it is your turn to comment.
 - *6 - Toggle mute/unmute
 - *9 - Raise Hand

Article 1. Open meeting

Article 2. To approve meeting minutes –

January 30, 2020 (Beal, Burnham, Costin, Morin, Wellman)

<https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/01302020-2322>

February 1, 2020 (Beal, Burnham, Costin, Morin; Wellman absent)

<https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/02012020-2323>

February 4, 2020 (Beal, Burnham, Costin, Morin, Wellman)

<https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/02042020-2324>

February 6, 2020 (Beal, Burnham, Costin, Morin, Wellman)

[https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/ 02062020-2325](https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/02062020-2325)

February 8, 2020 (Beal, Burnham, Costin, Morin, Wellman)

[https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/ 02082020-2326](https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/02082020-2326)

April 18, 2020 (Beal, Burnham, Costin, Morin; Wellman absent)

[https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/ 04182020-2380](https://www.kennebunkmaine.us/AgendaCenter/ViewFile/Minutes/04182020-2380)

Article 3. To elect officers.

Article 4. To review FY19-20 preliminary unaudited budget v actual.
To review FY20-21 first quarter budget v actual.

Article 5. To review the specific capital requests for upcoming FY20-21 with Town Division Directors and Department Heads.

Article 6. To review long-term debt balances (outstanding bonds), and future debt service commitments.

Article 7. To discuss the Standards of Conduct in the TOK Committee Handbook, as requested by John Costin. (see next page)

Article 8. To discuss any other business.

View supporting documentation:

[\(pages 1-29\)](#)

[\(pages 29-76\)](#)

STANDARDS OF CONDUCT

The Select Board recognizes the importance of civil discourse at all levels of the government including those who volunteer their time and services on behalf of the Town. Committee members are representatives of the Town. Members should conduct themselves so as to maintain public confidence in their local government and in the performance of the public trust. They should treat with respect and civility the rights of all fellow members, attendees and staff regardless of any differences of opinion. In turn, it is expected that those members from the community attending Town committee meetings will display respect for the public, committee members and Town staff. Professional respect does not preclude differences of opinion, but calls for respect for those differences and the people who express them. Everyone should strive for civil discourse on all matters. Committee members are expected to act in a professional manner at meetings even when diverse ideas and opinions are presented. If differences cannot be resolved, committee members should consult the staff liaison who will seek to assist in finding resolution.

All employees, committee members and volunteers are expected to uphold and abide by the Town's Anti-Harassment and Discrimination policy, which requires that:

- Employees, committee members and volunteers shall refrain from any form of workplace abuse, harassment, discrimination, or violence. This includes refraining from unwelcome, offensive, or abusive comments or conduct, or discriminatory treatment, related to an individual's race, religion, age, sex, physical or mental disability, sexual orientation, including gender identity and expression, national origin, genetic predisposition, color, political affiliation, whistleblower activity, or any other status protected by law.
- Employees and volunteers shall cooperate fully in any investigation of a workplace abuse, harassment, discrimination, or violence complaint.
- Failure to adhere to these standards is a violation of law and Town policy and may result in removal from the committee.