

**TOWN OF KENNEBUNK
BUDGET BOARD
MEETING MINUTES
TUESDAY, JANUARY 15, 2019 – 6:00 P.M.
TOWN HALL
3rd FLOOR – ROOM 300**

1. CALL TO ORDER

On Tuesday, January 15, 2019 at 6:00 p.m., Tom Wellman, Chairman of the Budget Board (BB), called to order a meeting of the Budget Board of the Town of Kennebunk. Budget Board members present were Wellman, Beal, Burnham, Costin. Member Wiggins was absent. There are currently two vacant positions on the Board. Also present were Town Manager Pardue and Finance Director Downs.

2. TO ELECT OFFICERS

After a brief discussion, the consensus of the Board was to defer the election of officers until such time that all appointed members of the Board are present for the election.

A motion was made to nominate **Burnham as the liaison to the Board of Trustees of the Kennebunk Free Library.**

MOVED: Costin
SECONDED: Wellman
MODIFICATIONS: None
VOTE: 4 in favor, 0 opposed, 1 absent. The motion passed.

A motion was made to nominate **Costin as the liaison to the governing board of Regional School Unit No. 21.**

MOVED: Burnham
SECONDED: Wellman
MODIFICATIONS: None
VOTE: 4 in favor, 0 opposed, 1 absent. The motion passed.

3. TO REVIEW PROPOSED MISSION STATEMENT/BY-LAWS

The Board reiterated the decision from last year which concluded that no mission statement or by-laws are needed due to the Town Charter outlining the Board's mission and processes to be followed.

4. REVIEW FY2017-18 and FY2018-19 YEAR-TO-DATE

Downs reviewed the Town's "budget versus actual" financial results for fiscal years 2017-18 and the year-to-date results for fiscal year 2018-19 with the Board.

5. REVIEW THE 15-YEAR CAPITAL PLAN

Downs reviewed the 15-year capital plan with the Board. The fiscal years in the plan are FY2019-20 through FY2032-33.

6. REVIEW THE BUDGET BOARD CAPITAL RESERVE ACCOUNT BALANCE AND ACTIVITY.

Downs reported that the current balance in the Budget Board’s capital account at December 31, 2018 is \$29,177. That balance is after various previously approved expected purchases, payments and reimbursements were deducted from the balance per the general ledger. The Board was reminded that the Budget Board voted to cease funding of this account last year, and transfer any remaining funds to the Board of Selectmen’s capital reserve account.

7. REVIEW THE SPECIFIC CAPITAL REQUESTS FOR UPCOMING FY2019-20 WITH TOWN DIVISION DIRECTORS AND DEPARTMENT HEADS

The capital requests from the following divisions were presented to the Budget Board.

Police

Fire & EMS

Public Services

Recreation

General Government, Information Technology and other infrastructure

Town Engineer – various projects

8. REVIEW LONG-TERM DEBT BALANCES (OUTSTANDING BONDS AND LEASES), AND FUTURE DEBT SERVICE COMMITMENTS

Downs reviewed the 15-year debt service payment schedule with the Board, focusing on the increases for FY2020-21, FY2021-22, FY2022-23, and FY2023-24.

9. REVIEW UPCOMING BUDGET MEETING DATES

The budget meetings to review the proposed FY2019-20 Budget will be held on the third floor of the Town Hall in Room 301 on the following dates.

Meeting 1	Tuesday, January 29, 2019	6:30-9:00 pm
Meeting 2	Thursday, January 31, 2019	6:30-9:00 pm
Meeting 3	Saturday, February 2, 2019	8:30-11:30 am
Meeting 4	Tuesday, February 5, 2019	6:30-9:00 pm
Meeting 5	Thursday, February 7, 2019	6:30-9:00 pm
Meeting 6	Saturday, February 9, 2019	8:30-11:30 am

If needed:

Meeting 7	Wednesday, February 13, 2019	6:30-9:00 pm (if needed)
Meeting 8	Saturday, February 16, 2019	8:30-11:30 am (if needed)

Budget Board Meeting Minutes

January 15, 2019

Page 3

The meetings are open to the public and can be viewed in person at the Town Hall, on Cable TV channel 1302, or online at www.townhallstreams.com.

The information provided in the budget book (budget schedule, backup information, etc.) can be viewed online at: www.kennebunkmaine.us/budget.

10. DISCUSS ANY OTHER BUSINESS

No other business was discussed.

11. ADJOURNMENT

A motion was made to adjourn the meeting at approximately 8:25 pm.

MOVED: Burnham

SECONDED: Wellman

MODIFICATIONS: None

VOTE: 4 in favor, 0 opposed, 1 absent. The motion passed.



Date: 3/26/2019