

TOWN OF KENNEBUNK
BOARD OF SELECTMEN AND BUDGET BOARD
JOINT MEETING MINUTES
SPECIAL MEETING – FEBRUARY 7, 2019

1. CALL TO ORDER

On Thursday, February 7, 2019 at 6:30 p.m., Richard Morin, Chairman of the Board of Selectmen, called to order a Special Meeting of the Board of Selectmen (BoS) of the Town of Kennebunk. Thomas Wellman, Chairman of the Budget Board (BB), called to order a meeting of the Budget Board of the Town of Kennebunk. Present were Selectmen Morin, Baldwin, Berry, Karytko, Schulte, and Ward. Selectman Cluff was absent. Budget Board members present were Wellman, Beal, Burnham, Brewitt, Costin, Wheeler, and Wiggins. Also present were Town Manager Pardue and Finance Director Downs.

2. TO DISCUSS THE FY2019-20 PROPOSED BUDGET

The two Boards discussed budget items and the following votes were taken:

Motion	Amount as Voted	Budget Board	Selectmen	Notes
Votes represent: in favor / opposed / absent / abstention				
To authorize the issuance of general obligation bonds or other borrowing as recommended by staff for \$1,028,000 for road projects: - Merrifield Drive (w/ sidewalks) - Barnard Lane	\$1,028,000	7/0/0/0		
To authorize the issuance of general obligation bonds or other borrowing as recommended by staff for \$1,373,000 for road and sidewalk projects: - Merrifield Drive (w/ sidewalks) - Barnard Lane - Sea Road Sidewalk (Summer Street to School) - Sea Road Sidewalk (School to Riverbend)	\$1,373,000		1/5/1/0	BoS Karytko in favor, BoS Cluff absent
To authorize the issuance of general obligation bonds or other borrowing as recommended by staff for \$1,028,000 for road projects: - Merrifield Drive (w/ sidewalks) - Barnard Lane	\$1,028,000		6/0/1/0	BoS Cluff absent
To transfer unassigned general fund balance for the following: 1> Vehicles, equipment & projects capital accounts 2> Board of Selectmen's capital reserve account and operational contingency account. Total (see Attachment #1)	\$984,000 <u>\$100,000</u> <u>\$1,084,000</u>	7/0/0/0	6/0/1/0	BoS Cluff absent

Department / Division	Amount as Voted	Budget Board	Selectmen	Notes
Votes represent: in favor / opposed / absent / abstention				
To use TIF district funds of \$175,000 for vehicles, equipment and projects. - Fire Chief's Command Truck (WK-UC), net of existing bond proceeds - Skid Steer Tracks (WK-UC) - Lower Village Master Plan Design (LV) - Traffic Lights and related equipment (all districts) - Lafayette Park Stage (Rt 1) - Transfer of funds from Wk-UC TIF to replenish the BoS capital reserve account for a used chipper (discussed by BoS 2/5/2019)	\$175,000	7/0/0/0	6/0/1/0	BoS Cluff absent
FY19-20 Debt Service Payments - 1> From FY19-20 tax appropriation 2> From unassigned general fund balance (surplus) Total Debt Service	\$1,031,367 <u>\$100,000</u> <u>\$1,131,367</u>	7/0/0/0	6/0/1/0	BoS Cluff absent
Tax Increment Financing Districts – All three combined - recurring operating costs, salaries, wages, reimbursements, and credit enhancements (see Attachment #2, less KDC funding)	\$368,880 <u>(\$5,000)</u> <u>\$363,880</u>	3/4/0/0		BB Beal, Costin, Wheeler in favor
Tax Increment Financing Districts – All three combined - recurring operating costs, salaries, wages, reimbursements, and credit enhancements (see Attachment #2)	\$368,880	5/2/0/0		BB Costin, Wheeler opposed
Tax Increment Financing Districts – All three combined - recurring operating costs, salaries, wages, reimbursements, and credit enhancements (see Attachment #2, less economic director funding and KDC funding)	\$368,880 <u>(\$95,000)</u> <u>\$273,880</u>		1/5/1/0	BoS Karytko in favor, BoS Cluff absent

Department / Division	Amount as Voted	Budget Board	Selectmen	Notes
Votes represent: in favor / opposed / absent / abstention				
Tax Increment Financing Districts – All three combined - recurring operating costs, salaries, wages, reimbursements, and credit enhancements (see Attachment #2)	\$368,880		4/2/1/0	BoS Karytko, Morin opposed, BoS Cluff absent
Tax Increment Financing Districts – All three combined - debt service (see Attachment #2)	\$605,052	7/0/0/0	6/0/1/0	BoS Cluff absent

The attached detail listing is incorporated into these minutes by reference.

3. ADJOURNMENT

There being no further business to come before the Boards at this time, the Boards adjourned at 9:20 p.m.


 Kennebunk Budget Board


 Kennebunk Board of Selectmen

Date Minutes Approved: 03/26/2019

Date Minutes Approved: 3/12/19

ATTACHMENT # 1

Town of Kennebunk		3/7/2019	A = C + D + E + F + G + H							
PROPOSED Capital Projects, Vehicles & Equipment		A	B	C	D	E	F	G	H	I
FY19-20	Description	FY19-20 AMOUNT	NOTES / ITEMS DEFERRED	PRIORITY	Unassigned Reserves - General Fund Balance	Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (TIFs)	Existing Debt Service - Appropriation / Taxation	Current TIF Special Revenue Fund Balance	Deferred
POLICE DEPARTMENT										
1	Equipment									
2	Police	\$0								
3										
4										
5										
6	Total Police	\$0								
FIRE DEPARTMENT										
7	Equipment									
8	Vehicle Extrication Equipment - Central	\$35,000		1						
9	Vehicle Extrication Equipment - WK	\$11,000		1						
10	Central Station Vehicle Ramp/Apron	\$11,500		2						
11	Blueberry Plains Station	\$10,000		3						
12	Chief's Command Truck (replacement - def last year)	\$45,000	WK-UC TIF	4					\$45,000	
13	(Total cost: \$60,000; applying \$15,000 from unspent fire truck bond proceeds)									
14	Central Station Sally Port Floor Drain & Side Door Replac	\$10,500		5						
15	Tank 2 Replacement	\$280,000		6						
16										
17	Total Fire Department	\$123,000							\$45,000	
EMS / AMBULANCE										
18	EMS									
19	Cardiac Compression Device (3 units)	\$48,000		1						
20	Video Laryngoscope (2 units)	\$4,000		2						
21	Ambulance Replacement (bariatric unit)	\$330,000	Fleet reduction							
22										
23										
24	Total EMS / Ambulance	\$52,000								
EMERGENCY MANAGEMENT										
25	EMA									
26	Generator - Hillcrest Repeater/Microwave	\$25,000		1						
27	Generator Town Garage - defer facility rebuild	\$50,000								
28										
29										
30	Total EMA	\$25,000								
PUBLIC SAFETY & GEN GOVT										
31										
32	Multi-Division Admin Veh - PD, FD, GG, etc -used car (replacement)	\$30,000								
33	PD & Fire/EMS Microwave System Replacement - Kbk / Sanford RCC	\$0	Defer \$180,000 and evaluate							
34										
35	Total Emergency Management	\$30,000								
36										

Town of Kennebunk		3/7/2019		A = C + D + E + F + G + H									
PROPOSED Capital Projects, Vehicles & Equipment				A	B	C	D	E	F	G	H	I	
FY19-20				FY19-20 AMOUNT	NOTES / ITEMS DEFERRED	PRIORITY	Unassigned Reserves - General Fund Balance	Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (TIFs)	Existing Debt Service - Appropriation / Taxation	Current TIF Special Revenue Fund Balance	Deferred	
Line	Type	Division/Department	Description										
PUBLIC SERVICES DIVISION (Highway & Parks)													
37	Vehicle	Public Works	Single Aede Dump/Plow Truck (deferred last year)	\$180,000		1	\$180,000						
38	Equipment	Public Works	AVL/GPS - 10 Vehicles/Equipment	\$10,000		2	\$10,000						
39	Vehicle	Public Works	Crew Cab Truck w/ plow - 3/4 Ton (replace 1/2 Ton)	\$52,000		3	\$52,000						
40	Equipment	Public Works	Chipper (used) (deferred for several years)	\$0	BoS approved 2/5/19; \$18,500 from BoS Cap Reserve; replenish through WK-UC TIF								
41	Equipment	Public Works	Tracks for Skid Steer	\$5,000	WK-UC TIF	4	\$5,000				\$5,000		
42	Equipment	Public Works	Fencing - Lloyd Nadeau Field	\$5,000		5	\$5,000						
43													
44													
45													
46													
47													
48	Facilities	RECREATION											
49		Recreation	Teen Center - Demolition	\$50,000	Close & Remove		\$50,000						
50													
51													
52													
53													
54	Projects												
55	Software	Planning	Town Projects / Surveys	\$5,000									
56	Furniture/Fixture	General Govt	Assessing & PS - GIS Programming (catch basin mapping)	\$10,000			\$10,000						
57	Software	Info Tech	Desks (replacements)	\$5,000			\$5,000						
58	Software	Info Tech	Software Updates - Windows/Exchange/SQL	\$43,000			\$43,000						
59	Equipment	Info Tech	Identical Operating Backup Site - West KFD	\$35,000	REDUCED 2/5/2019 (was \$64k)		\$35,000						
60			Desktop/Laptop Replacements - all divisions	\$15,000			\$15,000						
61													
62													
63													
64													
TOTAL - Highway & Parks				\$252,000			\$0	\$247,000	\$0	\$0	\$0	\$0	
Total Recreation				\$50,000			\$0	\$50,000	\$0	\$0	\$0	\$0	
GENERAL GOVERNMENT													
Total General Government				\$113,000			\$0	\$113,000	\$0	\$0	\$0	\$0	
SUBTOTAL - Vehicles, Equipment, Special Projects, etc.				\$645,000			\$0	\$695,000	\$0	\$0	\$50,000	\$0	

Town of Kennebunk		3/7/2019		A = C + D + E + F + G + H									
PROPOSED Capital Projects, Vehicles & Equipment				A	B	C	D	E	F		G	H	I
Line	Type	Division/ Department	Description	FY19-20 AMOUNT	NOTES / ITEMS DEFERRED	PRIORITY	Unassigned Reserves - General Fund Balance	Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (TIFs)	Existing Debt Service - Appropriation / Taxation	Current TIF Special Revenue Fund Balance	Deferred	
PUBLIC SERVICES DIVISION: ROADS & SIDEWALKS													
65	Infrastructure	Public Works	Roads - Crack Seal - Included in paving projects	\$0			\$0						
66			Road & Drainage Materials - Misc Projects	\$30,000		1	\$30,000						
67			Rubber Tire Excavator (3 month rental)	\$24,000		1	\$24,000						
68			Guardrails - Twine Mill, Maguire, Whitten	\$27,000		1	\$27,000						
69			Port Rd 1.5" overlay - Commons Ln to Coopers Corner	\$100,000		1	\$100,000						
70			Merrifield Drive (with sidewalk)	\$878,000	New bond debt?	2		\$878,000					
71			Barnard Lane	\$150,000	New bond debt?	3		\$150,000					
72			Roads - 1.5" to 2" Overlay										
73			River Locks Rd	\$51,000		4	\$51,000						
74			Caly Hollow Rd	\$30,000		4	\$30,000						
75			Greenwood Dr	\$23,000		4	\$23,000						
76			Wood Pond Ln	\$15,000		4	\$15,000						
77			Pinewood Rd	\$12,000		4	\$12,000						
78			Wiggins Pond Ln	\$8,000		4	\$8,000						
79			Sea Road Sidewalk - Summer St to School	\$243,000	New bond debt?	5		\$243,000					
80			Sea Road Sidewalk - School to Riverbend	\$102,000	New bond debt?	6		\$102,000					
81													
82													
83													
84													
85			Total Roads & Sidewalks	\$1,693,000			\$0	\$320,000	\$1,373,000	\$0	\$0	\$0	
PUBLIC SERVICES DIVISION: PROJECTS													
86	Infrastructure	Public Works	New Drainage on Great Hill Road (Vicinity of 67)	\$12,000				\$12,000					
87			Gooches Seawall Replacement (FEMA/MEMA Match)	\$80,000	Available funds		\$80,000						
88			Middle Beach Revetment (FEMA/MEMA Match)	\$29,000	Available funds		\$29,000						
89			Lower Village Master Plan - Design	\$40,000	LV TIF					\$40,000			
90													
91													
92													
93			Total Projects	\$161,000			\$109,000	\$12,000	\$0	\$0	\$40,000	\$0	
PUBLIC SERVICES DIVISION: OTHER													
94	Infrastructure	Public Works	Tree Projects	\$20,000				\$20,000					
95			Traffic light(s) and/or related equipment	\$75,000	All TIFs						\$75,000		
96													
97													
98													
99			Total Other	\$95,000			\$0	\$20,000	\$0	\$0	\$75,000	\$0	

Town of Kennebunk		3/7/2019	A = C + D + E + F + G + H								
PROPOSED Capital Projects, Vehicles & Equipment			A	B	C	D	E	F	G	H	I
FY19-20	Division/ Department	Description	FY19-20 AMOUNT	NOTES / ITEMS DEFERRED	PRIORITY	Unassigned Reserves - General Fund Balance	Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (TIFs)	Existing Debt Service - Appropriation / Taxation	Current TIF Special Revenue Fund Balance	Deferred
FACILITIES INFRASTRUCTURE											
100	Facilities	PD - Capital Work for Station Maintenance (ext/nt repair/paint, bay door opener replacement)	\$20,000		1	\$20,000					
102		Town Hall Entrance Door & Railing	\$17,000		2	\$17,000					
103		Lafayette Park - Stage (replacement)	\$10,000	Rt 1 TIF	3					\$10,000	
104		Town Hall Roof - BoS 11/13/2018 evaluation	\$20,000	Evaluating	4						
105		Dot Stevens Ctr - Windows (replacements)	\$38,000	Defer	5						
106		Town Hall Auditorium Seat (replacements)	\$38,000	Defer	6						
107		Town Hall/Central Station - Window Replace	\$180,000	Defer	7						
108				+ existing "windows" funds in capital							
109		Total Facilities Infrastructure	\$47,000			\$0	\$0	\$0	\$0	\$10,000	\$0
110											
111		TOTAL	\$2,641,000			\$109,000	\$1,373,000	\$0	\$0	\$0	\$0
112											
UNCLASSIFIED											
113	Other	Budget Board Capital Improvements Fund		Balance is \$29,177 (at 12/31/2018)							
114	Other	Board of Selectmen Capital Reserve Fund	\$100,000	Balance is \$38,800 (at 2/6/2019)		\$100,000					
116	Other	Board of Selectmen Operational Contingency		Balance is \$13,344 (at 2/6/2019)							
117	Other	2020 Bicentennial (3rd of 3-Year Request - \$25,000)	\$0	Sponsorship funding; \$37,500 pledged to date; Funds committed \$49,069.33 (at 2/6/2019)							
118	Other	Estimated PAYT Deficit for FY18-19 (6/30/2019)									
119	Debt Service	Apply Surplus to Future Debt Service									
120											
121		Total Unclassified	\$100,000			\$0	\$0	\$0	\$0	\$0	\$0
122											
123		TOTAL Before Debt Service	\$2,741,000			\$109,000	\$1,373,000	\$0	\$0	\$175,000	\$0
124											
125		Bonds, Notes & Lease Payments	\$1,131,367			\$100,000		\$1,031,367			
126											
127		GRAND TOTAL	\$3,872,367			\$109,000	\$1,184,000	\$1,373,000	\$0	\$1,031,367	\$175,000
128											
129		Less:									
130		Sea Road Sidewalk - Summer St to School		(\$243,000)							
131		Sea Road Sidewalk - School to Riverbend		(\$102,000)							
132											
133		Total		\$1,028,000							
134											
135											

ATTACHMENT #2

Town of Kennebunk		A	B	C	
TIF Projects and Expenses		FY17-18	FY18-19	FY19-20	
LINE ID		Approved	Approved	Proposed	
		Total	Total	by EDC	
1	Recurring Expenses				
2	Bliddeford/Saco - EDC	5,258	5,258	5,258	
3	Chamber of Commerce Support	5,000	5,000	5,000	
4	Downtown Committee	4,900	0	0	
5	Downtown Network	1,000	0	0	
6	Economic Development Committee	4,250	2,125	4,250	
7	Festival Expenses (Summerfest, Harvestfest, etc.)	15,000	13,000	13,000	
8	(Wagon rides, climbing wall, bag pipe band, dj services, pumpkins, petting zoo, bounce house, etc.)				
9	Holiday Wreaths & Garlands	3,600	3,600	4,500	
10	KDC Funding	5,000	5,000	5,000	
11	Kennebunk Event Flyer & Distribution	5,500	0	0	
12	MaineStage - Shakespeare in the Park	5,000	5,000	0	
13	Maintenance/Plantings/Geraniums (Downtown, Islands, Entrances, etc)	48,200	48,200	48,200	
14	Seal Brick Pavers - Main St - Annually (DT Enhancement I & II)	0	5,000	10,000	
15	Contingency	5,000	5,000	8,000	
16	Public Transportation	34,000	34,000	34,000	
17	Traffic Signal Software (Rt 1 north)			15,000	Rt 1 TIF
18					
19					
20	Subtotal	141,708	131,183	152,208	16.0%
21					
22				Proposed	
23				by TM/FD	
24	Salaries & Wages				
25	Economic Development Director	60,500	61,408	90,000	
26	Economic Development/ Social Media Coordinator	20,000	20,300	20,909	3.0% increase
27	TIF Funds Transferred Out - Project Engineering & Management		22,500	22,500	Est 300 hrs/yr
28	TIF Funds Transferred Out - TM Economic Dev Mgmt		30,000	30,000	Est 300 hrs/yr
29					
30	Subtotal	80,500	134,208	163,409	
31					
32	Credit Enhancement				Required
33	CE 76-84 Main St	45,615	50,248	53,263	6% increase
34					
35	Recurring Expenses, Salaries & Wages, Credit Enhancement Subtotal			368,880	Lines 20, 30 & 33
36					Approved by BB & BoS
37	Projects and assets to be funded through existing TIF funds				
38	Chief's Command Truck (replacement - def last year)			45,000	WK-UC TIF
39	(Total cost: \$60,000; applying \$15,000 from unspent fire truck bond proceeds)				
40	Lower Village Master Plan - Design			40,000	LV TIF
41	Lafayette Park - Stage (replacement)			10,000	Rt 1 TIF
42	Tracks for Skid Steer			5,000	WK-UC TIF
43	Traffic Light(s) and/or related equipment			75,000	All TIFs
44	3/4 Ton 4x4 Pick-up		40,000		
45	Seawall Evaluation - Gooch's, Middle & Mother's/Kbk		35,000		
46	Lower Village Master Plan - Land Surveys		40,000		
47	StreetScan Pavement Management Service		62,000		
48	Traffic Signal Software (Rt 1 north)		15,000		
49					
50	Projects and assets to be funded through existing TIF funds Subtotal	0	192,000	175,000	Vote in Tab 28
51					
52	Debt Service on existing bonds				Last Yr Debt Serv
53	RT1 - Downtown - AmTrak Stop (\$300,000 10 years @ 3.25%)				2026
54	RT1 - Downtown - Enhancement Phase II (\$1,067,000: Debt Service 15 years @ 3.00%)				2029
55	RT1 - Downtown - Drainage (\$650,000: Debt Service 20 years @ 2.90%)				2030
56	RT1 - Rt 1 North Rear Access CDBG Match (\$400,000: Debt Service: 15 years @ 2.90%)				2025
57	RT1 - Rt 1 South Sewer Extension (\$400,000: Debt Service: 20 years @ 2.90%)				2030
58	RT1 - Downtown - Enhancement (\$1,360,000: Debt Service 20 years @ 2.90%)				2030
59	WK-UC - FD Pickup Trk, FD Brush Trk, PW Tandem Axle Trk (\$270,000); ATV, PW Single Axle Trk, PW Loader (\$321,000); Debt Serv 5 years @ 2.20%				2022
60	WK-UC - PW 1-ton Trk (\$60,000); FD Brush Trk (\$52,000); Debt Service 5 & 8 years @ 1.80%				2021
61	LV - Enhancement (\$600,000: Debt Service 15 years @ 2.70%)				2029
62	RT1 - Rt 1 North - Portland Rd \$400,000 (est Debt Service 10 years @2.40%)				2028
63	RT1 - Dane St - \$375,000 (est Debt Service 15 years@2.40%)				2032
64	RT1 - Summer St - Kbk Landing - \$600,000 (est Debt Service 15 years@2.40%)				2028
65					
66	Subtotal - Debt Service - Actual Subtotal	672,039	682,657	605,052	Approved by BB & BoS
65					
66	Total Budgeted Expenses	939,863	1,190,296	1,148,932	
67					
68	TIF Revenue	1,270,744	1,270,744	1,409,620	FY18-19
69					
70	Revenue in Excess of Expenses	330,881	80,448	260,688	
71					
72	Debt Service on bonds to be Issued 2020...?? - Road/Infrastructure - All approved June 12, 2018				
73	Bourne Street	Rt 1 TIF	96,200		
74	Water Street	Rt 1 TIF	128,900		
75	Fieldcrest Drive	Rt 1 TIF	167,000		
76	Friend Street	Rt 1 TIF	28,300		
77	Summer St (near PD) Sidewalk & Drainage	Rt 1 TIF	80,000		
	Ross Road (road & 5 foot paved shoulders);				
	Total cost \$825,000; Assumes State MPI				
78	2020 (50%) / Rt 1 TIF	Rt 1 TIF	413,000		
79	Storer Street (w/ KSD & KKWWDD)	Rt 1 TIF	165,000		
80	Total		1,078,400		
81	Est Debt Service (FY2021)		182,422		