

TOWN OF KENNEBUNK
SELECT BOARD AND BUDGET BOARD
JOINT MEETING MINUTES
SPECIAL MEETING – FEBRUARY 8, 2020

1. CALL TO ORDER

On Saturday, February 8, 2020 at 8:30 a.m., Blake Baldwin, Chair of the Select Board, called to order a Special Meeting of the Select Board (SB) of the Town of Kennebunk. Tom Wellman, Chair of the Budget Board (BB), called to order a meeting of the Budget Board of the Town of Kennebunk. Present were Select Board members Baldwin, Berry, Cluff, Karytko, Paul, Schulte, and Ward. Budget Board members present were Wellman, Brewitt, Beal, Burnham, Costin, Morin, and Sullivan. Also present were Town Manager Pardue and Finance Director Downs.

2. TO DISCUSS THE FY2020-21 PROPOSED BUDGET

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

Motion	Amount as Voted	Budget Board	Select Board	Notes
Votes represent: in favor / opposed / absent / abstention				
To reconsider the motions and votes taken at the Special Meeting of February 6, 2020 authorizing the issuance of new debt (page 28A-4): - \$200,000 for Waterhouse Center chillers - \$1,190,000 for vehicles, equipment, road and sidewalk projects and LED light conversions - \$1,475,000 for the purchase and acquisition of assets and projects with related debt service expected to be paid by the associated TIF district funds.		6/0/1/0	6/0/0/1	BB Wellman absent (temporarily for this vote only) SB Cluff abstained
To remove the Waterhouse Center chillers for \$200,000 and Zamboni ice machine for \$100,000 from further discussion, to be funded through private donations.		6/1/0/0	7/0/0/0	BB Wellman opposed
To authorize the issuance of general obligation bonds or other borrowing as recommended by staff in the amount of \$1,035,000 for: - an ambulance - a pavement roller and trailer - Factory Pasture Ln (road and sidewalk) - Cat Mousam Rd - Town Hall lighting LED conversion - town-wide LED street light conversion.	\$1,035,000	7/0/0/0	7/0/0/0	

Motion	Amount as Voted	Budget Board	Select Board	Notes
Votes represent: in favor / opposed / absent / abstention				
To issue general obligation bonds or other borrowing as recommended by staff for \$426,000 for Sea Road sidewalk: - Summer St to Sea Rd School \$300,000 - Sea Rd School to River Bend Dr \$126,000.	\$426,000	2/5/0/0	4/3/0/0	BB Morin and Wellman in favor SB Berry, Cluff, Ward opposed
To issue general obligation bonds or other borrowing as recommended by staff for \$1,475,000 for the purchase and acquisition of the following assets and projects with related debt service expected to be paid by the associated TIF district funds: - Water St sidewalk - Garden St and Storer St intersection - Fire truck - Front loader - Lower Village/Coopers Corner reconstruction.	\$1,475,000	7/0/0/0	7/0/0/0	
Tax Increment Financing Districts – All three combined - recurring operating costs, salaries, wages, transfer reimbursements, and credit enhancements.	\$414,240	6/1/0/0		BB Morin opposed
Tax Increment Financing Districts – All three combined - recurring operating costs, salaries, wages, transfer reimbursements, and credit enhancements.	\$464,240		4/3/0/0	SB Baldwin, Karytko, Schulte opposed
To use TIF District funds of \$165,000 for equipment and projects: - Traffic lights and related equipment - Telecom/Internet connectivity - Branding - Lower Village boardwalk replacement.	\$165,000	7/0/0/0	7/0/0/0	
Tax Increment Financing Districts – All three combined debt service.	\$741,414	7/0/0/0	7/0/0/0	
To use unassigned general fund balance for Kennebunk Free Library capital projects.	\$57,400	7/0/0/0	7/0/0/0	

3. ADJOURNMENT

There being no further business to come before the Boards at this time, the Boards adjourned at 11:10 a.m.

Donald C. Burnham
Kennebunk Budget Board

Dr. Blake Bell
Kennebunk Select Board

Date Minutes Approved: 11/17/20

Date Minutes Approved: 01/9/20

Town of Kennebunk				2/6/2020	A = C + D + E + F + G + H + I									
PROPOSED Capital Projects, Vehicles & Equipment				A	B	C	D	E	F	G	H	I		
FY20-21				FY20-21 AMOUNT	NOTES / ITEMS DEFERRED	Method of Funding / Payment								
Line	Type	Division/ Department	Description		PRIORITY			Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (TIFs)	Existing Debt Service - Appropriation / Taxation	Current TIF Special Revenue Fund Balance	Defer or Other Funding		
1	Equipment	EMS	Ambulance (2011 "Rescue #2" replacement)	\$330,000			5-yr annl debt serv: ~\$74,000	\$330,000						
41	Equipment	Public Works	Pavement Roller (2001 replace) & Trailer (unkwn yr replace)	\$45,000			5-yr annl debt serv: ~\$9,700	\$45,000						
42	Equipment	Public Works	Ice Rink Chillers (replacements)	\$200,000	Other Funding - Capital Campaign		10-yr annl debt serv: ~\$25,000	\$200,000						
43	Equipment	Public Works	Zamboni (replacement)	\$100,000	Other Funding - Capital Campaign		10-yr annl debt serv: ~\$12,500	\$100,000						
83	Infrastructure		Factory Pasture Ln (road & sidewalk)	\$150,000			10-yr annl debt serv: ~\$18,800	\$150,000						
84	Infrastructure		Cat Mousam Rd	\$50,000	Currently have \$50k for sidewalks		10-yr annl debt serv: ~\$6,300	\$50,000						
85	Infrastructure		Water St (sidewalk) [FY18-19 TIF]	\$75,000			10-yr annl debt serv: ~\$9,400	\$75,000	---> \$75,000 ??					
86	Infrastructure		Garden St & Storer St Intersection, with sidewalk improve	\$120,000	Incr \$40k from prior mtgs, s/walk deferred		10-yr annl debt serv: ~\$10,000	\$80,000	---> \$80,000 ??					
87	Infrastructure		Sea Road Sidewalk - Summer St to Sea Rd School	\$300,000			15-yr annl debt serv: ~\$28,000	\$300,000						
88	Infrastructure		Sea Road Sidewalk - Sea Rd School to Riverbend	\$126,000			15-yr annl debt serv: ~\$12,000	\$126,000						
112	Infrastructure		Town Hall LED Lighting Conversion (Energy Effcnyc Comm)	\$60,000			5-yr annl debt serv: ~\$13,000	\$60,000						
113	Infrastructure		Town-wide LED Street Light Conversion (EEC)	\$400,000	Approx 800 lights (current elec bills: ~\$10,000/mon)		15-yr annl debt serv: ~\$38,000	\$400,000						
12	Vehicle	Fire	Fire Truck (1992 "Engine 2" replacement)	\$600,000					\$600,000					
39	Equipment	Public Works	Front Loader (2001 Vehicle 33 replacement)	\$220,000					\$220,000					
98	Infrastructure		Lower Village Master Plan (Coopers Corner w/ MPI Grant)	\$500,000	LV TIF				\$500,000					
124							Ttl est annl debt serv: ~\$259,000							
125			TOTAL	\$3,276,000				\$0	\$0	\$1,916,000	\$1,320,000	\$0	\$0	\$40,000
126														
127			UNCLASSIFIED											
128	Unclassified	Other	Kennebunk Free Library - Capital Needs Request	\$57,400										\$57,400
129														
130	Debt Service	General Gov't	Apply Surplus to Future Debt Service	\$100,000	Apply to FY20-21 Debt Service				\$100,000					
131														
132			Total Unclassified	\$157,400				\$0	\$100,000	\$0	\$0	\$0	\$0	\$57,400
133														
134			TOTAL Before Debt Service	\$3,433,400				\$0	\$100,000	\$1,916,000	\$1,320,000	\$0	\$0	\$97,400
135														
136	Debt Service		Bonds, Notes & Lease Payments	\$1,133,196	Net of applied capital debt service fund balance of \$312,587					\$1,133,196				
137														
138			GRAND TOTAL	\$4,566,596				\$0	\$100,000	\$1,916,000	\$1,320,000	\$1,133,196	\$0	\$97,400
139														
140														
141								\$1,916,000	\$1,320,000					
142								(\$200,000)	\$75,000					
143								(\$100,000)	\$80,000					
144								(\$300,000)						
145								(\$126,000)						
								\$1,190,000	\$1,475,000					

**Town of Kennebunk
TIF Projects and Expenses**

LINE ID			A	B	C	
			FY18-19	FY19-20	FY20-21	
			Approved	Approved	Proposed	
			Total	Total		
1	Recurring Expenses					
2	Biddeford/Saco - EDC		5,258	5,258	5,258	
3	Chamber of Commerce Support		5,000	5,000	5,000	
4	Downtown Committee		0	0		
5	Downtown Network		0	0		
6	Economic Development Committee		2,125	4,250	4,250	
7	Festival Expenses (Summerfest, Harvestfest, etc.)		13,000	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	4,500	4,500	
10	KDC Funding		5,000	5,000		
11	Kennebunk Event Flyer & Distribution		0	0		
12	MaineStage - Shakespeare in the Park		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, Dane St)		5,000	10,000	10,000	
15	Select Board Economic Development Reserve		5,000	8,000	75,000	
16	Public Transportation		34,000	34,000	50,000	
17	Traffic Signal Software & Programming (Rt 1 north)			15,000	30,000	All TIFs
18	Sustainability:					
	- Regional sustainability and coastal resiliency coordinator - six towns sharing cost through SMPDC \$15,000					
	- UNH Sustainability Fellowship & Internship, working with Energy Efficiency Advisory Ccommittee \$12,000				27,000	NOTE: A majority of the EDC did not support funding for these expenses: \$27,000
19	So. Maine Planning & Development Corp (not-for-profit)				6,737	Reclassified from Planning Board
20						
21	Subtotal		131,183	152,208	278,945	
22						
23					Proposed	
24						
25	Wages / Consultant Fees					
26	Economic Development		61,408	90,000	90,000	
27	Economic Development/ Social Media Coordinator		20,300	20,909	22,351	3.0% increase
28	TIF Funds Transferred Out - Project Engineering & Management		22,500	22,500	22,500	Est 300 hrs/yr
29	TIF Funds Transferred Out - TM Economic Dev Mgmt		30,000	30,000	30,000	Est 300 hrs/yr
30						
31	Subtotal		134,208	163,409	164,851	
32						
33	Credit Enhancement					Required
34	CE 76-84 Main St		50,248	53,263	20,444	Est balance remaining: \$50,125
35						
36	Recurring Expenses, Salaries & Wages, Credit Enhancement Subtotal			368,880	464,240	Approved by SB
37						
38	Projects and assets to be funded through existing TIF funds					
39	Telecom/Internet Connectivity				35,000	All TIFs
40	Branding				30,000	All TIFs
41	Chief's Command Truck (replacement - def last year)			45,000		
42	(Total cost: \$60,000; applying \$15,000 from unspent fire truck bond proceeds)					
43	Lower Village Master Plan - Design			40,000		
44	Lafayette Park - Stage (replacement)			10,000		
45	Tracks for Skid Steer			5,000		
46	Traffic Light(s) and/or related equipment			75,000	75,000	All TIFs
	Lower Village Boardwalk Replacement				25,000	
47	3/4 Ton 4x4 Pick-up		40,000			
48	Seawall Evaluation - Gooch's, Middle & Mother's/Kbk		35,000			
49	Lower Village Master Plan - Land Surveys		40,000			
50	StreetScan Pavement Management Service		62,000			
51	Traffic Signal Software (Rt 1 north)		15,000			
52						
53	Projects and assets to be funded through existing TIF funds Subtotal		192,000	175,000	165,000	Approved by BB and SB
54						
55	Debt Service on existing bonds					Last Yr Debt Serv
56	RT1 - Downtown - AmTrak Stop (\$300,000 10 years @ 3.25%)					2026
57	RT1 - Downtown - Enhancement Phase II (\$1,067,000: Debt Service 15 years @ 3.00%)					2029
58	RT1 - Downtown - Drainage (\$650,000: Debt Service 20 years @ 2.90%)					2030
59	RT1 - Rt 1 North Rear Access CDBG Match (\$400,000: Debt Service: 15 years @ 2.90%)					2025
60	RT1 - Rt 1 South Sewer Extension (\$400,000: Debt Service: 20 years @ 2.90%)					2030
61	RT1 - Downtown - Enhancement (\$1,360,000: Debt Service 20 years @ 2.90%)					2030
62	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 @ 2.70					2022
63	WK-UC - PW 1-ton Trk (\$60,000); FD Brush Trk (\$52,000); Debt Service 5 & 8 years @ 1.80%					2021
64	LV - Enhancement (\$600,000: Debt Service 15 years @ 2.70%)					2029
65	RT1 - Rt 1 North - Portland Rd \$400,000 (est Debt Service 10 years @2.40%)					2028
66	RT1 - Dane St - \$375,000 (est Debt Service 15 years@2.40%)					2032
67	RT1 - Summer St - Kbk Landing - \$600,000 (est Debt Service 15 years@2.40%)			FY20-21 Subtotal	558,992	2032
68						
69	Debt Service on bonds to be issued in 2020...?? - Road/Infrastructure - All approved June 12, 2018					
70	Bourne Street	Rt 1 TIF	96,200	10 yr		
71	Water Street	Rt 1 TIF	128,900	10 yr		
72	Fieldcrest Drive	Rt 1 TIF	167,000	?????		
73	Friend Street	Rt 1 TIF	28,300	Do not bond		
74	Summer St (near PD) Sidewalk & Drainage	Rt 1 TIF	80,000	10 yr		
	Ross Road (road & 5 foot paved shoulders);					
	Total cost \$825,000; Assumes State MPI					
75	2020 (50%) / Rt 1 TIF	Rt 1 TIF	413,000	10 yr		
76	Storer Street (w/ KSD & KKWWD)	Rt 1 TIF	165,000	Reimbursement from KSD & KKWWD...????		
77	Total		1,078,400	Estimated first year debt service -->>	182,422	
78						
79						
80	Subtotal - Debt Service - Actual Subtotal		682,657	605,052	741,414	Approved by BB and SB
81						
82	Total Budgeted Expenses		1,190,296	1,148,932	1,370,654	Approved by EDC Jan 9, 2020
83						
84	TIF Revenue		1,270,744	1,409,620	1,477,015	FY19-20
85						
86	Revenue in Excess of Expenses		80,448	260,688	106,361	