

TOWN OF KENNEBUNK
SELECT BOARD AND BUDGET BOARD
JOINT MEETING MINUTES
SPECIAL MEETING – APRIL 18, 2020

1. CALL TO ORDER

On Saturday, April 18, 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. Peter Brewitt, Vice-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 Brewitt, Beal, Burnham, Costin, Morin, and Sullivan. Due to technical challenges, Budget Board member Wellman joined at approximately 9:00 a.m. and then left the meeting at approximately 10:40 a.m. All members of the Budget Board and Select Board were participating via Zoom, with Baldwin being the only member physically at the Town Hall using Zoom. Also present were Town Manager Pardue and Finance Director Downs.

2. TO RE-OPEN DISCUSSION ON THE 2020-21 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 Meetings of January 30, February 1, and 4, 2020, approving of the Town's FY20-21 gross operating budget totaling \$14,159,971.		7/0/0/0	7/0/0/0	
To approve the Town's FY20-21 gross operating budget totaling \$13,742,525.	\$13,742,525	5/1/1/0		As presented by staff \$13,718,664 Social Services \$1,861 Boards & Committees \$10,000 Hazardous Waste Day \$12,000 Total \$13,742,525 BB Morin opposed; BB Wellman absent
To approve the Town's FY20-21 gross operating budget totaling \$13,718,664.	\$13,718,664		6/1/0/0	SB Schulte opposed
To approve additional transfer of unassigned general fund balance (surplus) applied to FY20-21 Debt Service funding.	\$290,745	5/1/1/0		As approved on Feb 6 2020 \$100,000 Additional \$290,745 Total \$390,745 BB Morin opposed; BB Wellman absent
To approve additional transfer of unassigned general fund balance (surplus) applied to FY20-21 Debt Service funding.	\$23,861	5/1/1/0		As approved on Feb 6 2020 \$100,000 Additional (approved by BB) \$290,745 Additional \$23,861 Total (approved by BB) \$414,606 BB Morin opposed; BB Wellman absent

Motion	Amount as Voted	Budget Board	Select Board	Notes
	Votes represent: in favor / opposed / absent / abstention			
To reconsider the Select Board's approval of the Town's FY20-21 gross operating budget totaling \$13,718,664.				Motion by SB Baldwin did not receive a second.
To approve additional transfer of unassigned general fund balance (surplus) applied to FY20-21 Debt Service funding.	\$290,745		6/1/0/0	As approved on Feb 6 2020 \$100,000 Additional <u>\$290,745</u> Total (approved by SB) <u>\$390,745</u> SB Schulte opposed
To reconsider the Boards' approval on February 6, 2020 of transferring unassigned general fund balance of \$992,800 for vehicles, equipment, projects, and reserve capital accounts, and operational contingency accounts.		6/0/1/0	7/0/0/0	BB Wellman absent
To transfer unassigned general fund balance for vehicles, equipment, projects, and reserve capital accounts, and operational contingency accounts.	\$775,900	7/0/0/0	6/0/1/0	BB Wellman absent
To issue general obligation bonds or other borrowing as recommended by staff for \$175,000 for a traffic light/signal preemption control system.				Motion by BB Costin did not receive a second.
To issue general obligation bonds or other borrowing as recommended by staff for \$277,100 for the purchase and acquisition of the following assets and project: - Two (2) police patrol vehicles and equipment - traffic light/signal preemption control system.	\$277,100	6/0/1/0	7/0/0/0	BB Wellman absent

3. DISCUSS ANY OTHER BUSINESS

No other business was discussed.

4. ADJOURNMENT

There being no further business to come before the Boards at this time, the Boards adjourned at 12:01 p.m.

Donald C. Burnham
Kennebunk Budget Board

Ch. Beck Bold
Kennebunk Select Board

Date Minutes Approved: 11/17/20

Date Minutes Approved: 04/20

Town of Kennebunk
Operating Budgets FY19-20 & FY20-21

Use General Fund Balance of \$414,606 = 5.18% Incr

	(A)	(E)	(F)	(E)+ (F) = (FINAL)	(FINAL) - (A)
	Current FY19-20	Staff Presented FY20-21 - Status Quo 4/18/2020	Budget Board Adjustments 4/18/2020	FY20-21 Sent to Town Meeting 7/14/2020	Budget Board and Select Board Approvals Delta
(1) Total Gross Operating Expenses - Gen Fund	\$13,412,642	\$13,718,664	\$23,861	\$13,742,525	\$13,742,525 Approved by BB 4/18/2020 <-- \$13,718,664 Approved by SB 4/18/2020 Greater amount sent to Town Meeting \$329,883
(2) Total Gross Operating Expense - TIF Funds	368,880	464,240		464,240	\$464,240 Approved by SB 2/8/2020 <-- \$414,240 Approved by BB 2/8/2020 Greater amount sent to Town Meeting 95,360
(3) Capital Projects Debt Service - Cap Fund	1,131,367	1,133,196		1,133,196	Approved by BB and SB 2/6/2020 1,829
(4) Capital Projects & Debt Service - TIF Funds	780,052	906,414		906,414	\$165,000 Approved by BB and SB 2/8/2020 \$741,414 Approved by BB and SB 2/8/2020 \$906,414 Total Approved 126,362
(5) Total Gross Operating, Debt Service & TIF Cap Projects	15,692,941	16,222,514	23,861	16,246,375	
(6) Gross Revenues and Inter-fund Transfers	(5,063,700)	(4,594,650)		(4,594,650)	As presented by JED on 4/18/2020 469,050
(7) Gross Revenue - TIF Funds	(1,148,932)	(1,370,654)		(1,370,654)	As presented by JED on 2/8/2020 (Line 2 + Line 4) (221,722)
(8) Net Operating Budget	9,480,309	10,257,210	23,861	10,281,071	
(9) Applied Gen Fund Bal (Surplus) to Debt Serv	(100,000)	(390,745)	(23,861)	(414,606)	\$100,000 Approved by BB and SB 2/6/2020 \$290,745 Approved by BB and SB 4/18/2020 \$ 23,861 Approved by BB 4/18/2020 \$414,606 Total approved by BB <-- Greater amount sent to Town Meeting (314,606)
(10) Net Budget (paid by property tax)	\$9,380,309	\$9,866,465	\$0	\$9,866,465	\$486,156

5.18%

Reduction in estimated revenues as presented on Jan 30, 2020:	Reduction in exp (budget cuts) as presented on Jan 30, 2020:	Gen Fund balance used/applied:
No FY20 to FY21 inc 263,000	Non-contractual exp 301,361	As approved Feb 6, 2020 100,000
FY20 to FY21 reduct 469,050	PT, OT and 4 FD conversion (benefits) 116,083	Additional to achieve 5.18% incr 314,606 (*)
Ttl reduct'n in est rev 732,050 (*)	Budget reductions 417,444 (*)	Use of surplus 414,606
(*) Rev reduction \$732,050 - budgeted exp reduction \$417,444 - use of surplus \$314,606 = \$0 delta = 5.18% increase		

Town of Kennebunk				4/18/2020	A	B	C	D	E	F	G
PROPOSED Capital Projects, Vehicles & Equipment											
FY20-21											
Line	Type	Division/ Department	Description	FY20-21 AMOUNT	NOTES / ITEMS DEFERRED	PRIORITY					
							\$1,150,200	\$317,406	\$1,190,506	\$277,100	
							Unassigned Reserves - General Fund Balance	Increase / (Decrease)	Revised - From GF Balance	New Debt	
1	Vehicle	Police	Two (2) Cruisers & Equipment (2013 and 2015 replacements)	\$101,800		1	\$101,800	\$300		\$102,100	3-yr Assets
2	Equipment	Police	Four (4) Rifles (replacements)	\$6,200		2	\$6,200	\$0	\$6,200		
3	Equipment	Police	Four (4) Tasers & Equipment (new)	\$10,000		3	\$10,000	\$0	\$10,000		
4	Vehicle	Police	Two (2) Speed Signs (new)	\$10,000		4	\$10,000	\$0	\$10,000		
5	Software	Police	Virtual Neighborhood Watch - Local CCTV database	\$4,000		5	\$4,000	\$0	\$4,000		
6	Equipment	Fire	Ten (10) SCBA Bottles (replacements)	\$10,000		2	\$10,000	\$0	\$10,000		
7	Equipment	Fire	Classroom AV Equipment - West K Station (replacement)	\$5,000		3	\$5,000	(\$5,000)	\$0		
8	Facilities	Fire	Central Station - Kitchen update/remodel	\$15,000		4	\$15,000	\$0	\$15,000		
9	Equipment	EMS	Nine (9) AEDs - located in private and public buildings (new)	\$14,000		3	\$14,000	(\$14,000)	\$0		
10	Special Project	EMS	CMS Consultant - CMS Reporting Data Modeling	\$20,000	Cntrs for Medicare/Medicaid Service	1	\$20,000	(\$5,000)	\$15,000		
11	Equipment	EMA	Operations Center Equipment (new)	\$15,000	To be located in Central Station	1	\$15,000	(\$15,000)	\$0		
12	Equipment	PD & Fire/EMS	Traffic Light/Signal Preemption Control System (Rt 1)	\$100,000	Other Funding - Road Escrow Funds -->		\$25,000	\$75,000	\$100,000	\$175,000	10-yr Asset
13	Vehicle	Public Works	One-ton Dump/Plow Truck (2009 Truck 7 replacement)	\$70,000		2	\$70,000	\$0	\$70,000		5-yr Asset
14	Facilities	Public Works	Fencing (Holland Rd, LV Plygmd, Parsons Field & Plygmd)	\$35,000		6	\$35,000	(\$10,000)	\$25,000		
15	Equipment	Public Works	Various Tools and Equipment (new & replacements)	\$15,000		7	\$15,000	(\$5,000)	\$10,000		
16	Equipment	Public Works	Backhoe Ditching Bucket (replacement)	\$5,000		8	\$5,000	\$0	\$5,000		
17	Facilities	Public Works	Dog Park resurfacing project	\$5,000			\$5,000	\$0	\$5,000		
18	Infrastructure	Public Works	Road & Drainage Materials - Misc Projects	\$50,000			\$50,000	\$0	\$50,000		
19	Infrastructure	Public Works	Rubber Tire Excavator (3 month rental)	\$28,000	Est based on \$9.3k/month		\$28,000	\$0	\$28,000		
20	Infrastructure	Public Works	Guardrails (replacements)	\$30,000			\$30,000	\$0	\$30,000		
21	Infrastructure	Public Works	Brown St Parking (near Western Ave intersection)	\$35,000	New		\$35,000	\$0	\$35,000		10-yr Improvement
22	Infrastructure	Public Works	Tree Projects	\$40,000			\$40,000	\$0	\$40,000		
23	Infrastructure	Public Works	Signage - Street & Traffic Signs	\$35,000			\$35,000	(\$5,000)	\$30,000		
24	Facilities	Recreation	Dorothy Stevens Center - Windows, Roof & Insulation	\$43,000	Windows \$11k, Roof \$9k, Insul \$5k		\$43,000	\$0	\$43,000		10-yr Improvement
25	Facilities	Recreation	Playgrounds - Repairs & Improvements	\$10,000			\$10,000	(\$2,500)	\$7,500		
26	Projects	Planning	Town Projects / Surveys	\$5,000			\$5,000	\$0	\$5,000		
27	Software	Assessing & PS	GIS Programming (additional mapping)	\$12,000			\$12,000	(\$5,000)	\$7,000		
28	Equipment	Assessing, PS & General Gov't	Plotter/Printer/Scanner	\$10,000			\$10,000	(\$10,000)	\$0		
29	Vehicle	Assessing	Vehicle	\$33,000			\$33,000	\$0	\$33,000		5-yr Asset
30	Furniture/Fixture	General Gov't	Desks (\$5k) & Rooms 305 & 306 Furniture (\$15k)	\$20,000			\$20,000	(\$5,000)	\$15,000		
31	Equipment	Info Tech	Four (4) Network Switches & Firewall (replacements)	\$15,000			\$15,000	\$0	\$15,000		
32	Software	Info Tech	Back-up System - Unitrends (upgrade/renewal)	\$32,000			\$32,000	\$0	\$32,000		
33	Equipment	Info Tech	Desktop/Laptop Replacements - all divisions (22 machines)	\$22,000			\$22,000	\$0	\$22,000		
34	Software	Info Tech	Cyber Security Employee Training (3 yr program)	\$7,000			\$7,000	\$0	\$7,000		
35	Software	Info Tech	Windows Upgrade ver 7 to ver 10 (45 machines)	\$4,500			\$4,500	\$0	\$4,500		
36	Infrastructure	Facilities	Town Hall Rooms 300 & 301 Room Divider (replacement)	\$30,000			\$30,000	\$0	\$30,000		5-yr Asset
37	Infrastructure	Facilities	Facilities Study	\$45,000	Net Wash Hose \$20k & Pub Safety \$35k		\$45,000	\$0	\$45,000		
38	Infrastructure	Facilities	Town Hall Auditorium A/V System	\$11,000			\$11,000	(\$1,000)	\$10,000		
39	Infrastructure	Facilities	TH Auditorium / FD Central Stn Heat Control Upgrade	\$9,300	New		\$9,300	\$0	\$9,300		
40	Infrastructure	Facilities	Town Hall Copper Gutters - slate roof	\$30,000	\$15,000 from Select Board Cap Reserve (previously auth)		\$30,000	(\$15,000)	\$15,000		
41	Infrastructure	Facilities	Police Station Security Cameras	\$20,000			\$20,000	\$0	\$20,000		
42	Unclassified	Other	Kennebunk Free Library - Capital Needs Request	\$57,400	Transfer to KFL		\$57,400	\$0	\$57,400		
43											
44			TOTAL	\$1,075,200		##	\$25,000	\$1,050,200	\$2,800	\$775,900	\$277,100
45			UNCLASSIFIED								
46											
47	Debt Service	General Gov't	Apply Surplus to Future Debt Service	\$100,000	Apply to FY20-21 Debt Service		\$100,000	\$314,606	\$414,606		
48											
49			Total Unclassified	\$100,000		##	\$0	\$100,000	\$314,606	\$414,606	\$0
50											
51			TOTAL	\$1,175,200		##	\$25,000	\$1,150,200	\$317,406	\$1,190,506	\$277,100

Town of Kennebunk
Items to be Finance by Issuing New Debt

Debt Service through Operating Budget

A

Ambulance (2011 "Rescue #2" replacement)	\$330,000
Pavement Roller (2001 replace) & Trailer (unkwn yr replace)	\$45,000
Factory Pasture Ln (road & sidewalk)	\$150,000
Cat Mousam Rd	\$50,000
Town Hall LED Lighting Conversion (Energy Effcncy Comm)	\$60,000
Town-wide LED Street Light Conversion (EEC)	\$400,000
Feb 8, 2020 Votes: BB 7/0 ; SB 7/0	<u>\$1,035,000</u>
Two (2) Cruisers & Equipment (2013 and 2015 replacements)	\$102,100
Traffic Light/Signal Preemption Control System (Rt 1)	\$175,000
Apr 18, 2020 Votes: BB 6/0/1 absent ; SB 7/0	<u>\$277,100</u>
	<u>\$1,312,100</u>

B

Sea Road Sidewalk - Summer St to Sea Rd School	\$300,000
Sea Road Sidewalk - Sea Rd School to Riverbend	\$126,000
Feb 8, 2020 Votes: BB 2/5 ; SB 4/3	<u>\$426,000</u>
(BB in-favor TW, RM ; SB opposed WW, CC, WB)	

Debt Service from TIF Revenues

C

Water St (sidewalk) [see FY18-19 TIF]	\$75,000
Garden St & Storer St Intersection, with NO sidewalk improve	\$80,000
Fire Truck (1992 "Engine 2" replacement)	\$600,000
Front Loader (2001 Vehicle 33 replacement)	\$220,000
Lower Village Master Plan (Coopers Corner w/ MPI Grant)	\$500,000
Feb 8, 2020 Votes: BB 7/0 ; SB 7/0	<u>\$1,475,000</u>