

**TOWN OF KENNEBUNK
BUDGET BOARD
THURSDAY, SEPTEMBER 19, 2019 6:00 P.M.
KENNEBUNK TOWN HALL – ROOM 300
MINUTES**

1. Call to Order

On Thursday, September 19, 2019 at 6:03 p.m., Tom Wellman, Chairman of the Budget Board, called to order a meeting of the Budget Board of the Town of Kennebunk. Budget Board members present were Wellman, Brewitt, Costin, Morin and Wheeler. Members Beal and Burnham were absent. Also present were Town Manager Pardue, Finance Director Downs, and Town Engineer/Community Development Director Osterrieder.

2. Election of 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.

3. Approve the Minutes of the June 26, 2019 Meeting

A motion was made to approve the minutes of the June 26, 2019 meeting as presented.

MOVED: Brewitt

SECONDED: Wheeler

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent. The motion passed.

4. Review FY2018-19

Downs reviewed the Town's "budget versus actual" financial results for fiscal year 2018-19 with the Board. In total, expenditures appear to be under expended by approximately \$167,000. Collection of miscellaneous revenues for FY2018-19 continued to be in excess of budgeted amounts, specifically for vehicle excise tax, ambulance billing revenues, recreation program revenues, building permit fees, and beach parking permit fees. Pages 1 and 2 of the supporting documentation supplied to the Board are included with these minutes. Downs also discussed the FY19-20 tax commitment, collections to date and changes to valuations by Assessor Dan Robinson, the possibility of issuing authorized bonds during early 2020, and current cash balances.

5. Overview of FY19-20 Year-to-Date

Downs discussed briefly FY19-20 quarter one. Since it's still early in the year, Downs had little to report. Downs asked Osterrieder to provide an update on current projects: Summer St., Dane St., Emmons Rd. Bridge, Merrifield Dr., Town Garage, FEMA projects from the March 2018 storm, and various paving projects.

6. 15 Portland Road Purchase – November 5, 2019 Town Meeting Warrant Article

Pardue, Osterrieder and Downs provided an overview of the 15 Portland Road purchase warrant article to be voted on at the November 5, 2019 Special Town Meeting (referendum vote). The Board discussed the merits of the purchase.

A motion was made to recommend the passage of the warrant article by the voters.

MOVED: Brewitt

SECONDED: Morin

MODIFICATIONS: None

VOTE: 3 in favor, 2 opposed (Costin and Wheeler), 2 absent. The motion passed.

7. Schedule the Budget Board's Initial Capital Plan Meeting

The Board requested to have a meeting on November 6, 2019. Member Brewitt requested that the Town's ISO (Insurance Services Office) rating be discussed during that meeting.

8. Any Other Business

No other business was discussed.

9 Adjournment

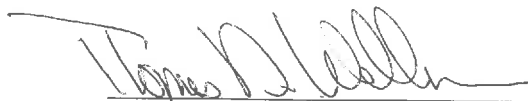
A motion was made to adjourn the meeting at approximately 7:30 pm.

MOVED: Brewitt

SECONDED: Costin

MODIFICATIONS: None

VOTE: 5 in favor, 0 opposed, 2 absent. The motion passed.



Date: 9-19-29

**Town of Kennebunk
Referendum Question 1
Proposed Operating Budget**

Categories	Approved FY18-19 Budget	Actual Through 6/30/2019 (unaudited)	% Incurred 100%	FY19-20 Budget Proposed
Selectmen	\$29,335	\$29,184	99%	\$30,013
Town Clerk & Ballot Clerks	144,840	144,636	100%	144,373
Town Manager (includes HR Director)	316,014	300,720	95%	296,913
Assessors	198,547	194,691	98%	209,339
General Government & Finance	627,850	627,549	100%	683,561
Community Development (Planning & Code Enforcement)	341,946	341,498	100%	382,198
General Assistance	40,756	38,122	94%	39,338
Town Hall	178,267	191,512	107%	149,196
Computer/Information Systems	249,530	255,000	102%	275,778
Employee Benefits	2,374,482	2,204,268	93%	2,597,256
Boards, Committees & Commissions	51,246	59,508	116%	48,377
Agencies	41,600	41,600	100%	41,600
General Government Services	\$4,594,413	\$4,428,287	96%	\$4,897,942
Police	\$2,024,207	\$2,104,581	104%	\$2,240,671
Harbormaster	17,600	14,270	81%	18,785
Fire & EMS	1,764,814	1,686,389	96%	1,887,363
Lifeguards	71,901	71,032	99%	79,829
Civil Emergency Preparedness	6,901	7,276	105%	7,875
Communications	305,870	303,906	99%	324,331
Public Safety	\$4,191,293	\$4,187,454	100%	\$4,558,854
Public Works - Highway & Parks	\$1,460,450	\$1,470,967	101%	\$1,595,476
Recycling	303,973	303,973	100%	313,700
Haz Waste Day	9,000	10,155	113%	9,000
Hydrants & Street Lights	473,216	481,961	102%	482,325
Public Services	\$2,246,639	\$2,267,056	101%	\$2,400,501
Recreation & Recreation Facilities	\$925,467	\$907,535	98%	\$967,627
Capital Plan & Debt Service	\$1,095,443	\$1,095,443	100%	\$1,131,367
Kennebunk Free Library	\$576,194	\$576,194	100%	\$587,718
Total Gross Municipal Budget (excluding Tax Increment Financing District Budget)	\$13,629,449	\$13,461,969	99%	\$14,544,009
Estimated Revenues (including reserves & surplus)	(\$4,782,950)	\$ (5,610,917)	117%	(\$5,163,700)
Total Net Municipal Budget (excluding Tax Increment Financing District Budget) (Article #3; Referendum Question #1)	\$8,846,499	\$7,851,052	89%	\$9,380,309

REVENUES

A	B	C	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Town of Kennebunk																
FY19-20 (FYE 06-30-2020)																
Projected Revenues																
Description	FY17-18 Budgeted 6/30/2018	FY17-18 Actual Revenues 6/30/2018	FY2018 <Unders>/Over	FY18-19 Budgeted 6/30/2019	FY18-19 Actual Revenues 6/30/2019	FY2019 <Unders>/Over	FY19-20 Budgeted 6/30/2020							Incr / (Decr)	% Incr / (% Decr)	
6 Auto Excise	2,175,000	2,536,073	361,073	2,200,000	2,563,355	363,355	2,350,000						150,000	6.8%		
8 Boat Excise	12,500	12,005	(496)	12,500	10,402	(2,098)	12,000						(500)	-4.0%		
9 Police Department	15,000	19,585	4,585	15,000	34,587	19,587	15,000						-	0.0%		
10 School Res Officers & MDEA Officer	135,000	158,103	23,103	137,000	250,327	113,327	295,000						158,000	115.3%		
11 Ambulance Service	800,000	908,561	108,561	850,000	863,777	13,777	850,000						-	0.0%		
12 Building Permits	185,000	192,119	7,119	185,000	248,265	63,265	185,000						-	0.0%		
13 Plumbing Permits	22,500	32,513	10,013	22,500	28,842	6,342	22,500						-	0.0%		
14 Beach Parking Permits	150,000	170,371	20,371	150,000	162,284	12,284	160,000						10,000	6.7%		
15 Interest on Investments	60,000	140,487	80,487	80,000	292,597	212,597	100,000						20,000	25.0%		
16 Interest on Taxes & Liens	60,000	66,238	6,238	60,000	66,510	6,510	60,000						-	0.0%		
17 Planning Board	4,900	11,835	6,935	5,000	5,054	54	5,000						-	0.0%		
18 Appeals Board	200	-	(200)	200	-	(200)	200						-	0.0%		
19 Site Plan Review Board	4,500	5,755	1,255	4,500	2,639	(1,861)	4,500						-	0.0%		
20 Town Clerk	30,000	46,899	16,899	30,000	49,823	19,823	30,000						-	0.0%		
21 Miscellaneous	35,000	44,266	9,266	35,000	37,549	2,549	35,000						-	0.0%		
22 Recreation Programs	620,000	758,950	138,950	680,000	731,755	51,755	725,000						45,000	6.6%		
23 Rental Income - (Town Hall)	1,500	425	(1,075)	1,500	2,625	1,125	500						(1,000)	-66.7%		
24 Rental Income - (W.K.C.C.)	1,000	2,902	1,902	1,000	2,597	1,597	2,000						1,000	100.0%		
25 Local Road Assistance	145,000	151,536	6,536	145,000	150,212	5,212	145,000						-	0.0%		
26 General Assistance	12,500	9,448	(3,052)	12,250	5,718	(6,532)	10,500						(1,750)	-14.3%		
27 K'Bunk-K'Port Recycling	-	-	-	-	-	-	-						-	Undef %		
28 General Fund Balance	100,000	100,000	-	100,000	100,000	-	100,000						-	0.0%		
29 Project Engineering & Management	-	-	-	22,500	-	(22,500)	22,500						-	0.0%		
30 TM Economic Dev Mgmt	-	-	-	30,000	-	(30,000)	30,000						-	0.0%		
31 Trust Funds Transferred In	4,000	4,000	-	4,000	2,000	(2,000)	4,000						-	0.0%		
Sub Total	\$ 4,573,600	\$ 5,372,071	\$ 798,471	\$ 4,782,950	\$ 5,610,917	\$ 880,467	\$ 5,163,700						380,750	8.0%		
Excluded for Municipal Budget; Included for Total Tax Commitment:																
34 Homestead Reimbursement	\$ 150,000	\$ 298,110	\$ 148,110	\$ 150,000	\$ 388,309	\$ 238,309	\$ 250,000						\$ 100,000	66.7%		
35 State Revenue Sharing	\$ 350,000	\$ 404,884	\$ 54,884	\$ 350,000	\$ 434,454	\$ 84,454	\$ 400,000						\$ 50,000	14.3%		
Sub Total	\$ 500,000	\$ 702,994	\$ 202,994	\$ 500,000	\$ 822,763	\$ 322,763	\$ 650,000						150,000	30.0%		
Grand Total	\$ 5,073,600	\$ 6,075,065	\$ 1,001,465	\$ 5,282,950	\$ 6,433,680	\$ 1,150,730	\$ 5,813,700						530,750	10.0%		

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