

**Joint Meeting Minutes  
Arundel Board of Selectmen  
Kennebunk Board of Selectmen  
Kennebunkport Board of Selectmen  
RSU 21 School Board of Directors**

**Middle School of the Kennebunks  
January 7, 2016 6:00-7:30 PM**

- Working Dinner
- Present for Kennebunk were: Selectmen Kevin Donovan, Richard Morin, Edward Karytko, Daniel Boothby, Christopher Cluff, Shiloh Schulte and Deborah Beal as well as Town Manager Barry Tibbetts and Finance Director Joel Downs.
- Welcome and Overview of the Meeting Outcomes:
  - Katie Hawes, Superintendent of School shared information about major budget drivers for FY 17 – A PowerPoint was shared with all. The drivers include debt service, personnel contracts, and incoming students with special needs. Reductions include contract with TAMS, and heating oil and other debt service. Possible reductions include Sea Road School – there will be an upcoming School Board discussion on January 25, 2016 and a full report by May/June 2016. Revenue includes Maine PERS Refund for Kennebunk and Kennebunkport. State subsidy and Federal Grants are unknown at this time. A full analysis of RSU 21 Programs was shared and the RSU 21 Budget Development Timeline. The timeline includes July-January – Comprehensive Program Review; November – January – Administrative Team Development and Review; January 4<sup>th</sup> – School Board Action on Finance Committee Recommendation of Budget Targets – 0%, 3%, Superintendent’s Recommendation; February-March – Finance Committee Review and Revision; March-May – Board of Directors Review and Revision; May 17<sup>th</sup> – District Budget Meeting and June 14<sup>th</sup> – Budget Validation Referendum.
  - Arundel, Keith Trefethen, Town Manger shared Arundel’s Budget Drivers. Municipal operating budget flat funded being proposed for 16/17, and capital expenditure for new town office.
  - Kennebunk, Barry Tibbetts, Town Manager shared Kennebunk’s Budget Drives. Contractual obligations, manpower (fire, police, public works, technicians), infrastructure (road paving, sidewalks, buildings (public works facility/transfer station) and Pay as You Throw (PAYT). Increases include education debt service, increase

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in wages and benefits due to contractual agreements, increase in operation debt service, potential additional manpower, increase to utility costs, upgrades to technology infrastructure and security, potential loss in homestead exemption, and PAYT program status is being reviewed/determined. Draft capital includes: paving, road maintenance, vehicles and equipment in all divisions, building maintenance and renovation projects, transfer station improvements, drainage, sidewalks, bridges, and infrastructure in TIF districts. FY 17 Budget Schedule for Kennebunk – December 2015-January 2016 – Budget preparation; Feb 2,4,6,11,13 – Budget meetings/discussions; March – Budget Public Hearing, April 26, 2016 – Last day for 2<sup>nd</sup> reading of ordered referendum, and June 14<sup>th</sup> Town Vote.

- FY 17 Utilities (Kennebunk) – Kennebunk Light and Power District, Kennebunk Sewer District, and Kennebunk, Kennebunkport and Wells Water District.

Kennebunk Sewer District Capital Improvement Plan – Collection system rehabilitation, Doane’s Beach and grove, and pump station rehabilitation. Wastewater Treatment Facility – Upgrades to the plant to provide biological treatment capacity to meet regulatory requirement and town growth.

Kennebunk, Kennebunkport and Wells Water District recent cost drivers include – Increase in debt service (2013 through 2015), continual increases in energy, chemicals and supplies, major tank painting project in 2015. Cost savings and revenue enhancement initiatives include – reduction in workers compensation insurance cost, improved vehicle fleet efficiency, and designed and installed most capital improvement with in-house staff. Ongoing initiatives – Continue with lower cost employee health insurance plan, reduction of subcontractor services, collaborative chemical purchases with SMRWC, farming out of GIS and facilities maintenance services, selective harvesting of forest land, and maintain water tank site cell phone lease contracts.

- Kennebunkport, Laurie Smith, Town Manager – FY17 Major Budget Drives. Expenses include – increase in education debt

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service, increase in wages and benefits due to contractual agreements, increase in operation debt service for wastewater and public safety, addition hours for code and planning personnel, increase in utility costs for public safety addition, and upgrade to technology infrastructure and security. Capital – draft capital list, historical commitment, experiencing increased in equipment purchases prices, infrastructure needs and costs are growing in roads and sidewalks, infrastructure needs in wastewater treatment will likely be supported by tax dollars, and building and maintenance and renovation projects are increasing with aging facilities. Budget Revenues – no increase in state revenues, potential increase in building permit revenue, increased excise tax revenues, and loss in valuation for homestead exemption increase. Budget Schedule – November –December – department review of current and proposed budgets; December 10- Board of Selectmen will submit priorities and special requests; January 8 – All department budget requests are submitted to Finance; January 29 – Budget board social service agency recommendations are given to town manager; February 26 – town manager submits capital and operating budget to the Board of Selectmen and Budget Board; March 3-April 14 – Budget Board and Selectmen review operational and budgets; Board of Selectmen meeting to sign the warrant; June 14 – annual town meeting – elections, and June 18 – annual town meeting – Consolidated School.

- Follow up on September Dine and Discuss
  - Kids go to closest school – shared enrollment projections, discussed existing kids who attend our other schools, and Master Facilities Committee. The next area of focus is Arundel middle schoolers to MSK.
  - Shared public safety – Kennebunk and Kennebunkport evaluated cost of patrolling Arundel and Kennebunk and Arundel reviewed previous study. The next area of focus is a collaborative recreation program/early and often connections for kids across towns.
  - Shared purchasing and grounds service – fuel costs, paper would also increase cost to leave collaborative, cleaning and mowing would add a person to either Kennebunk or RSU, possible Kennebunkport and RSU, and Kennebunk joined RSU Insurance Meetings. The next area of focus is to look for efficiencies and opportunities to maximize recreation departments.
  - Communication follow-up – monthly meetings and 2<sup>nd</sup> Dine and Discuss.

*Melora A. Beal*  
1-26-16