TOWN OF KENNEBUNK

BOARD OF SELECTMEN AND BUDGET BOARD

JOINT MEETING MINUTES

SPECIAL MEETING – FEBRUARY 13, 2016

1. CALL TO ORDER

On Saturday, February 13, 2016 at 8:35 a.m., Kevin Donovan, Chairman of the Board of Selectmen, called to order a Special Meeting of the Board of Selectmen (BoS) of the Town of Kennebunk. John Costin, Vice Chairman of the Budget Board (BB), called to order a meeting of the Budget Board of the Town of Kennebunk. Present were Selectmen Donovan, Boothby, Beal, Karytko, Morin, and Schulte. Selectman Cluff was absent; Selectman Boothby left at 11:50 a.m. Budget Board members present were Costin, Burnham, Searles, and Ward; members Dwight, Marshall and Wiggins were absent. Also present were Town Manager Tibbetts and Finance Director Downs.

2. TO DISCUSS THE FY2016-17 PROPOSED BUDGET

The two Boards discussed budget items; no votes were taken:

Department / Division	Amount as Voted	Budget Board	Selectmen	Notes
	Votes represent: in favor / opposed / absent / abstention			
Capital & Other Uses of Unassigned General Fund Balance: **Total Vehicles, Equipment & Projects** **1> From Budget Board capital account** **2> From unassigned general fund balance** **3> From general obligation bonds or other borrowing as recommended by staff** **Total**	 $46,336 $954,080 $2,570,000 $3,470,416	no vote	no vote	Discussion only on all items listed on the attached, as well as the proposed paving program.

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 12:20 p.m.

Kennebunk Budget Board

Kennebunk Board of Selectmen

Date Minutes Approved: _____

Date Minutes Approved: 3/8/16

PROPOSED

Town of Kennebunk		Handout - 2/13/2016					A = C + D + E + F + G				
PROPOSED Capital Projects, Vehicles & Equipment				A	B		C	D	E	F	G
FY16-17				FY16-17			Method of Payment				
Line	Type	Division/ Department	Description	FY16-17 AMOUNT	ITEMS DEFERRED	PRIORITY	Budget Board Fund	Unassigned Reserves	Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (WK-U TIF)	Existing Debt Service - Appropriation / Taxation
1		**POLICE DEPARTMENT**									
2	Vehicle	Police	Patrol Car (rotating 3 shifts)	$36,000		2		$36,000			
3	Vehicle	Police	CID Car	$27,000		5		$27,000			
4	Equipment	Police	Mobile Data Terminals - in-car computers - Qty 3	$15,600		4		$15,600			
5	Equipment	Police	Lightweight Tactical Ballistic Vests - Qty 12	$13,800		1		$13,800			
6	Equipment	Police	.223 Semi-automatic Rifles - w/ optics & racks - Qty 8	$11,480		3		$11,480			
7	Equipment	Police	Jamar Radar Information Recording - Qty 2	$8,200		10		$8,200			
8	Equipment	Police	Stinger Spike Mats - pursuit termination - Qty 7	$3,314		9	$3,314				
9	Equipment	Police	Dual Band Police Radio - for supervisor's car	$3,314		7	$3,314				
10	Equipment	Police	VHF Portable Radios - Qty 4	$2,658		8	$2,658				
11	Equipment	Police	Desktop Computers - Three (3) Units	$2,250		6	$2,250				
12			**Total Police**	**$123,616**		-	**$11,536**	**$112,080**	**$0**	**$0**	**$0**
13											
14		**FIRE DEPARTMENT**									
15	Vehicle	Fire	Tank 2		$260,000						
16	Vehicle	Fire	Fire Rescue Equipment Vehicle		$100,000						
17	Equipment	Fire	PPV Fan - Engine 4	$2,100		5	$2,100				
18	Equipment	Fire	Ventilation Saw - Washington Hose	$2,200		4	$2,200				
19	Equipment	Fire	Compressor Upgrade - West K Station	$5,000		1	$5,000				
20	Building	Fire	Overhead Door Windows - West K Station	$2,500		2	$2,500				
21	Equipment	Fire	Fitness Equipment - Central Station	$8,000		3	$8,000				
22			**Total Fire Department**	**$19,800**		-	**$19,800**	**$0**	**$0**	**$0**	**$0**
23											
24		**EMS / AMBULANCE**									
25	Vehicle	EMS	Rescue / Ambulance (replacement)	$220,000		1			$220,000		
26	Equipment	EMS	Power Load Device / Stretcher	$28,000		2		$28,000			
27			**Total EMS / Ambulance**	**$248,000**		-	**$0**	**$28,000**	**$220,000**	**$0**	**$0**
28											
29		**EMERGENCY MANAGEMENT**		*None for FY16-17*							
30	Facilities	EMA									
31			**Total Emergency Management**	**$0**		-	**$0**	**$0**	**$0**	**$0**	**$0**
32											

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33		PUBLIC SERVICES DIVISION (Highway & Parks)									
34	Vehicle	Public Works	Single Axle 5-Ton Dump/Plow Truck	$170,000					$170,000		
35	Equipment	Public Works	Backhoe - Repair	$22,000				$22,000			
36	Equipment	Public Works	Rubber Tire Excavator (3 month rental)	$15,000				$15,000			
37	Equipment	Public Works	Chipper - defer		$68,000						
38	Equipment	Public Works	Pavement Grinder (24")	$20,000				$20,000			
39	Equipment	Parks	Mower - 60 inch	$11,000				$11,000			
40	Equipment	Public Works	Shoulder Machine (Used -> Upgrade to New Add'l)	$15,000				$15,000			
41			**Total Highway & Parks**	**$253,000**		-	**$0**	**$83,000**	**$170,000**	**$0**	**$0**
42											
43		PUBLIC SERVICES DIVISION (Recreation)									
44	Vehicle	Recreation	Bus - replacement (72 passenger)	$88,000					$88,000		
45	Vehicle	Recreation	15 Passenger Mini-Bus - van replacement	$48,000					$48,000		
46			**Total Recreation**	**$136,000**		-	**$0**	**$0**	**$136,000**	**$0**	**$0**
47											
48		GENERAL GOVERNMENT									
49	Equipment	Recreation	Non-Resident Beach Parking Permit Kiosk - Qty 1	$9,000				$9,000			
50	Computers	Computers	Backup Sys Hardware w/Cloud & User Workstations	$60,000			$6,000	$10,000	$44,000		
51	Equipment	Gen Gov't	Cable Broadcast Equipment - Cameras & Switches	$20,000				$20,000			
52	Equipment	Gen Gov't	Cable Broadcast Equipment - Audio	$10,000				$10,000			
53	Projects	Planning	Town Projects / Surveys	$5,000			$5,000				
54	Equipment	Gen Gov't	Video / Web Cams - Town Garage & Teen Center	$25,000				$25,000			
55	Software	Gen Gov't	ICM to Payroll System Bridge	$4,000			$4,000				
56	Facilities	Town Hall	Fire Admin Office Insulation (Under Auditorium)	$10,000				$10,000			
57			**Total General Government**	**$143,000**		-	**$15,000**	**$84,000**	**$44,000**	**$0**	**$0**
58											
59	SUBTOTAL - Vehicles, Equipment, Special Projects, etc.			**$923,416**		-	**$46,336**	**$307,080**	**$570,000**	**$0**	**$0**
60											
61	PUBLIC SERVICES DIVISION ROADS										
62	Infrastructure	Public Works	Roads	$1,600,000				$100,000	$1,500,000		
63	Infrastructure	Public Works	Road - Crushed Gravel - Misc Projects	$15,000				$15,000			
64	Infrastructure	Public Works	Road - Culverts & Basins - Misc Projects	$15,000				$15,000			
65											
66			**Total Roads**	**$1,630,000**		-	**$0**	**$130,000**	**$1,500,000**	**$0**	**$0**
67											
68	PUBLIC SERVICES DIVISION SIDEWALKS										
69	Infrastructure	Public Works	Sidewalk								
70			**Total Sidewalks**	**$0**		-	**$0**	**$0**	**$0**	**$0**	**$0**

Replacement local backup system $44,000
- and -
Off-site (WK Fire Stn) backup system $10,000
("Cloud" alternative)

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71											
72	PUBLIC SERVICES DIVISION DRAINAGE & BRIDGE										
73	Infrastructure	Public Works	Drainage, Bridge & Other Projects	$500,000					$500,000		
74			Total Drainage	$500,000		-	$0	$0	$500,000	$0	$0
75											
76	PUBLIC SERVICES DIVISION OTHER INFRASTRUCTURE										
77	Infrastructure	Public Works	Other Park & Field Repair	$15,000				$15,000			
78											
79			Total Other Infrastructure Projects	$15,000		-	$0	$15,000	$0	$0	$0
80											
81			TOTAL	$3,068,416			$46,336	$452,080	$2,570,000	$0	$0
82											
83		UNCLASSIFIED									
84	Unclassified	Other	Budget Board Capital Improvements Fund	$50,000	Balance is $98,659.11 (at 12/31/15)			$50,000			
85	Unclassified	Other	Board of Selectmen Capital Reserve Fund	$25,000	Balance is $74,974.84 (at 12/31/15)			$25,000			
86	Unclassified	Other	PAYT Deficit for FY15-16 (6/30/2016)	$87,000				$87,000			
87	Debt Service	General Gov't	Apply Surplus to Future Debt Service	$240,000				$240,000			
88											
89			Total Unclassified	$402,000		-	$0	$402,000	$0	$0	$0
90											
91	TOTAL Before Debt Service			$3,470,416		-	$46,336	$854,080	$2,570,000	$0	$0
92											
93	Debt Service	General Gov't	Bond Notes & Lease Payments	$760,000				$100,000			$660,000
94											
95	GRAND TOTAL			$4,230,416		-	$46,336	$954,080	$2,570,000	$0	$660,000
=											