

**TOWN OF KENNEBUNK**  
**BOARD OF SELECTMEN AND BUDGET BOARD**  
**JOINT MEETING MINUTES**  
**SPECIAL MEETING – FEBRUARY 16, 2016**

**1. CALL TO ORDER**

On Tuesday, February 16, 2016 at 6:00 p.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. Bill Ward, 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, Beal, Boothby, Cluff, Karytko, Morin, and Schulte. 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 and the following votes were taken:

Department / Division	Amount as Voted	Budget Board	Selectmen	Notes
Votes represent: in favor / opposed / absent / abstention				
<b>To authorize the spending of up to \$46,336 from the Budget Board capital fund account for assets and projects as presented and listed. (detail attached)</b>	\$46,336	4/0/3/0	n/a	BB Dwight, Marshall, Wiggins absent BoS does not vote.
<b>FY16-17 Debt Service Payments</b>				
–				
<b>1&gt; From FY16-17 tax appropriation</b>	\$660,000			
<b>2&gt; From unassigned general fund balance (surplus)</b>	<u>\$100,000</u>	4/0/3/0		BB Dwight, Marshall, Wiggins absent
<b>Total</b>	<u>\$760,000</u>			
<b>To transfer unassigned general fund balance for the following:</b>				
<b>1&gt; Vehicles, equipment &amp; projects capital accounts</b>	\$452,080			
<b>2&gt; Budget Board capital account</b>	\$50,000			
<b>3&gt; Board of Selectmen capital reserve account</b>	\$25,000			
<b>4&gt; Eliminate estimated PAYT deficit as of June 30, 2016</b>	\$87,000	4/0/3/0		BB Dwight, Marshall, Wiggins absent
<b>5&gt; Reserve for future debt service payments.</b>	<u>\$240,000</u>			
<b>Total (detail attached)</b>	<u>\$854,080</u>			

Department / Division	Amount as Voted	Budget Board	Selectmen	Notes
Votes represent: in favor / opposed / absent / abstention				
<b>To issue general obligation bonds or other borrowing as recommended by staff for \$2,570,000 for the purchase and acquisition of assets and projects. (detail attached)</b>	\$2,570,000	4/0/3/0		BB Dwight, Marshall, Wiggins absent
<b>FY16-17 Debt Service Payments</b> — 1> From FY16-17 tax appropriation 2> From unassigned general fund balance (surplus)  <b>Total</b>	\$660,000  <u>\$100,000</u>  <u>\$760,000</u>		6/1/0/0	BoS Karytko opposed
<b>To transfer unassigned general fund balance for the following:</b> 1> Vehicles, equipment & projects capital accounts 2> Budget Board capital account 3> Board of Selectmen capital reserve account 4> Eliminate estimated PAYT deficit as of June 30, 2016 5> Reserve for future debt service payments.  <b>Total (detail attached)</b>	\$452,080  \$50,000  \$25,000  \$87,000  <u>\$240,000</u>  <u>\$854,080</u>		7/0/0/0	
<b>To issue general obligation bonds or other borrowing as recommended by staff for \$2,570,000 for the purchase and acquisition of assets and projects. (detail attached)</b>	\$2,570,000		6/1/0/0	BoS Karytko opposed
<b>To eliminate the Pay-As-You-Throw (PAYT) trash program and include the cost of municipal solid waste disposal, estimated to be \$435,000 for FY16-17 into the municipal appropriation general fund budget.</b>	\$435,000		5/2/0/0	BoS Beal, Schulte opposed

Department / Division	Amount as Voted	Budget Board	Selectmen	Notes
Votes represent: in favor / opposed / absent / abstention				
To establish a separate June 2016 annual town meeting warrant article on whether to eliminate PAYT (previous motion).			7/0/0/0	
To eliminate the Pay-As-You-Throw (PAYT) trash program and include the cost of the program, estimated to be \$435,000 for FY16-17 into the municipal appropriation general fund budget and establish a separate warrant article on this question.	\$435,000	4/0/3/0		BB Dwight, Marshall, Wiggins absent

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 8:07 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		B		C		D		E		F		G	
PROPOSED Capital Projects, Vehicles & Equipment				FY16-17		ITEMS DEFERRED		Budget Board Fund		Unassigned Reserves		Gen Fund Bonds / Leases (Gen Fund)		Gen Fund Bonds / Leases (WK-U TIF)		Existing Debt Service - Appropriation / Taxation	
Line	Type	Division/ Department	Description	FY16-17 AMOUNT	PRIORITY												
<b>POLICE DEPARTMENT</b>																	
1	Vehicle	Police	Patrol Car (rotating 3 shifts)	\$36,000													
2	Vehicle	Police	CID Car	\$27,000													
3	Equipment	Police	Mobile Data Terminals - in-car computers - Qty 3	\$15,600													
4	Equipment	Police	Lightweight Tactical Ballistic Vests - Qty 12	\$13,800													
5	Equipment	Police	.223 Semi-automatic Rifles - w/ optics & racks - Qty 8	\$11,480													
6	Equipment	Police	Jamar Radar Information Recording - Qty 2	\$8,200													
7	Equipment	Police	Stinger Spike Mats - \$3,314	\$3,314													
8	Equipment	Police	Dual Band Police Radio - for supervisor's car	\$3,314													
9	Equipment	Police	VHF Portable Radios - Qty 4	\$2,658													
10	Equipment	Police	Desktop Computers - Three (3) Units	\$2,250													
11			<b>Total Police</b>	<b>\$123,616</b>													
12																	
13																	
14			<b>FIRE DEPARTMENT</b>														
15	Vehicle	Fire	Tank 2														
16	Vehicle	Fire	Fire Rescue Equipment Vehicle														
17	Equipment	Fire	PPV Fan - Engine 4	\$260,000													
18	Equipment	Fire	Ventilation Saw - Washington Hose	\$100,000													
19	Equipment	Fire	Compressor Upgrade - West K Station	\$2,100													
20	Building	Fire	Overhead Door Windows - West K Station	\$2,200													
21	Equipment	Fire	Fitness Equipment - Central Station	\$5,000													
22			<b>Total Fire Department</b>	<b>\$19,800</b>													
23																	
24			<b>EMS / AMBULANCE</b>														
25	Vehicle	EMS	Rescue / Ambulance (replacement)	\$220,000													
26	Equipment	EMS	Power Load Device / Stretcher	\$28,000													
27			<b>Total EMS / Ambulance</b>	<b>\$248,000</b>													
28																	
29			<b>EMERGENCY MANAGEMENT</b>														
30	Facilities	EMA															
31			<b>Total Emergency Management</b>	<b>\$0</b>													
32																	

# PROPOSED

Town of Kennebunk		Handout - 2/13/2016		A		B		C		D		E		F		G	
PROPOSED Capital Projects, Vehicles & Equipment		FY16-17		FY16-17		ITEMS DEFERRED		Budget Board Fund		Unassigned Reserves		Gen Fund Bonds / Leases (Gen Fund)		Gen Fund Bonds / Leases (WK-U TIF)		Existing Debt Service - Appropriation / Taxation	
Line	Type	Division/ Department	Description	Amount	Priority	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
<b>PUBLIC SERVICES DIVISION (Highway &amp; Parks)</b>																	
33	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	\$69,000													
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 Addt)	\$15,000						\$15,000							
41			<b>Total Highway &amp; Parks</b>	<b>\$253,000</b>					<b>\$0</b>	<b>\$83,000</b>			<b>\$170,000</b>	<b>\$0</b>			<b>\$0</b>
42																	
43			<b>PUBLIC SERVICES DIVISION (Recreation)</b>														
44	Vehicle	Recreation	Bus - replacement (72 passenger)	\$88,000													
45	Vehicle	Recreation	15 Passenger Mini-Bus - van replacement	\$48,000									\$88,000				
46			<b>Total Recreation</b>	<b>\$136,000</b>					<b>\$0</b>	<b>\$0</b>			<b>\$136,000</b>	<b>\$0</b>			<b>\$0</b>
47																	
48			<b>GENERAL GOVERNMENT</b>														
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 Govt	Cable Broadcast Equipment - Cameras & Switches	\$20,000						\$20,000							
52	Equipment	Gen Govt	Cable Broadcast Equipment - Audio	\$10,000						\$10,000							
53	Projects	Planning	Town Projects / Surveys	\$5,000													
54	Equipment	Gen Govt	Video / Web Cams - Town Garage & Teen Center	\$25,000						\$25,000							
55	Software	Gen Govt	ICM to Payroll System Bridge	\$4,000						\$4,000							
56	Facilities	Town Hall	Fire Admin Office Insulation (Under Auditorium)	\$10,000						\$10,000							
57			<b>Total General Government</b>	<b>\$143,000</b>					<b>\$15,000</b>	<b>\$84,000</b>			<b>\$44,000</b>	<b>\$0</b>			<b>\$0</b>
58																	
59			<b>SUBTOTAL - Vehicles, Equipment, Special Projects, etc.</b>	<b>\$923,416</b>					<b>\$46,336</b>	<b>\$307,080</b>			<b>\$570,000</b>	<b>\$0</b>			<b>\$0</b>
60																	
61			<b>PUBLIC SERVICES DIVISION ROADS</b>														
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			<b>Total Roads</b>	<b>\$1,630,000</b>					<b>\$0</b>	<b>\$130,000</b>			<b>\$1,500,000</b>	<b>\$0</b>			<b>\$0</b>
67																	
68			<b>PUBLIC SERVICES DIVISION SIDEWALKS</b>														
69	Infrastructure	Public Works	Sidewalk														
70			<b>Total Sidewalks</b>	<b>\$0</b>					<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>			<b>\$0</b>

# PROPOSED

Town of Kennebunk		Handout - 2/13/2016		A = C + D + E + F + G				
PROPOSED Capital Projects, Vehicles & Equipment		FY16-17		FY16-17				
Line Type	Division/ Department Description	A	B	C	D	E	F	G
		FY16-17 AMOUNT	ITEMS DEFERRED	Budget Board Fund	Unassigned Reserves	Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (WK-U TIF)	Existing Debt Service - Appropriation / Taxation
			PRIORITY					
71								
72	<b>PUBLIC SERVICES DIVISION DRAINAGE &amp; BRIDGE</b>							
73	Infrastructure Public Works Drainage, Bridge & Other Projects	\$500,000				\$500,000		
74		\$500,000		\$0	\$0	\$500,000	\$0	\$0
75	<b>Total Drainage</b>							
76	<b>PUBLIC SERVICES DIVISION OTHER INFRASTRUCTURE</b>							
77	Infrastructure Public Works Other Park & Field Repair	\$15,000			\$15,000			
78		\$15,000		\$0	\$15,000	\$0	\$0	\$0
79	<b>Total Other Infrastructure Projects</b>							
80		\$15,000		\$0	\$15,000	\$0	\$0	\$0
81		\$3,068,416		\$46,336	\$452,080	\$2,570,000	\$0	\$0
82	<b>TOTAL</b>							
83	<b>UNCLASSIFIED</b>							
84	Unclassified Other Budget Board Capital Improvements Fund	\$50,000	Balance is \$88,659.11 (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		\$402,000		\$0	\$402,000	\$0	\$0	\$0
89	<b>Total Unclassified</b>							
90		\$3,470,416		\$46,336	\$854,080	\$2,570,000	\$0	\$0
91	<b>TOTAL Before Debt Service</b>							
92	Debt Service General Gov't Bond Notes & Lease Payments	\$760,000		\$100,000	\$100,000			\$660,000
93		\$760,000		\$100,000	\$100,000			\$660,000
94	<b>GRAND TOTAL</b>			\$46,336	\$954,080	\$2,570,000	\$0	\$660,000
95		\$4,230,416		\$46,336	\$954,080	\$2,570,000	\$0	\$660,000
-								