

TOWN OF KENNEBUNK
SELECT BOARD AND BUDGET BOARD
JOINT MEETING MINUTES
SPECIAL MEETING – FEBRUARY 3, 2022

1. CALL TO ORDER

Using the Zoom internet meeting platform, on Thursday, February 3, 2022 at 6:30 p.m., Blake Baldwin, Chair of the Select Board, called to order a Special Meeting of the Select Board (SB) of the Town of Kennebunk. John Costin, 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, Carpenter, Nedeau, Pratt, Paul, Schulte, and Ward. Budget Board members present were Costin, Fiore, Morin, Sayre, and Wellman. Members Beal and Cluff joined at approximately 6:40 p.m. Also present were Town Manager Pardue and Finance Director Downs.

2. TO DISCUSS THE FY2022-23 PROPOSED BUDGET

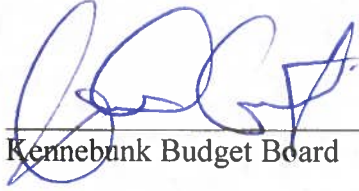
The two Boards had a lengthy discussion on paving and road projects. The Boards also discussed other capital budget items as well as bond debt service, and the following votes were taken:

Department / Division	Amount as Voted	Budget Board	Select Board	Notes
Votes represent: in favor / opposed / absent / abstention				
To approve issuing general obligation bonds of up to \$3,300,000 or other borrowing as recommended by staff for road, sidewalk and drainage projects listed.	\$3,300,000	4/3/0/0	7/0/0/0	BB Beal, Cluff, and Costin opposed
To accept the first-half payment of the American Rescue Plan Act (ARPA) of 2021 grant, electing the "Loss of Revenue - Standard Allowance", to be spent on government services, in the amount of \$613,892.	\$613,892		7/0/0/0	Select Board only vote
To use ARPA grant funds to acquire vehicles and the Climate Action Plan project as listed, totaling \$210,750.	\$210,750		7/0/0/0	Select Board only vote
To approve the use of General Fund Balance for the assets and projects as listed for \$716,250.	\$716,250	6/0/0/1	7/0/0/0	BB Cluff abstained
To approve issuing general obligation bonds or other borrowing as recommended by staff of up to \$400,000 for the assets and projects listed.	\$400,000	3/4/0/0		BB Beal, Costin, Morin, and Sayre opposed

Department / Division	Amount as Voted	Budget Board	Select Board	Notes
Votes represent: in favor / opposed / absent / abstention				
To approve issuing general obligation bonds or other borrowing as recommended by staff of up to \$600,000 for the assets and projects listed.	\$600,000	4/3/0/0	7/0/0/0	BB Cluff, Morin, and Wellman opposed
To approve issuing general obligation bonds or other borrowing as recommended by staff of up to \$11,000,000 for construction, renovation, and other costs to be incurred at the 36 Sea Road facility.	\$11,000,000	6/1/0/0	7/0/0/0	BB Beal opposed
To approve issuing general obligation bonds or other borrowing as recommended by staff of up to \$405,000 for the acquisition of an excavator and single axle plow/dump truck.	\$405,000	7/0/0/0	7/0/0/0	
To approve issuing general obligation bonds or other borrowing as recommended by staff of up to \$1,500,000 for the acquisition of a Fire ladder truck.	\$1,500,000	5/2/0/0	7/0/0/0	BB Costin and Morin opposed
To approve issuing taxable or non-taxable general obligation bonds or to establish an Initial Unpooled Unfunded Actuarial Liability (IUUAL) with Maine PERS of up to \$1,605,000 to fund the Public Safety employees Maine PERS retirement conversion from plan 2C to plan 1C or plan 3C.	\$1,605,000	2/5/0/0	7/0/0/0	BB Beal, Cluff, Costin, Fiore, and Morin opposed
To approve FY22-23 debt service of \$2,539,933, to be funded by tax appropriation of \$2,139,933, and \$400,000 from General Fund Balance.	\$2,539,933	6/1/0/0	7/0/0/0	BB Morin opposed

ADJOURNMENT

There being no further business to come before the Boards at this time, the Boards adjourned at 9:35 p.m.



Kennebunk Budget Board John Costin



Kennebunk Select Board L. Blake Baldwin

Date Minutes Approved: 3/31/22

Date Minutes Approved: 3/31/22

Town of Kennebunk
 PROPOSED Capital Projects, Vehicles & Equipment
 FY22-23

2/3/2022

				A = C + D + E + F + G + H + I										
				A	B	Method of Funding / Payment								
Line	Type	Division/ Department	Description	FY22-23 AMOUNT	NOTES / ITEMS DEFERRED	PRIORITY	Federal ARPA Funds	Unassigned Reserves - General Fund Balance	Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (TIFs)	Existing Debt Service - Appropriation / Taxation	Current TIF Special Revenue Fund Balance	Other Funding or Deferred	
POLICE DEPARTMENT														
1														
2	Equipment	Police	PD Radio Repeater Replacement	\$15,000		1		\$15,000						
3	Vehicle	Police	Two (2) Cruisers & Equipment (replacing 2017 and 2018 cars)	\$113,500		2	\$56,750	\$56,750						
4	Equipment	Police	Mobil Data Terminal & WiFi Upgrade	\$20,000		3		\$20,000						
5	Information	Police	Treeno Document Storage System Police Records	\$66,000		4		\$66,000						
6	Equipment	Police	Tasers & Training Equipment	\$8,000		5		\$8,000						
7	Facilities	Police	Building Front Steps Repair	\$7,500		6		\$7,500						
8	Facilities	Police	Buidling Air Conditioner (repair/replacement)		Doing the work during FY21-22									
9														
10			Total Police	\$230,000			\$56,750	\$173,250	\$0	\$0	\$0	\$0	\$0	
11														
12	FIRE DEPARTMENT (Fire, EMS, Lifeguards & EMA)													
13	Vehicle	Fire	Ladder Truck	\$1,500,000		1			\$1,500,000					
14	Equipment	Fire/EMS	Portable Radios (replacing 20 radios)	\$100,000		2		\$100,000						
15	Equipment	EMS	LifePak Monitors (replacing 3 units)	\$150,000		3		\$150,000						
16	Equipment	Fire/EMS	ESO Software (Firehouse replacement)	\$26,000		4		\$26,000					Defer	
17	Equipment	Fire	Fire Training Site	\$20,000	Deferred	5							\$20,000	
18	Facilities	Fire	Washington Hose Fire Station - renovation	\$120,000		6		\$120,000						
19	Project	FD, PD & PS	Radio Study - Towers/Repeaters	\$50,000		7		\$50,000						
20	Vehicle	Fire	Car 2 Replacement	\$65,000		8	\$65,000							
21	Facilities	Fire	Central Station - Interior Lights (replacements) \$7,600		Funded from 2021 GO Bonds \$60k									
22	Facilities	Fire	Washington Hose Fire Station - Front Ramp Apron	\$30,000		9		\$30,000						
23														
24			Total Fire Department	\$2,061,000			\$65,000	\$76,000	\$400,000	\$1,500,000	\$0	\$0	\$20,000	
25														
26	COMMUNICATIONS													
27	Equipment	Communications	Removal of microwave system hardware - TH, KKWWD1, KKWWD2, Mt Hope	\$0	Defer \$20,000	Low								
28														
29			Total Communications	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30														
31	PUBLIC SERVICES DIVISION (Highway & Parks)													
32	Vehicle	Public Services	Excavator - Rubber-track replacement	\$225,000		1			\$225,000					
33	Vehicle	Public Services	Sidewalk Tractor & Mower (new, not a replacement)	\$200,000	\$20k incr since 11/16/21 workshop	2		\$200,000						
34	Vehicle	Public Services	Single Axle Dump truck (PS) (D) - replace 2008 truck -	\$180,000		3			\$180,000					
35	Equipment	Public Services	Walk-behind Concrete Saw & Concrete Mixer (replacements)	\$15,000		4		\$15,000						
36	Equipment	Public Services	Mower - 60" (replaces a 48" mower)	\$12,000		5		\$12,000						
37	Facilities	Public Services	Beach Access - Gooch's Ramp & Mothers Beach Stairs	\$30,000		6		\$30,000						
38	Facilities	Public Services	Lloyd Nadeau Park Expansion - Phase 2,	\$25,000		7		\$25,000						
39														
40			Total Highway & Parks	\$687,000			\$0	\$82,000	\$200,000	\$405,000	\$0	\$0	\$0	
41														
42	GENERAL GOVERNMENT													
43	Equipment	Info Tech	Desktop/Laptop Replacements - all divisions	\$15,000	Migrate hardware for Windows 11	1		\$15,000						
44	Equipment	Gen Govt	Photocopiers/Printers - replacement	\$10,000		1		\$10,000						
45	Information	HR	CivicPlus HR Module for Applicant Employment Tracking	\$8,000		2		\$8,000						
46	Software	Info Tech	Munis Migration to Hosted System	\$10,000		2	\$10,000							
47	Software	Info Tech	Exchange/Outlook migration to the cloud (MS Office 365)	\$20,000		2	\$20,000							
48	Information	CD, Engineering	GIS Projects (Year 1 of 3)	\$20,000		2		\$20,000						
49	Information	Info Tech	Treeno Document Storage System Town Hall	\$20,000		3		\$20,000						
50	Project	Town Hall	Facilities Study Recommendations & Energy Audit	\$50,000		4		\$50,000						
51	Project	Gen Govt	Codification and Update of Ordinances	\$75,000				\$75,000						
52														
53			Total General Government	\$228,000			\$30,000	\$198,000	\$0	\$0	\$0	\$0	\$0	
54														
55	SUBTOTAL - Vehicles, Equipment, Special Projects, etc.			\$3,206,000			\$151,750	\$529,250	\$600,000	\$1,905,000	\$0	\$0	\$20,000	

Town of Kennebunk
 PROPOSED Capital Projects, Vehicles & Equipment
 FY22-23

2/3/2022

				A = C + D + E + F + G + H + I								
				A	B	C	D	E	F	G	H	I
				FY22-23 AMOUNT	NOTES / ITEMS DEFERRED	PRIORITY	Method of Funding / Payment					
Line	Type	Division/ Department	Description				Federal ARPA Funds	Unassigned Reserves - General Fund Balance	Gen Fund Bonds / Leases (Gen Fund)	Gen Fund Bonds / Leases (TIFs)	Existing Debt Service - Appropriation / Taxation	Current TIF Special Revenue Fund Balance
56												
57	PUBLIC SERVICES DIVISION: ROADS & SIDEWALKS											
58												
59	Infrastructure	Public Works	Road & Drainage Materials - Misc Projects	\$50,000			\$50,000					
60	Infrastructure	Public Works	Rubber-tire Excavator (4 month rental)	\$30,000	Est based on \$7,500k/month		\$30,000					
61	Infrastructure	Public Works	Road Repair - Paving	\$3,300,000				\$3,300,000				
62												
63			Total Roads & Sidewalks	\$3,380,000			\$0	\$80,000	\$3,300,000	\$0	\$0	\$0
64												
65	PUBLIC SERVICES DIVISION: PROJECTS											
66	Infrastructure	Public Works	36 Sea Road Facility (Buildings, Land & Transfer Stn)									
67			\$2,686,000 + \$11,000,000 = ~ \$13,700,000	\$11,000,000				\$11,000,000				
68												
69			Total Projects	\$11,000,000			\$0	\$0	\$11,000,000	\$0	\$0	\$0
70												
71	FACILITIES INFRASTRUCTURE											
72												
73	Infrastructure	Facilities	Waterhouse Ctr - Zamboni (replacement)	\$100,000	Shared funding with Foundation		\$50,000					Foundation \$50,000
74			Town Hall Auditorium Seat (replacements)	\$40,000	Defer \$40,000							
75			Town Hall/Central Station - Window Replace	\$200,000	Defer \$200,000							
76												
77			Total Facilities Infrastructure	\$100,000			\$0	\$50,000	\$0	\$0	\$0	\$50,000
78												
79			TOTAL	\$17,686,000			\$151,750	\$659,250	\$14,900,000	\$1,905,000	\$0	\$0
80												
81	UNCLASSIFIED											
82												
83	Infrastructure	Town-wide	SMPDC Four-Town Climate Action Plan	\$59,000			\$59,000					
84	Other	Library		\$57,000			\$57,000					
85												
86			Total Unclassified	\$116,000			\$59,000	\$57,000	\$0	\$0	\$0	\$0
87												
88	GRAND TOTAL			\$17,802,000			\$210,750	\$716,250	\$14,900,000	\$1,905,000	\$0	\$0
89												
90	Debt Service											
91	Bonds, Notes & Lease Payments			\$2,139,933	Total \$2,139,933+ \$400,000 = \$2,539,933					\$2,139,933		
92	Debt Service	General Gov't	Apply Gen Fund Bal to Current and/or Future Debt Service	\$400,000	Similar to previous years: ~\$400,000 for FY20-21 & FY21-22		\$400,000					
93	GRAND TOTAL			\$20,341,933			\$210,750	\$1,116,250	\$14,900,000	\$1,905,000	\$2,139,933	\$0
94												

Joel Downs:
 Assets & Projects \$600,000
 Paving \$3,300,000
 36 Sea Rd \$11,000,000

Joel Downs:
 Fire Ladder Truck \$1,500,000
 Excavator & Plow Truck \$405,000

**Town of Kennebunk
FY22-23 Infrastructure Projects**

<u>Project</u>	<u>Type</u>	<u>2/3/2022 ESTIMATED BUDGET</u>
Longwood Sidewalk - Merrifield to Woodhaven	Sidewalk	\$160,000
Beach Avenue Drainage Extension - Bayberry to Gooch Avenue	Drainage	\$34,000
Summer Street Drainage Rehabilitation - 14 Summer Street	Drainage	\$29,000
Green Street Drainage Extension - Town Hall to Summer Street	Drainage	\$37,000
Public Parking Lot Improvements	Parking	\$76,000
Main Street & Fletcher St Traffic Signal Pedestrian Head Improvements	Utility	\$25,000
Sea Road - Western Ave to Great Hill Rd	Road	\$180,000
Blueberry Pines	Road - Full Rehab	\$328,000
Littlefield	Road - Full Rehab	\$169,000
Dunroven	Road - Full Rehab	\$29,000
Wyndegate	Road	\$34,000
Partridge	Road	\$32,000
Main Street	Road	\$42,000
Sedgewood	Road	\$15,000
Beach Area Parking Improvements	Parking	\$60,000
Rosewood		\$725,000
Longwood		\$775,000
Glenwood		\$550,000
	Total	\$3,300,000