

TOWN OF KENNEBUNK
SELECT BOARD AND BUDGET BOARD
JOINT MEETING MINUTES
SPECIAL MEETING – FEBRUARY 16, 2023

1. CALL TO ORDER

Meeting in person (Town Hall, Room 301) and utilizing the Zoom internet meeting platform, on Thursday, February 16, 2023 at 6:30 p.m., Shiloh Schulte, Chair of the Select Board, called to order a Special Meeting of the Select Board (SB) of the Town of Kennebunk. Deborah Beal, Chair of the Budget Board (BB), called to order a meeting of the Budget Board of the Town of Kennebunk.

Select Board members present were Sally Carpenter, Lisa Pratt, Kortney Nedeau, Shiloh Schulte, Leslie Trentalange, William Ward, Jr., and Miriam Whitehouse.

Budget Board members present were Deborah Beal, Robert Fiore, Andrew Freda, Don Hebert, Richard Morin and Thomas Wellman (arrived at 6:54pm). Absent was Chris Cluff.

Also present were Town Manager Heather Balsler, Public Services Director (and former Interim Town Manager) Bryan Laverriere, Finance Director Joel Downs (participating via Zoom/out of town) and various Division Directors and Staff.

2. TO DISCUSS THE FY2023-24 PROPOSED BUDGET

The two Boards discussed budget items and the following votes were taken:

Department / Division	Amount as Voted	Budget Board	Select Board	Notes
	Votes represent: in favor / opposed / absent / abstention			
TIF Districts (\$1,832,772 minus \$175,000 for replace brick sidewalk in front of Brick Store Museum)	\$1,657,772	5/0/1/1	7/0/0/0	BB Cluff, absent BB Wellman, abstained
Capital:				
Federal ARPA Funds	\$306,000	6/0/1/0	7/0/0/0	BB Cluff, absent
Unassigned Reserves - General Fund Balance	\$1,082,000	6/0/1/0	7/0/0/0	BB Cluff, absent
New Debt: (General Fund Bonds/Leases)	\$3,810,000	6/0/1/0	7/0/0/0	BB Cluff, absent
New Debt Rt 1 TIF (from TIF Special Revenue Fund)	\$175,000	6/0/1/0	7/0/0/0	BB Cluff, absent
Debt Service	\$2,567,761	6/0/1/0	7/0/0/0	BB Cluff, absent
Select Board Operational Contingency	\$100,000	6/0/1/0	7/0/0/0	BB Cluff, absent

<p>Revenues To approve projected estimated revenues of \$5,432,950, estimated SAFER grant funds of \$754,768, estimated ARPA funds of \$201,744, General Fund balance of \$400,000, Special Revenue TIF funds of \$73,655, and Littlefield Educational Trust funds of \$4,000, for a total of \$6,867,117.</p>	\$6,867,117	6/0/1/0	7/0/0/0	BB Cluff, absent
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After giving ample opportunity for further discussion, both Boards had no further comments.

3. ADJOURNMENT

There being no further business to come before the Boards at this time, the Boards adjourned at 8:28 p.m.



 Kennebunk Select Board

The minutes will be updated once the Budget Board has a meeting to approve these minutes.

Kennebunk Budget Board

Date Minutes Approved: 02.28.2023

Date Minutes Approved: _____

Line Type	Division/Department	Description	A FY23-24 AMOUNT	B NOTES/ITEMS DEFERRED	C Future Request - Next Three (3) Years FY24-25 - FY26-27	D Method of Funding / Payment					I New Debt Route 1 TIF (Corrected Column Title 2/20/23)
						E Unassigned General Fund Balance	F Gen Fund Bonds / Leases (Gen Fund)	G Gen Fund Bonds / Leases (TIFs)	H Existing Debt Service - Appropriation / Tuition	A = D + E + F + G + H + I	
POLICE DEPARTMENT											
1	Police	One (1) Cruiser & Equipment - Replacement	\$65,000	ARPA Funds	1	\$65,000					
2	Police	Building Roof Repair / Replacement	\$72,000	ARPA Funds	2	\$72,000					
3	Police	Body Cameras - Replacement	-\$0	SB Meeting - 12/13/2022	3	\$32,000					
4	Police	MDTs - Computers (4 units)	\$32,000		4	\$25,000					
5	Police	Building Front Steps Repair	\$25,000								
6		Total Police	\$194,000			\$137,000	\$57,000	\$0	\$0	\$0	\$0
FIRE DEPARTMENT (Fire, EMS, Lifeguards & EMA)											
7	Fire	Engine 3 - Replacement	\$920,000	New bond debt (\$800,000)	1	\$920,000					
8	EMS	Ambulance - Replacement	\$450,000	New bond debt	2	\$56,000					
9	Fire	Turn out gear for FTEs (18 sets)	\$56,000	ARPA Funds	3	\$10,500					
10	EMS	3 Medication Pumps	\$10,500	ARPA Funds	4	\$5,000					
11	Fire	Live Fire Training Facility	\$35,000	ARPA Funds	5	\$5,000					
12	Lifeguard	Lifeguard Stand(s)	\$5,000	ARPA Funds	6	\$16,500					
13	Fire	SCBA Replacement over 6 years	\$0	Applying for an AFG grant	7	\$11,000					
14	Fire	3 Battery Powered Ventilation Fans	\$16,500	ARPA Funds	8	\$99,000	\$35,000	\$1,370,000	\$0	\$0	\$0
15	Fire/EMS	3 Stair-Chairs	\$11,000	ARPA Funds	9						
16		Total Fire Department	\$1,504,000			\$99,000	\$35,000	\$1,370,000	\$0	\$0	\$0
COMMUNICATIONS											
17	Communications	Removal of microwave system hardware - TH, KKWWD1, KRWWD2, MI Hope	\$0	Defer \$20,000	Low	\$0					
18		Total Communications	\$0			\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC-SERVICES DIVISION (Highway & Parks)											
19	Public Services	Sidewalk Tractor & Mower - Replacement	\$220,000	New bond debt	1	\$70,000					
20	Public Services	Truck 5 Pick-up 2011 - Replacement	\$70,000	ARPA Funds	2	\$25,000					
21	Public Services	Mobile Column Lift Set of 2	\$25,000		3	\$20,000					
22	Public Services	Smoke Machine, Liftgate, Angle Plow for Stair Slew	\$20,000		4	\$35,000					
23	Public Services	Message Boards - Replace with One Message Board	\$35,000		5	\$40,000					
24	Public Services	Convent Jetting Trailer	\$40,000		6	\$50,000					
25	Public Services	Miscellaneous Playground Repairs	\$50,000		7	\$15,000					
26	Public Services	Little League Match	\$15,000		8	\$20,000					
27	Public Services	Lloyd Nealeau Phase III	\$20,000		9	\$50,000					
28	Public Services	Lower Village Field	\$50,000		10	\$180,000					
29	Public Services	Skatepark - Final Phase (Pillar Design), Features, & Parking	\$180,000	New bond debt	11	\$70,000	\$255,000	\$400,000	\$0	\$0	\$0
30		Total Highway & Parks	\$725,000			\$70,000	\$255,000	\$400,000	\$0	\$0	\$0
GENERAL GOVERNMENT											
31	Info Tech	Desktop/Laptop Replacements - all divisions	\$25,000			\$25,000					
32	Gen Govt	Photocopiers/Printers	\$75,000			\$75,000					
33	CD, Engineering	GIS Projects (Year 2 of 3) - Stormwater Layer	\$75,000			\$150,000					
34	Assessing	Valuation Updates	\$150,000			\$55,000					
35	Information	Housing Needs Analysis	\$55,000								

Town of Kennebunk
 PROPOSED Capital Projects, Vehicles & Equipment
 FY23-24

2/16/2023

A = D + E + F + G + H + I

Line	Type	Division/ Department	Description	A FY23-24 AMOUNT	B NOTES / ITEMS DEFERRED	C Future Request - Next Three (3) Years FY24-25 - FY26-27	Method of Funding / Payment								
							D Federal ARPA Funds	E Unassigned Reserves - General Fund Balance	F Gen Fund Bonds / Leases (Gen Fund)	G Gen Fund Bonds / Leases (TIFs)	H Existing Debt Service - Appropriation / Taxation	I New Debt Route 1 TIF (Corrected Column Title 2/20/23)			
53	Equipment	CD	Climate Action Plan (EV Charging Stations, Signage)	\$50,000		\$180,000									
54	Information	Gen Govt	ReCode Comprehensive Plan/Ordinance Update												
56			Total General Government	\$430,000											
58			SUBTOTAL - Vehicles, Equipment, Special Projects, etc.	\$2,853,000											
59			PUBLIC SERVICES DIVISION: ROADS & SIDEWALKS												
60	Infrastructure	Public Works	Road & Drainage Materials - Misc Projects	\$100,000											
62	Infrastructure	Public Works	Rosewood/Clerwood/Longwood Inflation Adjustment	\$250,000											
63	Infrastructure	Public Works	Proposed Roads - list attached	\$1,540,000											
64	Infrastructure	Public Works	ADA Sidewalk Ramp Compliance	\$75,000											
65	Infrastructure	Public Works	Brick Sidewalk - In front of Brick Store Museum	\$175,000											
66			Total Roads & Sidewalks	\$2,140,000											
67															\$175,000
68															
69															
70			PUBLIC SERVICES DIVISION: PROJECTS												
71															
72															
73			Total Projects	\$0											
74															
75			FACILITIES INFRASTRUCTURE												
76	Infrastructure	Facilities	Facilities Plan Improvements - Town Hall Electrical	\$250,000											
77	Infrastructure	Facilities	Town Hall Front Steps Repair												
78	Infrastructure	Facilities	Town Hall/Central Station - Window Replacement												
79	Infrastructure	Facilities	Town Hall - Parking												
80			Total Facilities Infrastructure	\$250,000											
81															
82															
83															
84			TOTAL	\$5,243,000											
85															
86			UNCLASSIFIED												
87	Other	Library	Selected Board Capital Reserve	1,000											
88	Other	Library	Interior Painting - Main Floor	1,000											
89			Total Unclassified	\$130,000											
90															
91															
92															
93			TOTAL	\$5,373,000											
94															
95	Debt Service	General Govt	Bonds, Notes & Lease Payments	\$400,000											
96	Debt Service	General Govt	Apply Gen Fund Bal to Current and/or Future Debt Service												
97															
98			GRAND TOTAL	\$5,773,000											
99															

Similar to previous years: -\$400,000 for FY20-21, FY21-22 & FY22-23

2.17

TAB28
2/2