

**KENNEBUNK BUDGET BOARD  
MEETING MINUTES  
THURSDAY, MARCH 31, 2022 – 6:30 P.M.  
MEETING HELD VIA ZOOM**

This meeting was held via the Zoom teleconferencing platform in keeping with the Budget Board's "Remote Meeting and Participation Policy" for COVID safety.

This meeting/agenda was posted so the Budget Board could attend the Select Board's Public Hearing on the Proposed FY2022-23 Municipal Budget.

**1. Call to Order**

The Select Board's meeting was called to order at 6:31 pm by Chair L. Blake Baldwin.

The Budget Board's meeting was called to order at 6:31 pm by Vice Chair John Costin.

This was not a joint meeting of the two boards; however, the Budget Board posted an agenda "to attend" the Select Board Special Meeting to participate in the Public Hearing on the Proposed FY2022-23 Municipal Budget and to approve budget meeting minutes. Both Boards shared the same electronic meeting platform (Zoom and townhallstreams.com).

Select Board members:

Present: L. Blake Baldwin (Chair), Sally Carpenter, Frank Paul, Lisa Pratt and William Ward, Jr. Shiloh Schulte (Vice) arrived at approximately 7:00 p.m.

Absent: Kortney Nedeau (Secretary)

Budget Board members:

Present: John Costin (Vice), Tom Wellman (Secretary), Richard Morin and Dan Sayre. Deborah Beal (Chair) arrived at approximately 7:00 p.m.

Absent: Chris Cluff and Robert Fiore

Also Present: Michael Pardue (Town Manager), Joel Downs (Finance Director) and Town Division Directors and Department Staff.

**2. Attend the Select Board's Special Meeting/Public Hearing on the "Proposed FY2022-2023 Municipal Budget."**

Select Board Chair Baldwin opened a public hearing to hear public comment the Proposed FY2022-2023 Municipal Budget.

The Select Board, Budget Board and staff assembled a proposed budget for the coming year (July 2022-June 2023). Those budget meetings, that took place in January and February of 2022, are archived and available for viewing anytime at [www.townhallstreams.com](http://www.townhallstreams.com). This public hearing complies with the Town Charter and is the first of two hearings required. No motion is needed.

Finance Director Downs presented a PowerPoint overview of the proposed budget to include information related to gross budget, net budget, additional debt service, and more. The PowerPoint is attached.

Downs discussed (PowerPoint page 11) and recommended moving \$150,000 of the General Fund Balance to the Select Board Operational Contingency Account to be used as the Select Board deems necessary on the following potential needs:

- Heating oil, propane, and K-1
- Gasoline and diesel
- Other cost escalations due to rising prices
- Other unanticipated costs (e.g. cyber security, general assistance needs, etc.)

**Select Board Vote:**

**Motion:** To approve the use of General Fund Balance in the amount of \$150,000 for operational contingencies as the Select Board deems necessary.

Moved: B. Baldwin

Seconded: W. Ward

**Vote:** Roll call vote. 5 votes in favor, 0 opposed, 2 absent (Nedeau, Schulte); the motion passed.

**Budget Board Vote:**

**Motion:** To approve the use of General Fund Balance in the amount of \$150,000 for operational contingencies as the Select Board deems necessary.

Moved: T. Wellman

Seconded: R. Morin

**Vote:** Roll call vote. 5 votes in favor, 0 opposed, 2 absent (Cluff, Fiore); the motion passed.

Downs then discussed with the Boards the ARPA Spending (PowerPoint page 12).

**Select Board Vote:**

**Motion:** To approve the use of ARPA funds of \$342,035 for Covid-19-related expenses, assets and projects as presented.

Moved: B. Baldwin

Seconded: W. Ward

**Vote:** Roll call vote. 6 votes in favor, 0 opposed, 1 absent (Nedeau); the motion passed.

**Budget Board Vote:**

**Motion:** To approve the use of ARPA funds of \$342,035 for Covid-19-related expenses, assets and projects as presented.

Moved: T. Wellman

Seconded: R. Morin

**Vote:** Roll call vote. 5 votes in favor, 0 opposed, 2 absent (Cluff, Fiore); the motion passed.

The next item discussed was the Maine Public Employee Retirement System (MainePERS) change in plans for police and fire employees (PowerPoint page 13). The approval (during the proposed budget meetings) was to change from retirement Plan 2C to either 1C or 3C. Downs clarified that we have recently been advised to limit the change to Plan 1C. Downs explained the change would adjust the retirement plans for police and fire employees from 25 years to 20 years; this change is to help make the Town more competitive with other towns to encourage recruitment and retention of future and current employees. Downs answered questions from the public regarding this item.

Much discussion occurred by both Boards and members of the public regarding the RSU 21 FY21-22 Additional State Aid Allocation (PowerPoint page 14).

Downs reviewed the list of possible Annual Town Meeting Warrant Articles and the budget timeline (PowerPoint pages 15 & 16).

Budget Board member John Costin made a motion to have a separate article on the warrant for the use of General Fund Balance in the amount of \$150,000; this did not move forward to a vote due to the lack of a second.

During the public hearing, resident Rachel Phipps, Lionel Menard and Andrew Freda commented on various items.

There being no further comments, the Chair closed the public hearing.

### **3. Approval of Minutes of Budget Meetings by the Select Board:**

B. Baldwin next led Select Board members in a review of the minutes of their Special Meetings (Joint Meetings with the Budget Board).

Baldwin suggested having the Select Board members approve their minutes, adjourn their portion of the meeting, then the Budget Board can continue with their meeting to approve their minutes. With no objections, the Select Board proceeded to vote on the following minutes:

- February 5, 2022 Special Meeting (budget meeting)
- February 3, 2022 Special Meeting (budget meeting)
- February 1, 2022 Special Meeting (budget meeting)
- January 29, 2022 Special Meeting (budget meeting)
- January 27, 2022 Special Meeting (budget meeting)

**Motion: To approve the minutes of Feb. 5, Feb. 3, Feb. 1, Jan. 29 and Jan. 27, 2022.**

Moved: B. Baldwin

Seconded: S. Schulte

**Vote: Roll call vote. 6 votes in favor, 0 opposed, 1 absent [Nedeau]; the motion passed.**

### **4. Adjournment by the Select Board**

At 8:13 pm, a motion was made to adjourn the Select Board meeting.

Moved: W. Ward

Seconded: S. Schulte

**Vote: Roll call vote. 6 votes in favor, 0 opposed, 1 absent (Nedeau); the motion passed.**

**The Select Board meeting adjourned.**

**The Budget Board meeting continued.**

After the Select Board meeting adjourned, the recording of the meeting (townhallstreams.com and Zoom) inadvertently ended. The Budget Board meeting, with assistance from Finance Director Downs, continued when Budget Board members were able to re-join Zoom to continue the meeting to approve their minutes.

At approximately 8:28 p.m., five members (Beal, Costin, Morin, Sayer, and Wellman) of the Budget Board had either stayed connected or re-joined the meeting via Zoom. Members Cluff and Fiore were absent. Finance Director Joel Downs was still in attendance.

The Budget Board then took up the approval of their minutes:

### **3. Approval of Minutes by the Budget Board:**

Chair D. Beal led Budget Board members in a review of the following minutes:

- Approve the minutes of the joint meetings with the Select Board (**Proposed FY2022-23 Budget**):
  - February 5, 2022 Special Meeting (budget meeting)
  - February 3, 2022 Special Meeting (budget meeting)
  - February 1, 2022 Special Meeting (budget meeting)
  - January 29, 2022 Special Meeting (budget meeting)
  - January 27, 2022 Special Meeting (budget meeting)

**Motion: To approve the minutes of Feb. 5, Feb. 3, Feb. 1, Jan. 29 and Jan. 27, 2022.**

Moved: Wellman

Seconded: Morin

**Vote: Roll call vote. 5 votes in favor, 0 opposed, 2 absent [Cluff, Fiore]; the motion passed.**

- Approve the minutes of the December 16, 2021 Meeting:

**Motion:** To approve the minutes of December 16, 2021.  
**Moved:** Wellman  
**Seconded:** Costin  
**Vote:** Roll call vote. 4 votes in favor, 0 opposed, 2 absent (Cluff, Fiore), 1 abstention (Beal); the motion passed.

- Approve the minutes of the December 14, 2021 Meeting (adopt remote meeting policy):

**Motion:** To approve the minutes of December 14, 2021.  
**Moved:** Wellman  
**Seconded:** Sayre  
**Vote:** Roll call vote. 4 votes in favor, 0 opposed, 2 absent (Cluff, Fiore), 1 abstention (Costin); the motion passed.

- Approve the minutes of the March 17, 2021 Meeting:

**Motion:** To approve the minutes of March 17, 2021.  
**Moved:** Wellman  
**Seconded:** Costin  
**Vote:** Roll call vote. 5 votes in favor, 0 opposed, 2 absent (Cluff, Fiore); the motion passed.

- Approve the following minutes of the joint meetings with the Select Board (**Proposed FY2021-22 Budget**). Note: the Select Board approved the minutes on April 13, 2021; however, they have not been approved by the Budget Board:

- February 11, 2021 Meeting
- February 4, 2021 Meeting
- February 2, 2021 Meeting
- January 30, 2021 Meeting
- January 28, 2021 Meeting

**Motion:** To approve the minutes of the meetings of February 11, February 4, February 2, January 30, and January 28, 2021.

**Moved:** Wellman

**Seconded:** Morin

**Vote:** Roll call vote. 5 votes in favor, 0 opposed, 2 absent (Cluff, Fiore); the motion passed.

#### **4. Adjournment by the Budget Board**

At 8:32 pm, a motion was made to adjourn the meeting.

**Moved:** T. Wellman

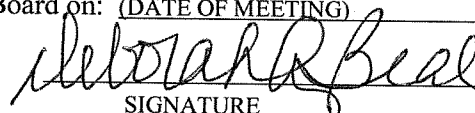
**Seconded:** J. Costin

**Vote:** Roll call vote. 5 votes in favor, 0 opposed, 2 absent (Cluff, Fiore); the motion passed.

Respectfully submitted by,  
Kathleen Nolette, Town Staff Member

Adopted by the Budget Board on: (DATE OF MEETING) 9/20/22

Budget Board Member:

  
SIGNATURE

Deborah A. Beal  
NAME IN PRINT