

MINUTES/NOTES

TOWN OF KENNEBUNK SELECT BOARD - FINANCE SUBCOMMITTEE

MONDAY, JULY 10, 2023 – 10:00 A.M.
KENNEBUNK TOWN HALL – ROOM 300

1. Call To Order

On July 10, 2023 at 10:03 a.m., a meeting of the Finance Subcommittee was called to order.

Those in attendance were:

Select Board Subcommittee Members: Shiloh Schulte, Leslie Trentalange and William Ward, Jr.

Town Staff: Town Manager Heather Balsler, Finance Director Kayla Tierney, Public Services Director Bryan Laverriere, Police Chief Robert MacKenzie and Fire Chief Justin Cooper.

2. Discuss the Sale of the Fire Ladder Truck. This item will likely sell over \$3,000 per the Town's Purchasing Policy (Section VI, Item 2a) below.

2) SURPLUS AND OBSOLETE VEHICLES, EQUIPMENT AND MATERIALS. Equipment or material that is obsolete or surplus is to be reported to the Town Manager for disposition.

- a) Sales that have an estimated dollar value over \$3,000 shall be sold at a public auction or through formal competitive bids. The Select Board Finance Subcommittee shall award such bids.*
- b) Sales from \$1,000 to \$3,000 shall be supported by price quotations from preferably three (3) competitive sources or adequate explanation justifying the absence of such competition. The Town Manager shall award such sales.*
- c) Sales estimated at less than \$1,000 shall be conducted in the most economical manner and in the best interest of the Town. The Town Manager shall award such sales.*

[View the full Purchasing Policy \(PDF\)](#)

Staff will advertise and sell this item on GovDeals, the online marketplace that provides services for the sale of surplus assets to the public. The Town's Bids and Purchases webpage will direct viewers to www.govdeals.com. This is the same approach we have used in the past when selling surplus vehicles and equipment.

Meeting Discussion:

The Subcommittee discussed the dollar threshold over the sale of the Fire Ladder Truck; it was determined that Govdeals.com was the route to go as it complies with the competitive bid process in the Town's Purchasing Policy highlighted above. The subcommittee approved the item to be advertised for sale on Govdeals.com

3. Discuss retaining the police cruiser that is set to be replaced per the fleet replacement schedule for the Fire Department.

Meeting Discussion:

The Subcommittee discussed retaining the police cruiser set to be replaced and moving it out of the PD fleet and into the Fire Department fleet. The Subcommittee approved.

4. Finance Director discussion of future policies to bring to the Finance Subcommittee for review and consideration:
 - a. Purchasing Policy
 - b. Fund Balance Policy
 - c. Cash Management/Internal Control Policy
 - d. Credit Card Use Policy
 - e. Investment Policy

[View supporting material \(PDF\)](#)

Meeting Notes:

The Finance Director had gone over each of the above listed policies and highlighted areas for review and consideration. The Subcommittee discussed the Purchasing Policy and the need for it to be brought up to date and streamlined. Discussion of fleet vehicles was also had and how municipal discounts aren't being given by vendors at this point in time. An updated draft Purchasing Policy will be available at the next Finance Subcommittee meeting. The other policies were highlighted as they are being done in practice but there should be a written policy on each of the items; draft policies will be provided at the next Finance Subcommittee meeting with the exception of the Investment Policy which will be provided in September.

5. Future Items
 - a. Meeting Dates
 - Schedule recurring monthly meeting date/timeSuggestion: 2nd Monday of each month at 10:00 a.m.

Meeting Notes:

The second Monday of each month is agreeable but it was suggested to move the time to 12:00PM.

6. Adjourn

The meeting was adjourned at 11:07 A.M.

Minutes/Notes by Kayla Tierney, Finance Director