

**Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station – 32 North Street
December 14, 2017 – 5:30 PM**

Minutes of the Selectmen's Meeting of December 14, 2017

Selectmen Attending: Stuart Barwise, Patrick A. Briggs, Allen Daggett, Sheila Matthews-Bull

Selectman Absent: Edward Hutchins

Others: Gregory Burke, Cheryl Cox, Michael Davis, Brendan Donovan, David James, Hank Farrah, Jen Lord, Arlene McMurray, Laurie Smith, and others

1. Call to Order.

Chair Briggs called the meeting to order at 5:30 PM

2. Executive Session pursuant to 1 M.R.S.A. § 406 (6) A to discuss personnel.

Motion by Selectman Barwise, seconded by Selectman Daggett, to go into executive session pursuant to 1 M.R.S.A. § 406 (6) A to discuss personnel. **Vote:** 4-0.

The Board went into executive session at 5:30 PM and came out at 5:45 PM.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to appropriate \$5,000 from the budget as a bonus for Town Manager Laurie Smith. **Vote:** 4-0.

The Board agreed that Ms. Smith does a lot of behind the scenes work which is appreciated.

3. Approve the November 22, 2017, selectmen meeting minutes.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to approve the November 22, 2017, selectmen meeting minutes. **Vote:** 4-0.

4. Public Forum (This is an opportunity for anyone who wants to address the Board of Selectmen with any issue that is not on the agenda.).

Brendan Donovan, a resident of Kings Highway, brought in an old plot plan to show the Board. He said the Town does not own the street and he does not believe the Town has the right to renumber the addresses on Kings Highway. He requested that the Board engage with Town Counsel.

The Board will consider his suggestion. Chair Briggs added that the Board received five letters from residents regarding the renumbering of addresses on Kings Highway.

The auditors were not present yet, so item 6 was addressed next.

6. Workforce housing presentation.

Since the case studies were incomplete, this item was postponed to the January 22 meeting.

7. Consider Dock Application for Gregory F. Burke and Heather R. Burke located at 82 Ocean Avenue.

Town Manager Laurie Smith said this application was straightforward. All of the Board attended the sitewalk and did not see any problems.

Motion by Selectman Matthews-Bull, seconded by Selectman Barwise, to send the dock application for Gregory F. Burke and Heather R. Burke to Planning Board review. **Vote:** 4-0.

9. Set number of shellfish licenses, license fees, and the length of the season.

Ms. Smith read the recommendations from the Shellfish Committee and Shellfish Warden. (See Exhibit B).

Motion by Selectman Daggett, seconded by Selectman Barwise, to approve the number of shellfish licenses, license fees, and the length of the season. **Vote:** 4-0

The auditor arrived so item 5 was addressed next.

5. Audit presentation by Hank Farrah of Runyon, Kersteen and Ouellette.

Auditor Hank Farrah gave a glowing report of the Town's finances and said Treasurer Jen Lord was very well prepared for the audit. (See Exhibit A).

Motion by Selectman Matthews-Bull, seconded by Selectman Barwise, to approve the audit. **Vote:** 4-0.

8. Consider appointment of Edward Francis to the Planning Board.

Edward Francis said after 40 years away, he returned to Maine in June and wanted to serve on a town board. He thought the Planning Board was a good match for his work experience.

Chair Briggs added that Mr. Francis came highly recommended.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to appoint Edward Francis to the Planning Board as an alternate member for a term expiring in July 2018. **Vote:** 4-0.

10. Approve street opening permit for Kennebunkport Resort Collection, Ocean Avenue in front of #61 Kennebunkport Marina to install a new storm drain.

Motion by Selectman Daggett, seconded by Selectman Barwise, to approve the street opening permit for Kennebunkport Resort Collection, Ocean Ave in front of #61 Kennebunkport Marina to install a new storm drain. **Vote:** 4-0.

11. Accept donations to the Public Health Department for the emergency fuel fund.

- a. **Anonymous gift of \$25.00.**
- b. **Anonymous gift of \$100.00.**
- c. **The Flynn Family Foundation gave \$2,500.**

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to gratefully accept the anonymous donations of \$25.00 and \$100.00, and the \$2,500 donation from the Flynn Family Foundation, all for the Public Health Department's emergency fuel fund. **Vote:** 4-0.

12. Accept donations to the Public Health Department's for the nursing account.

- a. **St. Anne's Church gave \$2,000.**
- b. **The Flynn Family Foundation gave \$2,500.**

Motion by Selectman Matthews-Bull, seconded by Selectman Barwise, to accept the \$2,000 donation from St. Anne's Church and the \$2,500 donation from the Flynn Family Foundation to the Public Health Department's nursing account. **Vote:** 4-0.

13. Accept the \$2,500 donation from the Flynn Family Foundation to the Public Health Department for the emergency food fund.

Motion by Selectman Matthews-Bull, seconded by Selectman Daggett, to accept the \$2,500 donation from the Flynn Family Foundation to the Public Health Department for the emergency food fund. **Vote:** 4-0.

14. Accept the \$900 donation from an anonymous donor to the Public Health Department for the general needs account.

Motion by Selectman Daggett, seconded by Selectman Matthews-Bull, to accept the \$900 donation from an anonymous donor to the Public Health Department for the general needs account. **Vote:** 4-0.

15. Approve 2018 Waste Hauling Permits.

The Board received three waste hauling permit applications:

Casella Waste DBA Pine Tree Waste Services
Oceanside Rubbish, Inc.
Waste Management Maine-Portland

Motion by Selectman Barwise, seconded by Selectman Daggett, to approve the waste hauling permit applications for Casella Waste DBA Pine Tree Waste Services, Oceanside Rubbish, Inc., and Waste Management Maine-Portland.

Vote: 4-0.

16. Other business.

a. Critical dates for June 12, 2018, Annual Town Meeting.

Ms. Smith announced the dates to have ordinance changes ready for June 12, and 16, 2018, Town Meeting.

The Board accepted these dates.

b. Correspondence regarding E-911 addressing.

Ms. Smith said the Board received letters from homeowners on Kings Highway regarding the address renumbering.

Selectman Barwise mentioned Brendon Donovan's announcement in public forum in reference to Kings Highway that the Town does not own the roads. He said in reference books in March 4, April 19, and April 27, and in the Annual Report pages 24 and 25, all in 1889, it looks like the road was actually taken by the Town. It appears it was never recorded in Alfred. He said it was worth looking into.

Selectman Matthews-Bull thanked all residents who came to Prelude, the police and highway departments, and all who helped make it a success.

17. Approve the December 14, 2017, Treasurer's Warrant.

Motion by Selectman Barwise, seconded by Selectman Daggett, to approve the December 14, 2017, Treasurer's Warrant. **Vote:** 4-0.

18. Adjournment.

Motion by Selectman Barwise, seconded by Selectman Matthews-Bull, to adjourn the meeting. **Vote:** 4-0.

The meeting adjourned at 6:28 PM.

Submitted by Arlene McMurray
Administrative Assistant

EXHIBIT A - December 14, 2017

Town of Kennebunkport

FINANCIAL OVERVIEW

Presented By: Hank Farrah
[RUNYON KERSTEEN OUELLETTE](#)

INSIDE

2. Summary of Audit Results
3. Fund Balances
4. General Fund - Revenues
5. General Fund - Expenditures
6. Unassigned Fund Balance as a Percentage of Expenditures
7. Unassigned Fund Balance - Comparatives
8. Revenue Distribution
9. Expenditure Distribution - 2017
10. Expenditure Distribution - 2016

About this presentation

This presentation is intended as a tool to assist the Board of Selectmen and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the comprehensive annual financial report and should not be used for any other purposes without the expressed consent of [RUNYON KERSTEEN OUELLETTE](#).

Please contact us at 207-773-2986 or 1-800-486-1784
20 Long Creek Drive, South Portland, ME 04106



Town of Kennebunkport

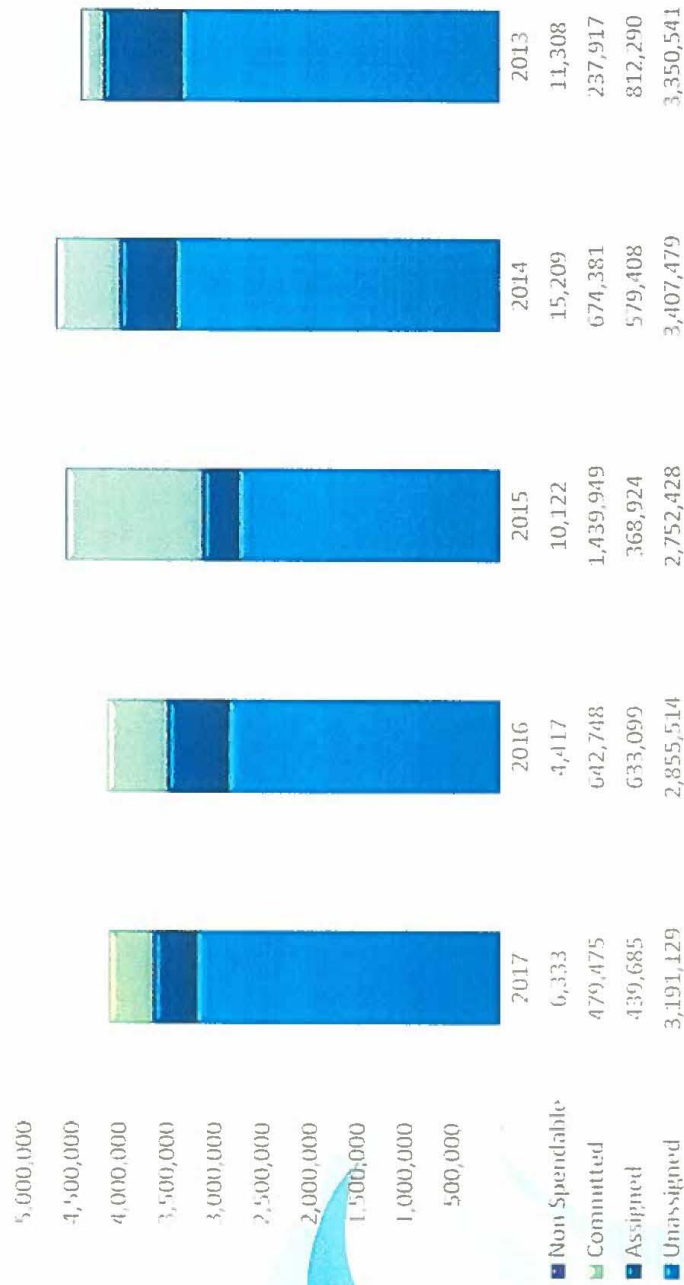
SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion - Unmodified
- Report Required by *Government Auditing Standards (GAS)*
 - No Material Weaknesses
 - No Significant Deficiencies



Town of Kennebunkport

FUND BALANCES



Observations:

- Total Fund balance decreased by \$19,156 to \$4,116,622 in the current year.
- Unassigned fund balance increased \$335,615 to \$3,191,129.
- See pages 48-49 of the financial statements for breakdown of fund balance.



Town of Kennebunkport

GENERAL FUND - REVENUES

	Budget	Actual	Variance
Property taxes	\$ 15,857,533	15,872,607	15,074
Excise taxes	864,100	959,646	95,546
Intergovernmental revenues	321,810	415,264	93,454
Licenses and permits	255,263	305,928	50,665
Charges for services	385,100	439,299	54,199
Interest earned	40,000	82,193	42,193
Other revenues	28,250	64,775	36,525
Total revenues	17,752,056	18,139,712	387,656
Transfers in and loan proceeds	801,757	801,757	-
Utilization of prior year surplus	275,000	-	(275,000)
Utilization of carryforward balances	383,781	-	(383,781)
Total revenue and other financing sources	\$ 19,212,594	18,941,469	(271,125)

SUMMARY OF SIGNIFICANT VARIANCES

- The Town saw higher than expected collections of excise taxes.
- Intergovernmental was over budget due to receiving MDOT grants.
- Licenses and permits issued more building permits than anticipated.
- Charges for services saw positive variances in Goose Rocks and planning/appeals board.
- Interest earned higher interest rate on sweep accounts.



Town of Kennebunkport

GENERAL FUND - EXPENDITURES

	Budget	Actual	Variance
General government	\$ 1,672,433	1,495,149	177,284
Public safety	2,419,135	2,314,500	104,635
Public works	1,122,293	1,104,669	17,624
Health and welfare	713,951	691,556	22,395
Recreation and culture	531,408	525,273	6,135
County tax	1,163,270	1,163,270	-
Education	9,055,448	9,055,448	-
Debt service	220,019	215,650	4,369
Capital improvements	2,084,926	1,996,985	87,941
Transfers out	229,711	229,711	-
Total expenditures and transfers out	\$ 19,212,594	18,792,211	420,383

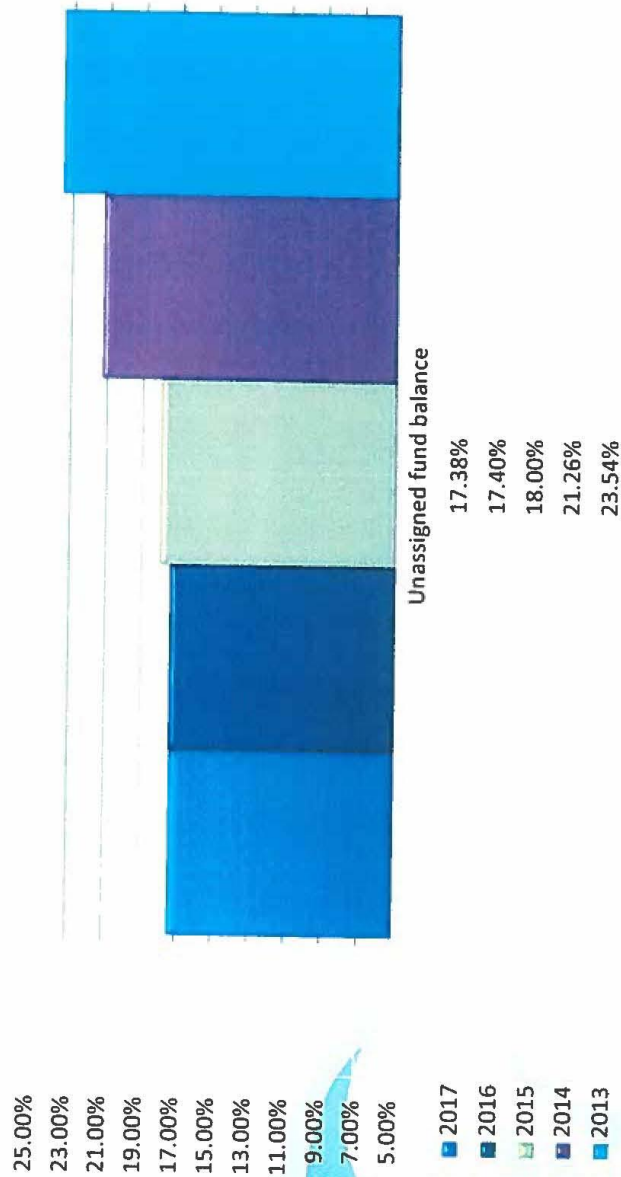
SUMMARY OF SIGNIFICANT VARIANCES

- General Gov't was under budget due to less abatements than anticipated and unused contingency.
- Public safety was under budget due to savings in benefits and gasoline for police and less usage of on-call fire fighters.
- Capital Improvement amounts are usually carried forward to the next fiscal year.



Town of Kennebunkport

GENERAL FUND – Unassigned Fund Balance as a Percentage of Expenditures



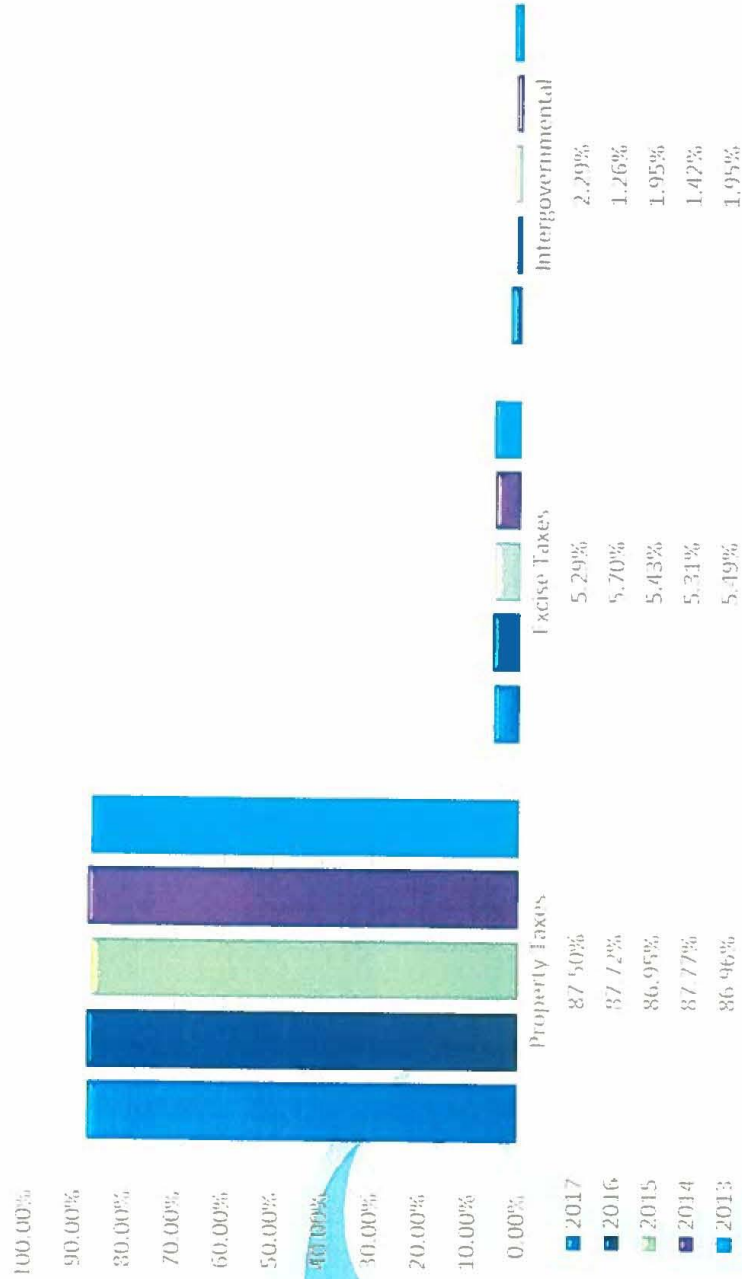
Town of Kennebunkport Minimum Fund Balance Policy:

"It is the policy of the Town of Kennebunkport to maintain unassigned fund balance in the general fund at a minimum of two months of general fund expenditures (or 18%) measured on a GAAP basis. If unassigned fund balance drops below this level, the Town will develop a plan to bring the balance to the target level over a period of five years or less. Any unassigned funds in excess of the 18% target balance will be transferred to capital reserve accounts for projects identified in the Capital Improvement Plan."



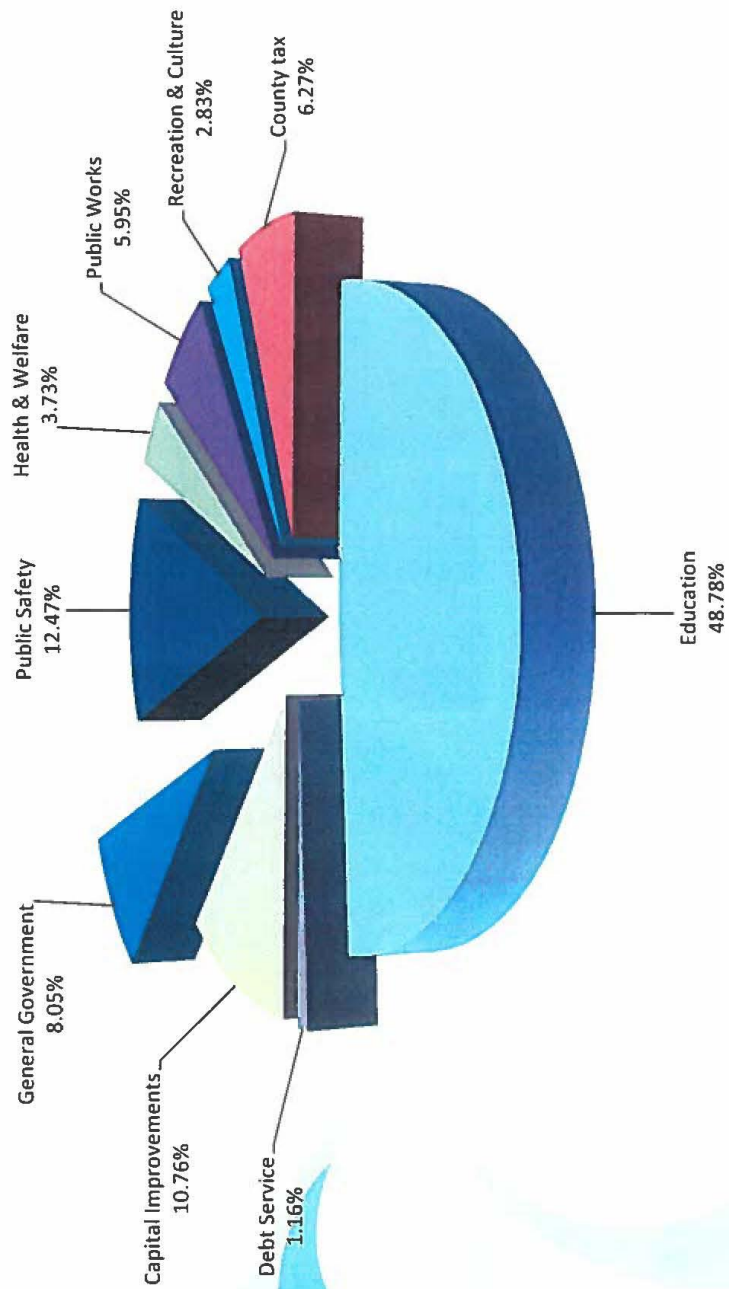
Town of Kennebunkport

GENERAL FUND – Revenue Distribution



Town of Kennebunkport

GENERAL FUND – Expenditure Distribution - 2017



Town of Kennebunkport

GENERAL FUND – Expenditure Distribution - 2016

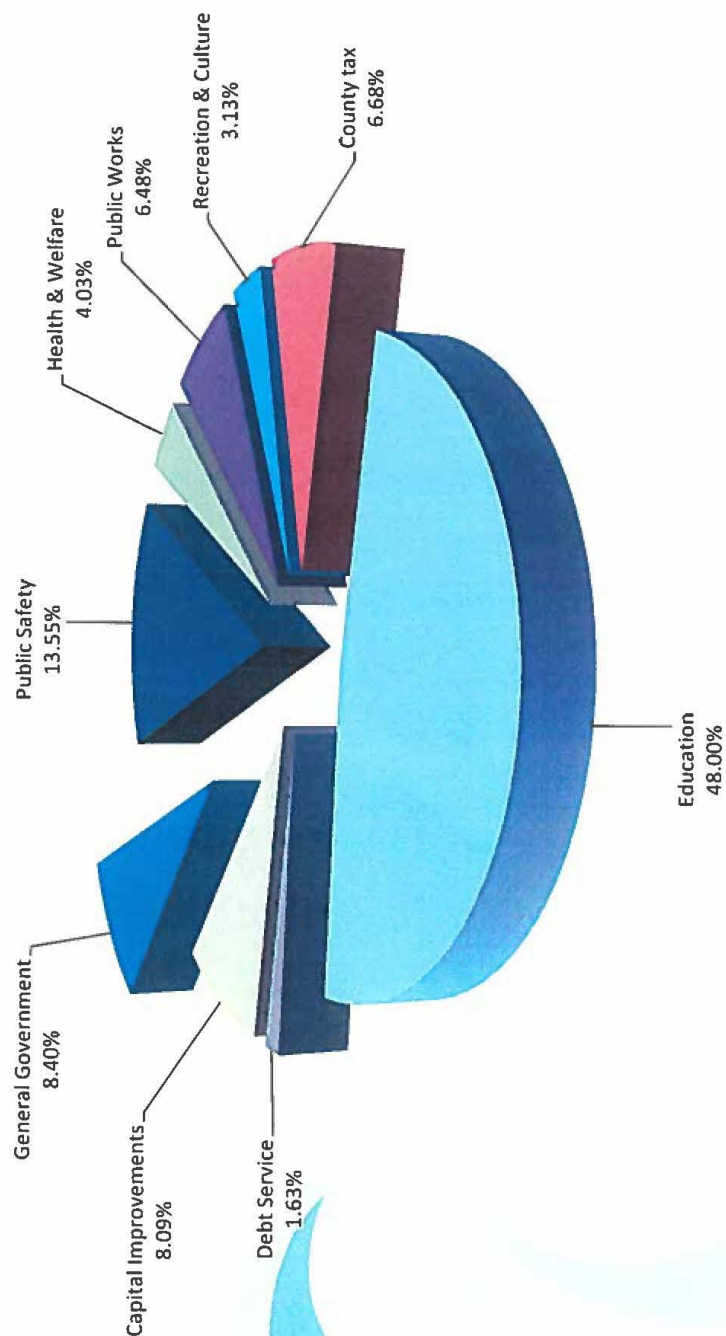


Exhibit B – December 14, 2017**TOWN OF KENNEBUNKPORT, MAINE***- INCORPORATED 1653 -***MAINE'S FINEST RESORT**

To: Kennebunkport Board of Selectmen

From: Tracey O'Roak, Town Clerk

Re: Shellfish Licenses for 2018

Date: November 29, 2017

Everett Leach, (Shellfish Warden) and the Shellfish Conservation Committee are unanimously proposing to the Board their recommendation as to the number of Shellfish Licenses to be issued in 2018:

Recreational:

Resident Recreational	75 Licenses
Non-resident Recreational	8 Licenses
Warden Recreational	1 License

Commercial

Resident Commercial	2 Licenses
Non-resident Commercial	0 Licenses

Daily

Daily Licenses	0 Licenses
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The Committee also recommends:

The flats will only be opened from April 15 through October 15.

Digging will only be allowed on Friday, Saturday and Sunday.

Recreational diggers may only take 1 peck per week.

Commercial diggers may only take 2 pecks per day.