

TOWN OF KENNEBUNKPORT

February 23, 2024

TO: Members of the Selectboard and Budget Board
FROM: Laurie Smith, Town Manager

INTRODUCTION TO THE FY25 BUDGET

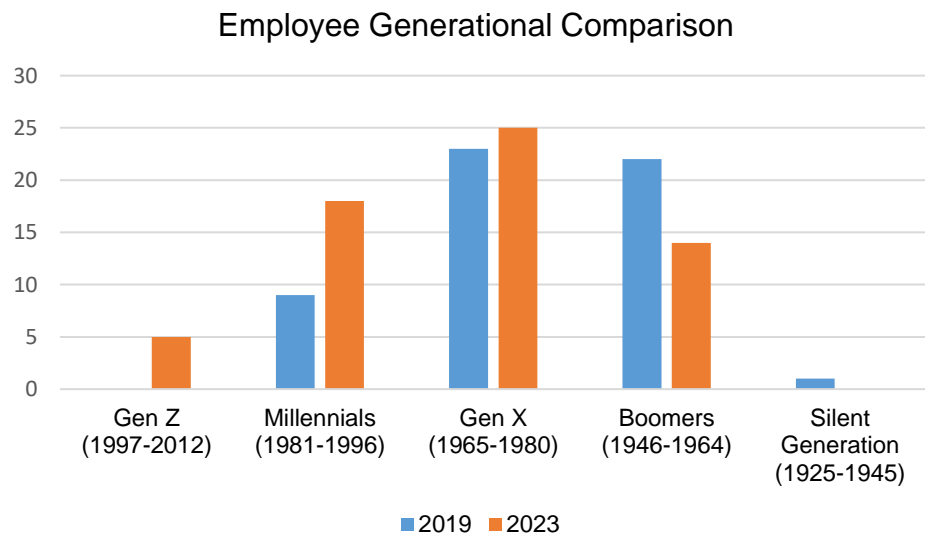
Residents look to their local government to provide programs and services that enhance the quality of life of the people in the community. Kennebunkport provides many essential services including road construction and maintenance, solid waste disposal, wastewater treatment, police and fire protection, emergency medical, land use planning and building inspection, and public health. That service delivery occurs each year through the commitment of about 60 full-time employees and dozens more seasonal and on-call employees.

As we plan for the work of the next budget year, we must recognize that the world continues to change at a more rapid pace. At the end of FY25 we will have concluded 25% of our way through the 21st century. What does the 21st century local government model look like? How will our services change in the remainder of the 21st century? There are two major factors we must incorporate into our plans – the new workforce and expanding technology.

In the past few years, we have experienced an extremely tight labor market across all fields, including the public sector. On an average day over 300 vacant municipal positions are advertised across the State. The largest vacancies tend to be in Public Safety, Public Works, and Wastewater. In this new world, even Kennebunkport must be prepared for the change in our workforce as we compete for our piece of the labor market pie. It's not

just the number of bodies available to work, we are seeing an unprecedented mix of generations in the workforce. The chart above shows the change in our workforce in just the past five years. We are experiencing a reduction in our Baby Boomer employees and the introduction of Gen Z workforce. In 2024, the generation

born between 1996 to 2010 is expected to overtake Baby Boomers in the full-time workforce, according to a recent analysis by Glassdoor.



In addition to the changes in employee demographics, the pandemic of 2020 changed the workplace forever, requiring unprecedented levels of remote or hybrid work arrangement. The new labor market requires a change in employer culture. According to the Society of Human Resource Managers (SHRM), in order to thrive in the new labor market, an employer needs to prepare for the following changes:

- more employees will work remotely
- employers will invest in employee health, hygiene and safety
- employers will be striving to increase diversity, equity and inclusion
- organizations will re-examine how they impact the environment
- technology's rapid transformation will continue, forcing companies to rethink how to integrate people with machines

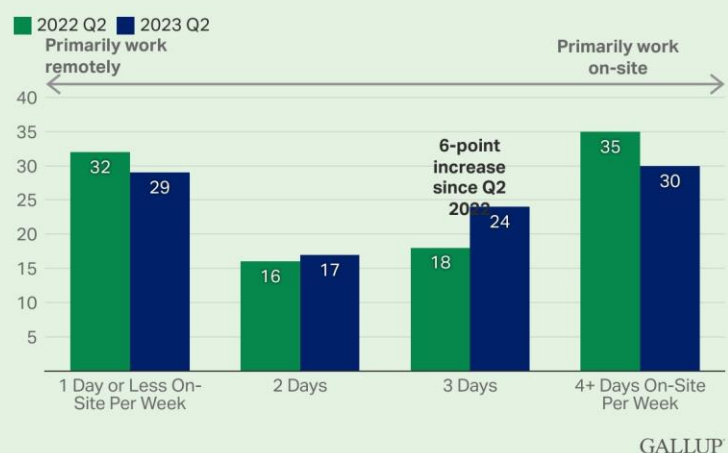
According to Gallup, in 2019, 60% of remote-capable employees spent their week working *fully on-site*, whereas that figure has fallen to just 20% in 2023. In contrast, only 8% worked *exclusively remotely* in 2019, compared with the 29% of remote-capable employees who are fully remote today. At the same time, *hybrid work* has increased significantly, enroute to becoming the most prevalent work arrangement in most offices.

This means that approximately 40% of remote-capable employees have shifted from working entirely on-site to

Number of Days Worked On-Site by Hybrid Employees

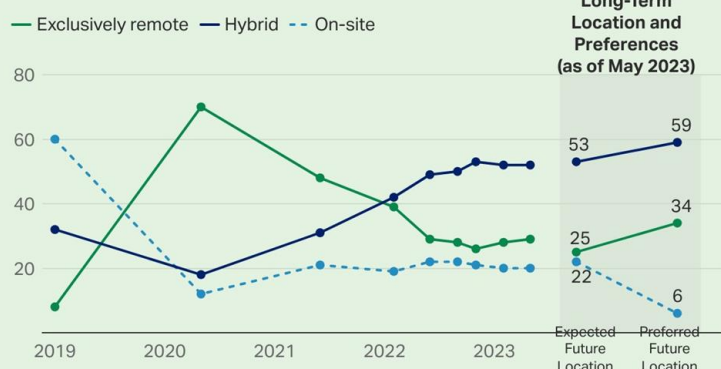
The number of days worked on-site largely varies.

% Selected



Work Locations for Remote-Capable Jobs

Over half of remote-capable employees expect and prefer hybrid work.



% Remote-capable employees working (or expecting or preferring to work) at each location. Dates that appear when hovering over "expected" and "preferred" data are placeholders for data visualization purposes.

GALLUP

either a hybrid or exclusively remote work arrangement.

These unprecedented shifts in remote work flexibility have reshaped the workplace for remote-capable employees, with the dominant pattern being hybrid:

- ✓ Five in 10 are working hybrid (part of their week at home and part on-site).
- ✓ Three in 10 are working exclusively remotely.
- ✓ Two in 10 are working entirely on-site.

The pandemic affected not only the labor market, but operations as well. In order to make local governments better, smarter, more responsive, and cost effective, they must become more efficient. To do so requires that leaders embrace a willingness to change - to adopt new technologies, operational models, and processes. The pandemic forced all of us to draw on our creativity and adapt to our new reality quickly to maintain business continuity - be it through meetings hosted on Zoom, websites displaying critical COVID-19 information in real-time, the support of local businesses through loans and sidewalk dining permitting, the enablement of online payments, or the deployment of electronic surveys to promote citizen participation.

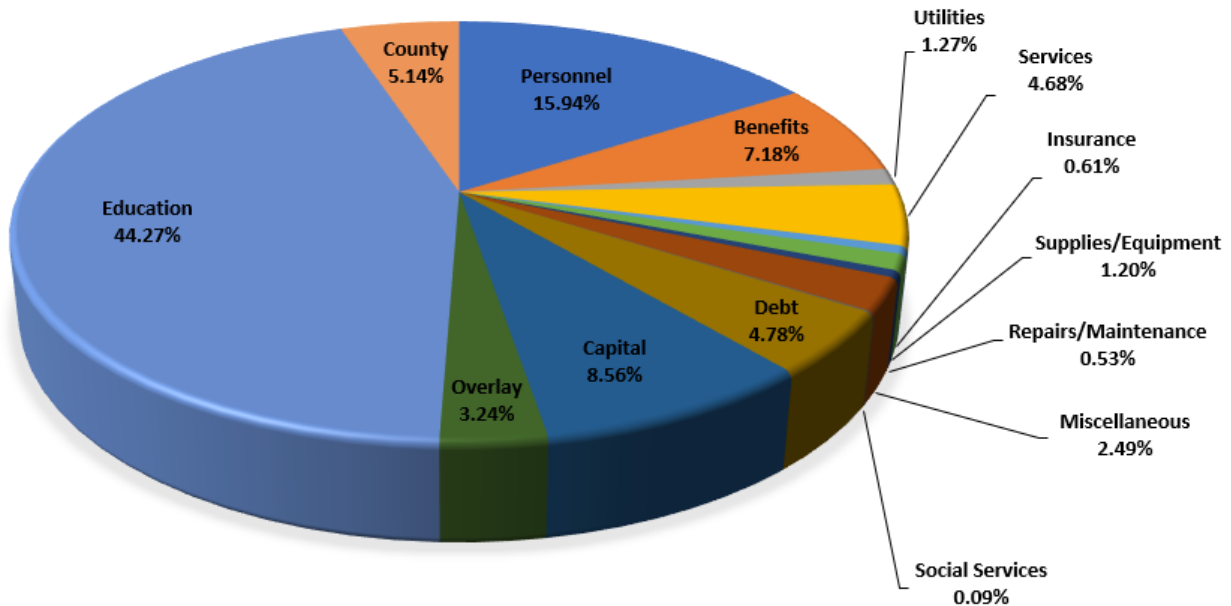
Within the next five years millennials and Gen-Z will make up over 75% of the workforce. Those interested in public service - the local government employees of the very near future - will expect modern digital technologies to be a standard feature of their workplace. Constituents already do and will continue to expect government services and service delivery to be responsive and optimized. For community members, transparency of data and resources have become essential. As taxpayers they expect operations to be efficient and lower cost, and for public servants to be as productive as possible.

According to the National League of Cities, there are five drivers that will shape the next 10 years of work.



The FY25 budget begins the journey of examining where we stand in the labor market and how we accomplish our work. The funding in wages and benefits allow us to compete in a global marketplace. The investment in automation (waste collection and website interaction), software (MUNIS), and new tools in old service delivery models (Behavioral Health Liaison), missing middle housing (Heritage Housing Trust) and capital investment in the resiliency of our infrastructure (special projects) will provide the foundation for success in the 21st century.

FY25 TOTAL EXPENSES BY CATEGORY



The municipal budget has an estimated tax rate increase of **\$0.16 for municipal operations or 6.44%**. Municipal expenditures are \$13.4 million, up by \$1.051 million or 7.8%. Operations are up \$833,877 or 9.49%; whereas capital is increasing by \$210,000 or 9.50%, and debt service has increased by \$7,565 or .56%. Education and County have been estimated at a 6% and 3% increase respectively. Once the revenues and transfers have been taken into account, the total tax rate increase is projected at \$0.35 or a 5.56% increase.

Expenses:

The expenses in the municipal budget are up \$1,051,442. The following items are primary drivers of that increase.

Account	\$ Amount
Legal Fees	\$ 10,000
Fire Training Officer Wages	\$ 13,000
Water Utilities	\$ 14,090
Electricity	\$ 16,862
Police – Behavioral Health Liaison	\$ 23,610
Fire Wages On Call Firefighters	\$ 30,000
KEMS Request	\$ 50,000
Solid Waste	\$ 190,670
Capital	\$ 210,000
Contingency – Wages & Benefits	\$ 391,990
Total:	\$ 951,228

Legal fees have gone up as the hourly rate charges have increased over the past two years. Current billable rates range from \$220 to \$235 per hour depending upon the experience of the attorney. It is imperative that the Town have legal advice available for a wide range of issues.

The Fire Department budget includes wages for a new part-time training officer at 10 hours per week. Maine statute Title 26 Section 2102 mandates training and education requirements for each firefighter.

“Each fire department shall provide a training and education program that meets the fire department's needs and includes the following:

A. Training and education in accordance with Title 30-A, section 3154, subsection 2;

B. Training and education in the use of protective equipment required by this chapter;

C. Training and education by the fire chief or the fire chief's designee in accordance with National Fire Protection Association standards;

D. Training and education to prevent occupational accidents, deaths, injuries and illnesses;

E. Training and education for all firefighters commensurate with the duties that they are expected to perform prior to performing those duties;

F. [PL 2003, c. 570, §2 (RP); PL 2003, c. 570, §7 (AFF).]

G. [PL 2003, c. 570, §2 (RP); PL 2003, c. 570, §7 (AFF).]

H. Training and education in the safe handling and use of hazardous substances for firefighters required to handle the substances. Training and education must include the potential hazards involved and the required personal hygiene and protective measures;

I. Training and education in the care, use, inspection, maintenance and limitations of the protective equipment assigned to firefighters for their use.

Each fire department shall maintain complete records of individual training and education for firefighters.”

As part of the FY24 budget the Town contracted with an outside agency to examine our fire and emergency medical services and make recommendations to improve operations. Although we have not received the final report to date, we have received a few early recommendations for the FY25 budget. One of these was the engagement of an officer solely dedicated to training, documentation, and development of standard operating procedures. Although our current officers attend to many functions within the department, today's demands on fire service personnel require additional training and record management to increase safety, decrease liability to the Town, and improve standardized approaches to service delivery.

Water rates are anticipated to increase in the FY25 budget. Kennebunk, Kennebunkport, and Wells Water District has informed us of an anticipated 10% increase.

Electricity rates have been increasing over the past few years. The Town was fortunate to avoid those increases because we were locked into an electrical supply contract. Our previous contract price was \$0.05840/kWhr, and the current contract is \$0.10860/kWhr. This new contract is in effect until November 2026.

Police Behavioral Health Liaison (BHL) would be a shared position with the Town of Kennebunk. The Kennebunk Police Department started its Behavioral Health Liaison (BHL) program in 2021. This program is an effort to support law enforcement's response to those with behavioral health and resource needs in the community. The BHL positions are embedded within the Police Department and can respond to calls for service with police to assist those who are in crisis or in need of support. They also follow-up on calls for service, support first responder wellness initiatives, as well as provide first responder peer support. They assist the town's residents with matters including mental health, substance use, and resource needs. Kennebunkport would fund 10 hours per week or 25% of the position. These clinicians have become integrated into most law enforcement agencies and the sharing of a position is a cost-effective regional approach.

Fire wages for on-call personnel have increased by \$30,000 to bring our firefighter wages in line with market ranges for surrounding on-call departments. Our wages were \$3.00 - \$6.00 under other departments, depending on the position.

KEMS has requested an additional \$50,000 to support emergency medical services. Their organization depends on paramedic level service, and they are competing with other emergency services for the same pool of employees. Much of this increase is related to the labor costs of their service. The Town's contribution has grown from 32% to 42% of their total budget and is expected to continue to grow as the revenues available to support the expense of the service are constricted.

Solid Waste funding is up due to the new contract for automated waste disposal and recycling. The Town was fortunate to have a contract in place during the years following COVID when labor and equipment costs increased dramatically. The new contract catches up with those costs but also provides automated waste and a more frequent recycling pickup schedule.

Capital increases reflect the demands on infrastructure related to the storm events and need for resiliency planning throughout town as we deal with sea level rise from Dock square to Goose Rocks Beach. This year I have requested \$500,000 to undertake planning and construction projects to ensure infrastructure resiliency.

Wage and associated benefit increases amount to over \$391,000 in contingency. The Town's union contract expires June 30, 2024, therefore wage increases are unknown at this time, which is why they appear in contingency. Over the past three years the labor market in our region has changed significantly, in 2021 the Consumer Price Index increased by 7%, in 2022 by 6.5%, and in 2023 by 3.4%. During that time our contract kept us at a 3% annual cost of living adjustment. Our Human Resource Director has undertaken a labor market survey of our positions. Based upon the data from public employers in our region and analysis of our employee's skill sets we have budgeted the funding necessary to keep Kennebunkport a competitive employer in 2024 and 2025.

Debt Service:

The debt service account is increasing by .56%, or \$7,565. This increase is due to the first interest payment for the 2023 Sewer bond. The first principal payment will be due in the fall of 2025, (FY26).

Together, the capital and debt service budgets create a long-term capital investment plan. The use of debt is integral to our capital planning. Due to their longevity, sometimes expenditures are better shared with future users of the investment. A school building or the rebuilding of wastewater infrastructure are both very expensive items that serve current and future residents. Financing expenditures allows the Town to take advantage of current costs while sharing the cost of an investment with all the people who will benefit from it.

The Town's debt service schedule is in the chart below. In FY25, a balloon payment on the Village Parcel bond will be due. The debt was structured in this manner to allow the Town the most flexibility in bonding. The Town has the option of refinancing all or a portion of the debt. The current plan is to refinance it over 15 years. The next debt retirement will be in 2024 when the \$1.0 million wastewater bond retires.

Debt Service Schedule General Fund

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	869,213.56	424,854.52	1,294,068.08
2025	846,557.17	418,190.98	1,264,748.15
2026	1,037,528.56	412,198.94	1,449,727.50
2027	1,058,513.97	378,349.16	1,436,863.13
2028	829,330.89	343,051.26	1,172,382.15
2029	799,330.89	312,203.73	1,111,534.63
2030	709,330.89	286,655.77	995,986.66
2031	724,330.89	263,782.79	988,113.68
2032	744,330.89	240,859.81	985,190.70
2033	759,330.89	217,236.83	976,567.72
2034	779,330.89	192,913.86	972,244.75
2035	799,330.89	167,790.88	967,121.78
2036	819,330.89	141,867.91	961,198.80
2037	839,330.89	115,144.94	954,475.83
2038	864,330.89	87,521.96	951,852.85
2039	884,330.89	58,998.99	943,329.88
2040	909,330.89	29,576.01	938,906.91
2041	239,330.89	12,728.03	252,058.93
2042	180,000.00	6,300.00	186,300.00
2043	180,000.00	3,150.00	183,150.00
2044	180,000.00	0.00	180,000.00
2045	180,000.00	0.00	180,000.00
	<u>15,232,445.75</u>	<u>4,113,376.38</u>	<u>19,345,822.13</u>

This schedule includes the following:

2003 \$1,000,000 Wastewater maturing in 2024
2016 \$400,000 Police Building maturing in 2027
2022 Radio Tower maturing in 2027
2018 \$450,000 Parks & Recreation Building maturing in 2028
2019 \$955,000 Ocean Ave Seawall maturing in 2029
2019 \$1,300,000 Village Parcel (exempt) maturing in 2040
2019 \$8,500,000 Village Parcel (taxable) maturing in 2040
2021 Wastewater maturing in 2041
2024 Wastewater maturing in 2045

Capital:

The capital accounts reflect our continued commitment to reserve accounts and road and sidewalk funding. New this year is a reserve account to transition to a new financial and automated service delivery software package for Town Hall, and a resiliency account for design and construction match funds for a variety of projects throughout Town. Below is a table of these type of accounts:

Account	Description	Funding
Administration	Historical record preservation	\$ 237,000
Police	Vehicle and equipment replacement	\$ 55,000
Communications	Building repairs	\$ 15,000
Fire	Vehicle and equipment reserve	\$ 151,000
Highway	Vehicle and equipment reserve	\$ 310,000
Roads	Reclamation, drainage, and overlay	\$ 868,000
Sidewalks	Repair and maintenance	\$ 95,000
Emergency Mgmt.	Town 10% cost share for FEMA projects	\$ 85,000
Recreation	Parks tennis & basketball court resurface	\$ 55,000
Special Projects	Resiliency design & construction, street light replacements	\$ 550,000
Total:		\$2,421,000

Beyond the typical items in the budget, these numbers reflect proposed new projects which are detailed below:

- Administration is requesting \$200,000 as the first step towards the transition to a comprehensive ERP package for Town Hall operations known as MUNIS. Enterprise resource planning (ERP) is a software system that helps you run your entire business, supporting automation and processes in finance, human resources, services, procurement, and more. Tyler Technologies (MUNIS) ERP solution is designed to encompass a wide range of public sector needs. This integrated ERP system manages all the core functions, including financials,

procurement, human resources, payroll, and revenues, as well as code enforcement and planning. ERP breaks down departmental data silos, streamlines processes, and eliminates duplicate data entry. This is a large investment, projected at \$440,000 but would enable services to become more automated and move citizen portals into the 21st century.

- Administration is also requesting an additional \$30,000 towards the first phase of digitizing documents. Digitizing documents preserves information for the future and allows for greater access to records. Our plan is to begin with the most recent two years of financials, active employee files, two years of Town Clerk licenses and property files from Codes and Planning. Once that is complete, we will determine the next best steps.
- Emergency Management is requesting \$85,000 as the Town's required 10% match towards any FEMA reimbursement. On January 10 and 13, 2024 the Town was hit by two large storms that devastated waterfront areas throughout Town. The Town has submitted \$850,000 in damages to Maine Emergency Management who is working to get a federal declaration for the two storms. Should the Town receive funding for reimbursement of costs to repair damaged infrastructure, the Town will be required to match those funds with 10% in local dollars.
- The special projects request is \$550,000 this year. This includes \$500,000 for engineering, design, and construction match on resiliency projects throughout Town and \$50,000 for streetlight replacements.

In FY23 the Town authorized \$200,000 for the design and engineering for the Pier Road causeway project. This forward thinking allowed the Town to be in the perfect position to apply for the first Maine Infrastructure Adaptation Fund grants and secure \$2.585 million for construction. The Selectboard and staff need to be in the position to secure additional grant funds that may become available in the future for the many needed resiliency projects throughout Town.

Proposed resiliency projects requiring funding include:

- \$120,000 - Match for Ocean Avenue by Wandby Beach to raise the height of road and install a box culvert system. The projected construction cost for this section of Ocean Avenue is \$2.4 million. The Governor's budget includes \$50,000,000 in grant funding. Should the Town receive a grant we would be required to match 5% of the cost, which amounts to \$120,000.
- \$150,000 – Partnership with Kennebunk to analyze the flooding of the Kennebunk River and design solutions with cost estimates. The Kennebunk River that connects Kennebunk and Kennebunkport has been flooding Town infrastructure and private properties on both sides over the past few years. There are three potential solutions to deal with the water and salvage Dock Square as an iconic location – 1) stop the water; 2) raise the infrastructure and buildings above the water; or 3) retreat from the water. Kennebunkport and Kennebunk staff have met

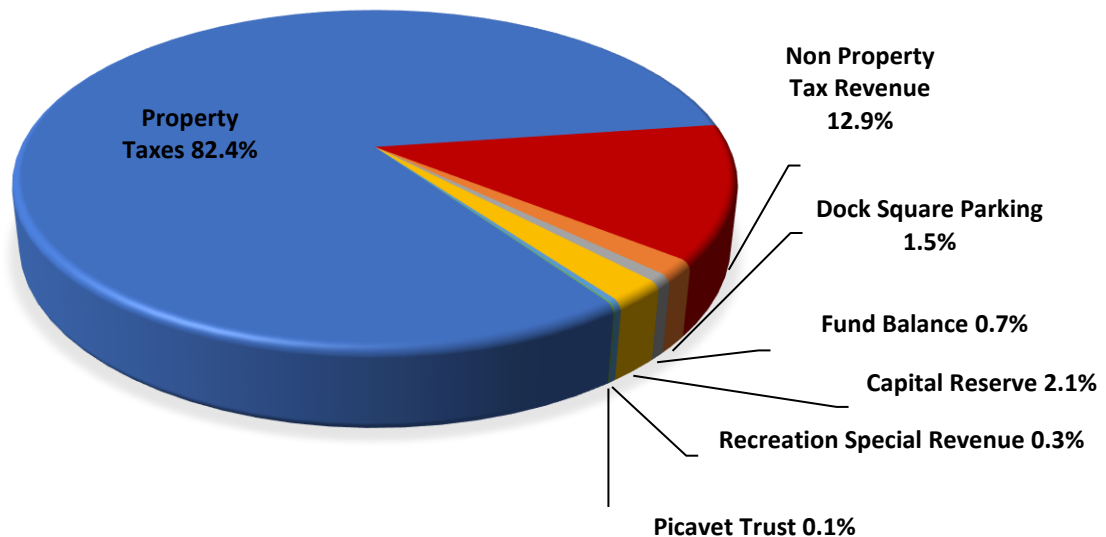
with engineering firms to identify the pros and cons of each solution and potential costs for public consideration. Staff is recommending a study of the hydrology and bathymetry of the Kennebunk River, especially during storm surge events and developing proposed solutions and cost estimates. I am recommending that the Town share in this cost with Kennebunk which could cost up to \$300,000 and take up to 18 months.

- \$100,000 – Design of Dyke Road improvements to prevent flooding. Similar to the work the Town authorized on Pier Road at the causeway, the Town needs to design a similar solution for Dyke Road at Goose Rocks Beach which is flooded several times a year.
- \$100,000 – Design of Pier Road (Head of Harbor) resiliency to prevent flooding. Currently the Head of the Harbor is flooded multiple times per year, stranding residents at over 100 properties. This particular site will need some specific solutions to stop the flooding while melding with abutting properties.
- \$50,000 – Analysis of design modifications at Colony Beach. In December 2022 the storm surge at the mouth of the Kennebunk River undermined half of the parking lot at Colony Beach. Staff estimated that to rebuild the parking lot would cost about \$40,000, which the Selectboard reserved from contingency funds. Due to delays from the Army Corps of Engineers the repairs were not completed in 2023. In January of 2024 the storm surge damaged the remaining section of the parking lot making it unusable for vehicular access. Staff has met with three engineering firms and we believe that this funding would allow us to examine potential long term solutions to reopen the parking area at Colony Beach.
- \$ unknown – Armoring at Goose Rocks Beach. The January storm surge and flooding at Goose Rocks Beach caused dune and private seawall damage throughout the 2.5 miles of the beach. Staff has entered into conversations with engineering firms to determine what steps the Town may consider to prevent future damage and secure the dunes and seawalls, both public and private property. At the current time the cost is unknown; however, available funding could provide needed match dollars for future grant applications.

Three years ago, the Town purchased the streetlights from Central Maine Power. Although the Town replaced the lightbulbs with LEDS to save energy, the light fixtures still need replacing as they have exceeded their lifecycle and the Town can no longer procure parts for them. The \$50,000 in funding will allow us to maintain a six-year replacement schedule.

Revenues:

FY25 nonproperty tax revenues are projected to increase by \$312,006 or 9.36%. These types of revenues account for just under 13% of the total budget. The rest is accounted for in transfers from other funds or property taxes. In the State of Maine, local governments are dependent on property taxes to fund the majority of local expenses, as the use of local option sales taxes, lodging taxes, etc. are not allowed under state law. Intergovernmental revenue (from the state or federal government), to fund roads, schools, or to provide economic support are modest in Kennebunkport due to the size of our population and our valuation.

FY25 REVENUE BY CATEGORY

Staff have reviewed all revenue accounts with a focus on our historical performance over the past few years. The revenues have been adjusted to reflect our best estimates considering current economic activity, the proposed State budget, and recent history. We have increased revenue numbers significantly from our more conservative approach during the pandemic years. This is due to the continued growth in economic activity and State revenue sharing. Staff is also recommending increasing some of the fees charged by the Town. Some of the fees have already been adopted and others are proposed as part of the budget document. Below is a chart detailing these fee increases.

FY25 PROPOSED REVENUE INCREASES					
Revenue	Current Fees	Proposed New Fees	Adopted	Proposed	Increased Revenue
Beach Stickers-Non-Resident Seasonal	\$200	\$250	✓		\$10,000
Beach Stickers-Non-Resident Weekly	\$100	\$125	✓		\$10,000
Beach Stickers-Resident	\$5	\$10	✓		\$18,290
Building Permits	\$12/\$1000	\$14/\$1000		✓	\$100,000
Dock Square Fees	\$4/hour	\$5/hour	✓		\$72,000
Liquor-Annual	\$150	\$225		✓	\$2,025
Special amusement	\$100	\$150		✓	\$700
Trolley	\$25.00	\$50.00		✓	\$50
Victualer	\$100	\$150		✓	\$2,900
Waste Hauler Permit	\$100/vehicle	\$125/vehicle		✓	\$200

The largest increases and decreases in revenues include the following:

- Excise tax revenue is rising as the value of vehicles increase and the contribution from this revenue is up by \$50,000.
- State revenue sharing is projected to increase by \$25,000 as the State meets its statutory obligation to share 5% of the sales tax with municipalities.
- The reimbursement from RSU21 is for three Student Resource Officers (SRO) provided by Kennebunkport Police Department. The RSU reimbursement is projected to decrease by (\$22,029) as the benefit participation has changed for the officers assigned to those positions.
- The building permit accounts are increasing by \$100,000 as staff are recommending an increase in building permit fees from \$12/\$1,000 of construction value to \$14/\$1,000 in construction value.
- Goose Rocks Beach sticker fees are increasing by \$30,000 due to the increase in fees. Residents are \$10 per season, non-residents are \$250 per season, weeklys are \$125, and dailys are now \$30, as discussed in the FY24 budget process.
- Interest income is increasing by \$150,000 due to higher interest rates and assertive financial management. Over the past two years we have seen interest rates for our cash balance raise from 1.0% to over 4.5%. Although interest income could be higher than this in the current market it is projected that interest rates will decline over the coming year.
- The Dock Square transfer has increased by \$105,000 to cover costs associated with paving West, Locke and Oak Streets near the public parking lot.
- Sale of Town property has decreased by (\$15,000) as the only sale we have planned is our old sidewalk tractor which should generate between \$5,000 and \$10,000 in revenue.

- Transfer in from Picavet has decreased by (\$13,000) as the equipment replacements on the expense side are lower than FY24. The \$21,000 in projected funding comprises \$15,000 for building repairs and \$6,000 for a vehicle lease for Public Health nurses.
- Transfer in from Recreation Special Revenue fund is increasing by \$25,000 as program revenue has recovered from pandemic funding levels.

A Fund Balance contribution toward the budget is deemed “normal” in most circumstances; however, in practice, it is counting on savings in the year ahead to balance the budget. The Town did reduce the contribution by \$25,000 each year, and this resulted in moving from a \$300,000 transfer to a \$200,000 transfer. Each year the goal is to actually never use the fund balance transfer which requires staff to save \$200,000 in expenditures or find an additional \$200,000 in revenue.

Our Fund Balance Policy requires us to maintain 18%, or a little over 2 months of expenditures available in our General Fund Balance. This 18% covers municipal, school and county expenses, even though the municipal revenues are the only ones that provide for the funding. In FY23 this meant a fund balance of \$4,551,300; whereas in FY24 that equates to \$4,768,509 or a \$217,209 increase due to budgetary changes, in addition to the \$200,000 budgeted transfer. Each year, as part of the audit process, the Board of Selectmen take action to transfer any additional funds to our Capital Reserve Account. These funds are still available in an emergency; however, they are reserved for future capital projects.

The FY25 budget also contains a transfer from the capital reserve fund balance to assist with the many capital needs proposed in the budget document. The Town was fortunate to bring FY23 to a successful financial conclusion which included reduced expenditures (thanks to the hard work of department directors) and higher than anticipated revenues. This allowed for a transfer in January of 2024, once the audit for FY23 was complete, resulting in a capital reserve account balance of \$1.4 million. This transfer was done in accordance with the Town’s Fund Balance Policy.

Commitment:

The current commitment worksheet for FY25 includes an estimated increase of 3% for the County and 6% for RSU 21. At the time of writing this memo, I do not have details on the actual budget impact for either. These are ***estimates only***.

Over the past few years, we have averaged a \$27,000,000 increase in value. I have estimated a valuation increase of just over \$23,000,000 or 0.66% for FY25.

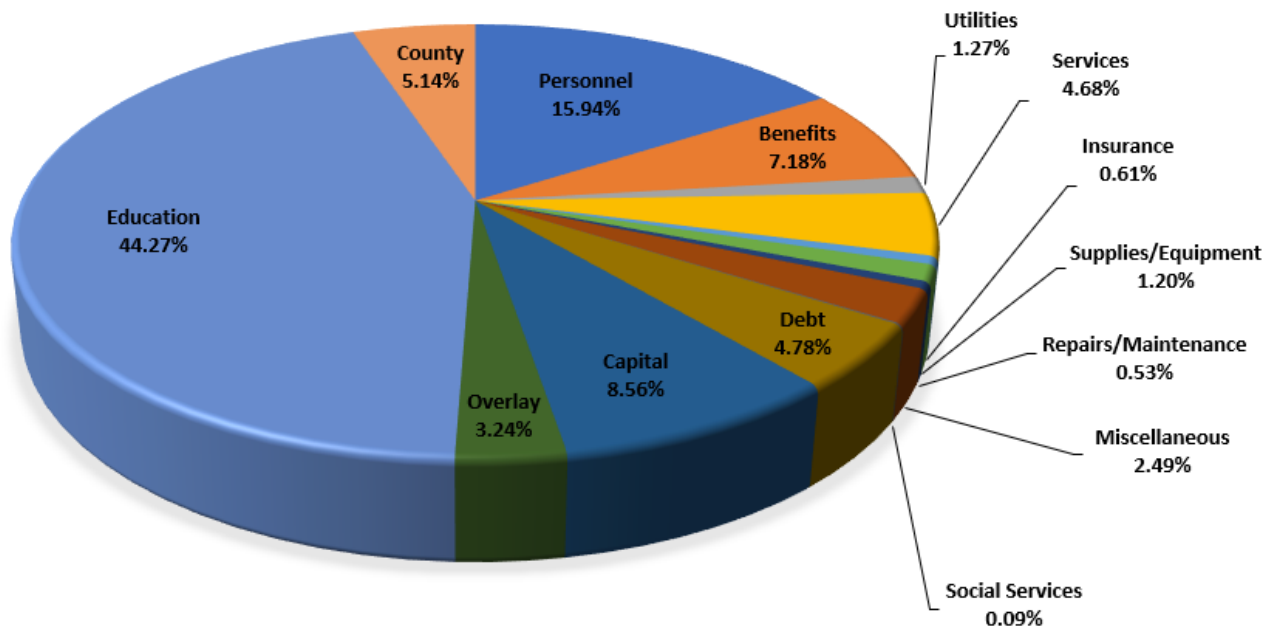
I look forward to working with each of you in the weeks ahead.

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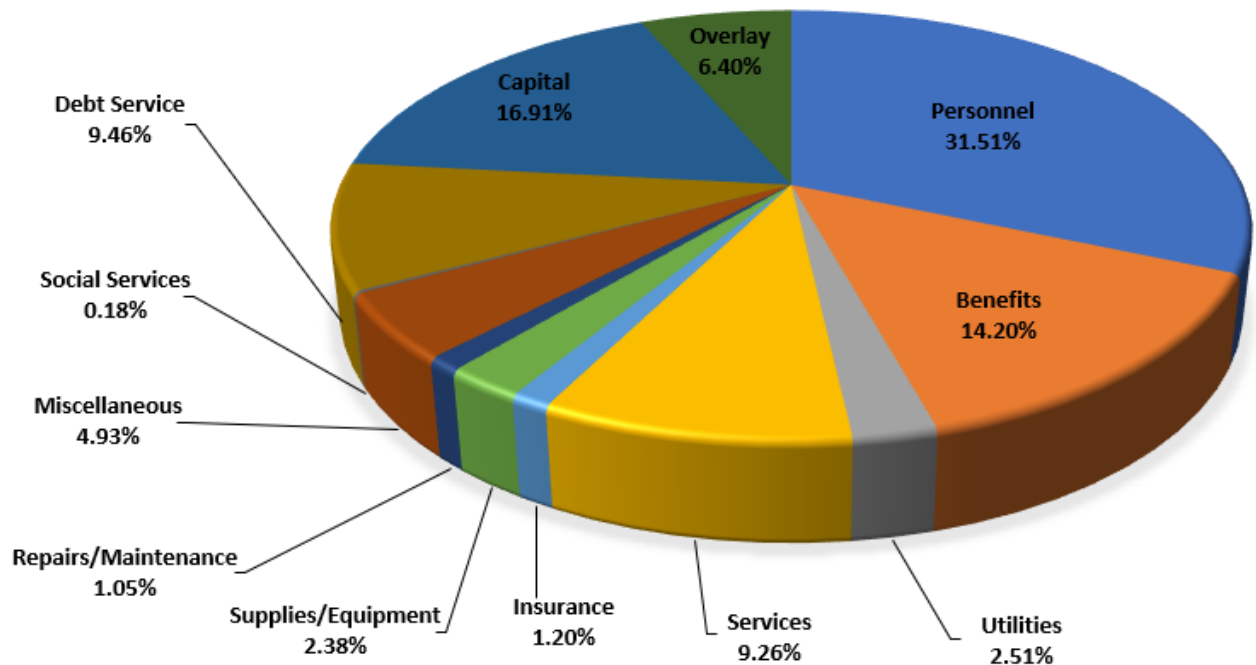
FY25 Budget Analysis of Expenditures

FY25 Budget Summary by Category					
Category	FY24 Approved	FY25 Proposed	\$ Change	% Change	
Personnel	\$ 4,113,139	\$ 4,510,229	\$ 397,090	9.7%	
Benefits	\$ 1,948,717	\$ 2,032,924	\$ 84,207	4.3%	
Utilities	\$ 326,652	\$ 359,860	\$ 33,208	10.2%	
Services	\$ 1,048,821	\$ 1,324,855	\$ 276,034	26.3%	
Insurance	\$ 168,429	\$ 171,839	\$ 3,410	2.0%	
Supplies/Equipment	\$ 351,340	\$ 340,861	\$ (10,479)	-3.0%	
Repairs/Maintenance	\$ 135,335	\$ 150,150	\$ 14,815	10.9%	
Miscellaneous	\$ 668,078	\$ 705,845	\$ 37,767	5.7%	
Purchases	\$ 2,500	\$ 500	\$ (2,000)	-80.0%	
Social Services	\$ 26,022	\$ 25,847	\$ (175)	-0.7%	
OPERATING SUBTOTAL	\$ 8,789,033	\$ 9,622,910	\$ 833,877	9.5%	
DEBT SERVICE	\$ 1,346,280	\$ 1,353,845	\$ 7,565	0.6%	
CAPITAL	\$ 2,211,000	\$ 2,421,000	\$ 210,000	9.5%	
TOWN BUDGET TOTAL	\$ 12,346,313	\$ 13,397,755	\$ 1,051,442	8.5%	
OVERLAY	\$ 915,587	\$ 915,587	\$ -	0.0%	
EDUCATION ASSESSMENT	\$ 11,817,798	\$ 12,526,865	\$ 709,067	6.0%	
COUNTY ASSESSMENT	\$ 1,412,019	\$ 1,454,380	\$ 42,361	3.0%	
GRAND TOTAL BUDGET	\$ 26,491,717	\$ 28,294,587	\$ 1,802,870	6.81%	

FY25 TOTAL EXPENSES BY CATEGORY



FY25 MUNICIPAL OPERATIONS EXPENSES BY CATEGORY



Personnel: Salaries have increased by \$397,090 or 8.8%. The town is a service delivery organization; hence, almost half of our budget funds salaries and benefits. Our current union labor contract expires on June 30, 2024. Over the past three years, the labor market in our region has changed significantly: in 2021 the Consumer Price Index increased by 7%, in 2022 by 6.5%, and in 2023 by 3.4%. During that time, our contract kept us at a 3% annual cost of living adjustment. Our Human Resource Director has undertaken a labor market survey of our positions. Based on the data from public employers in our region and analysis of our employees' skill sets, we have budgeted the funding necessary to keep Kennebunkport a competitive employer in 2024 and 2025.

Benefits: This category is increasing by 4.3%, or \$84,207, and covers insurance plans, retirement accounts, FICA, training, dues, and travel. The Town instituted substantive changes in its health insurance plan by shifting from a point of service plan to a plan that includes a health reimbursement account and by increasing the employees' share of the premium cost. By establishing this new plan, the Town has been able to greatly reduce the projected increases in benefits by stabilizing these costs. The Town experienced a 4.25% health insurance premium increase in 2024; however, the budget contains a projected 8% increase for January of 2025. Individual department health insurance lines can change dramatically from year-to-year depending on actual employee participation in the program.

Utilities: The increase in utilities of \$33,208 or 10.2%, is attributed to the change in electrical rates with our new contract. Our previous contract price was 0.05840/kWhr, and the current contract is 0.10860/kWhr. This new contract is in effect until November 2026. The fuel lines have not changed significantly from FY24, as we are using the same unit cost. For budgeting

purposes, heating oil is estimated at \$4.25 per gallon and propane at \$2.50 per gallon. Water lines are impacted as we anticipate a rate hike from Kennebunk, Kennebunkport, Wells Water District.

Services: This cost center is showing an increase of \$276,034, or 26.3%. The largest portion of this increase is the funding for the new solid waste contract with Casella, which will go into effect on September 1, 2024. Automated waste collection is now the industry standard and has increased our costs by \$188,470 in FY25. This price includes the pickup, tipping, and processing fees for recycling and waste. Other substantial increases include \$10,000 in legal costs due to a change in contracted rates, \$15,000 to gain additional support from Southern Maine Planning from our sustainability coordinator, \$23,000 for 10 hours per week of a Behavioral Health Clinician to support the Police Department, and \$10,000 in contracted tree trimming services in Public Works. The budget also includes \$11,135 for the new Paid Family Medical Leave Benefits Program created by the Maine legislature. Employers and employees must start contributing to the program beginning January 1, 2025.

Insurance: These line items are showing an increase of \$3,410 or 2.0%. These are normal inflationary increases as there have been no major changes in insurance programs this budget year. The good news is that the Town was experiencing a large increase in our worker's compensation modification rate a few years ago, but it has been reduced from 1.35 in 2019 to 0.65 in 2024. The modification rate is based upon the last three years of claim experience.

Supplies/Equipment: This cost center shows a decrease of 3% or (\$10,479). There is an increase of \$4,000 for solid waste operating supplies to cover expenses related to public education for the automated waste management system, and \$6,500 for playground mulch for two playgrounds. There is a \$2,200 increase in postage for the absentee balloting associated with the presidential election in administration. There is another \$2,000 increase in the cost of producing and mailing the semi-annual newsletter to all residents. There is a large decrease (\$31,939) for salt and liquid treatment in Public Works. Because of the mild winter in 2023-2024 we are purchasing supplies in advance of the FY25 budget.

Repairs/Maintenance: These accounts are seeing a \$14,815 or 10.9% increase. Repairs at the Village Fire Station equate to \$14,500 for the replacement of three interior personnel doors. This also includes the installation of a new garage door opener at Public Works for \$2,500.

Miscellaneous: This category shows an increase of \$37,767, or 5.7%. The largest change is the funding for Kennebunkport Emergency Medical Services (KEMS) with a \$50,000 increase. They have requested additional funds to cover their increasing expenses, mostly due to wages.

Purchases: There is a (\$2,000) or 80% decrease for the purchase of COVID kits. Now that at home testing kits are widely available, our Public Health Department is no longer testing the general public.

Social Services: This category decreased by (\$175) or 0.7% because Kids Free to Grow did not submit an application this year.

Debt Service: The Debt Service account is seeing an increase of \$7,565, or 0.6%. This increase is due to the first interest payment for the 2023 Sewer bond.

Capital Outlay: Capital funding in FY25 has increased by approximately \$210,000, or 9.5%. The focus areas will be maintaining our road and sidewalk investment, design and engineering for sea level rise projects at various locations, the cyclical replacement of the Town's fleet of vehicles and equipment, and investing towards further automation of Town services. The total proposed capital budget is \$2,421,000.

Capital funding includes \$237,000 for technology investment, digitization of documents and continued Town record preservation in administration, \$55,000 for a police vehicle and equipment, \$15,000 for Police building maintenance, \$151,000 for fire apparatus, building repairs and equipment reserves, \$310,000 for public works vehicles, \$963,000 for roads and sidewalks, \$85,000 for the Town's share of FEMA storm repairs, \$55,000 for resurfacing courts at Rotary Park, \$50,000 in street light replacements, and \$500,000 for the resiliency planning and construction.

FY 25 Analysis of Costs by Department

Additional detail is provided within each department's budget explanatory section.

Administration: Increase +2.01%. +\$25,186

- Salaries and related payroll items have increased by \$12,729. This increase is for a contractual longevity wage adjustment, and changes in retirement and health benefit costs. Increases and decreases are reflective of employee participation.
- Travel and Meeting increase of \$500 due to greater travel demands since COVID and a higher IRS rate for mileage reimbursement, which is now at 67 cents/mile.
- Training and education increase of \$1,000 due to additional training needs and rising costs to maintain educational requirements for ten employees.
- Contingency increase of \$2,000, for new town wide volunteer recognition event.
- Electricity increase of \$3,370 is due to a new electrical supplier contract.
- Phone/Internet funding increased by \$10. To cover services provided by Consolidated Communications. The new contract includes expanded band width for the internet and maintenance for the phone system. This line also includes cell phone reimbursements for the Town Clerk, Finance Director, Support Services Director and Town Manager.
- Heating Fuel increased by \$125, to reflect an anticipated price of \$4.50 per gallon. The current contract expires on April 30, 2024.
- Water increased by \$80 to reflect an anticipated district rate increase.
- Printing increase of \$800 is due to inflationary costs in printing the annual report, checks and other forms.
- Expert/Professional line has decreased by (\$3,500) as additional contractual service needs have been reduced.
- Audit increased by \$2,250, reflecting pricing in a new contract. A single audit will be required to meet federal requirements for the Wastewater bond funds and the Pier Road and Pier Construction grant funds.
- Technology/software cost center line shows an increase of \$2,922 for annual adjustments in software licensing fees. The line also includes the annual cost for contracted IT services, all Trio financial software modules, \$4,000 for the hosting and updates of the Town's code (or digital ordinances), and other software and support for staff.

- Credit card fees decreased by (\$500). This was a new account in FY21 to budget for fees necessary to move more services on-line, especially as a way of integrating COVID protocols. Over the past few years, we have refined the fees that the Town pays to streamline services without taking on additional expense.
- Office supplies increase by \$500 to cover the higher cost of forms related to tax billing and collection.
- Postage increased by \$2,200 in anticipation of higher mailing costs for absentee balloting in the presidential election.
- Photocopier increased by \$700 to reflect a surge in contract price for administration photocopier.
- Computer line decreased by (\$100) for the replacement of one computer and a battery backup. The Town employs a cyclical replacement process in order to maintain equipment as recommended by our IT consultant.
- Town Meeting expenses increased by \$200 to cover supplies needed for the presidential election.

Conservation Commission: Increase 1.92%, \$100.

- The Conservation Commission plans to continue a pesticide water testing program throughout the summer of 2024, which will give the Town a baseline for pesticide levels in our watersheds. The increase is for office supplies in supporting their efforts.

Legal Fees: Increase 12.5%, \$10,000.

- Costs have increased due to higher hourly rate charges. Billable rates will increase in 2024 from \$220 to \$235 per hour depending on the experience of the attorney. It is imperative that the Town have legal advice available for a whole host of different specialties.

Insurance: Increase +2.4%, \$5,824

- RHSP (Retirement Health Savings Plan) increased by \$3,836. The fund compensates employees who accumulates over 480 hours of accrued sick time at 85% of the cash value into a retirement health savings account to pay for medical expenses upon retirement. This policy incentivizes employees with judicious use of sick time and lowers the Town's accrued absences liability. The increase is due to the number of employees anticipated to have an accrued time balance eligible for the cashout.
- HRA (Health Reimbursement Account) fees decreased by (\$1,422) due to employee coverage changes and anticipated use in FY25.

- A decrease in Worker's Compensation premiums of (\$13,100) is due our new experience modification rate. In FY24 the mod rate was .76, in FY25 the mod rate is .65, which gives Kennebunkport a discount in premiums.
- Unemployment insurance increased by \$2,300. Kennebunkport is part of the MMA self-funded program. The higher rate is due to a change in the formula and our experience with claims.
- Liability insurance increased by \$6,954 due to higher anticipated expenses and exposure.
- Fleet insurance decrease by (\$3,309) to reflect an anticipated depreciation in equipment.
- Public Official's liability decreased by (\$570) for anticipated premiums.
- The Paid Family Medical leave is a new account, and an increase of \$11,135 to the budget. The State of Maine adopted a new law, "A Paid Family and Medical Leave Benefits Program". Employers and employees will need to start contributing premiums effective January 1, 2025, and benefit claims to be processed beginning January 1, 2026. Premiums are 1% of gross salaries to be shared 50/50 between employers and employees. In FY25 we are budgeting .25% of wages, as contributions will only be required for six months of the fiscal year.

Community Development: Increase 17.09%, \$4,874.

- Salaries and benefits are decreasing by (\$2,676) due to our regular Technology Specialist taking on the primary duties. The shift to Zoom and hybrid public meetings have required additional staff hours for support. A virtual or hybrid meeting format requires one staff member to record and broadcast the meeting through the cable access portal while another one moderates.
- The increase of \$1,840 in the internet line is due to allocation of internet and streaming costs. This line item accounts for costs related to streaming and broadcasting public meetings at the Village Fire Station, including virus and spam protection.
- The newsletter budget is increasing by \$2,200 to cover the printing of two editions of the Town newsletter, including postage. Last year we increased the size of the newsletter by four pages because of to the amount of information being conveyed.
- The website account increase of \$450 is due to the new website vendor.
- Expert and professional line increased by \$1,000 due to the age of the equipment and anticipated repair costs.

- Technology/software increase of \$2,560 is for Zoom and Adobe subscriptions needed to run the local cable and streaming station services.
- Operating supply decreased by (\$500) is predicted because regular supplies have reduced over time.

Planning and Development: Increase +9.41%, \$67,980.

- Salaries, wages and benefits have increased by \$51,429. This is attributed to the reclassification of the planner position to a codes/planner. Benefit adjustments reflect employee participation and require employer contributions.
- Dues and fees decreased by (\$108) due to projected actual costs.
- Travel and Meetings increased by \$1,500 to cover travel costs for certifications for three code officers, one assessor, one planner and an administrative assistant. Our goal is to include our planner in New England conferences.
- Training and Education costs increased by \$600 for three code officers, one assessor, one planner and an administrative assistant.
- Phone/Internet decreased by (\$447) to reflect anticipated department allocation.
- The expert and Professional line increased by \$15,000 for Kennebunkport's share of the regional sustainability coordinator. Kennebunkport's share will go from \$20,000 annually to \$35,000 annually to provide additional support in grant applications and resiliency planning. Kennebunkport has been a recipient of \$4.4 million in grant funding since the inception of the program.
- The technology/software line increased by \$5,306 to reflect the addition of GIS licenses for staff and other software license increases.
- The GIS/Maps line has decreased by (\$4,550) to reflect reduced costs of annual GIS map updates.
- Office supply increase of \$1,100 is for the purchase of updated code books to the 2021 version.
- Photocopier lease payments are increasing by \$150 due to the new contract.
- The computer line expenses have decreased by \$2,000 as there is no required computer replacement in FY25.

Police: Increase +1.44%, \$28,688

- Salary and benefits have decreased by (\$12,794) due to retirements and benefit changes among staff. RSU 21 covers 75% of the costs for the three school resource officers located at the Middle School of the Kennebunks, Kennebunkport Consolidated School, and Mildred Day School. Those funds are reflected in the revenue budget.
- Phone/Internet line has increased by \$267 for the contract with Consolidated Communications, cell phones with Verizon, and GPS (Global Positioning System) for vehicles. The increase is due to the contractual costs allocated to the department.
- The expert/professional line has increased by \$23,610 due to the addition of a behavior health liaison (BHL). This would be a shared position with the Town of Kennebunk. The Kennebunk Police Department started its Behavioral Health Liaison (BHL) program in 2021. This program is an effort to support law enforcement's response to those with behavioral health and resource needs in the community. The BHL positions are embedded within the Police Department and can respond to calls for service with police to assist those who are in crisis or in need of support. They also follow-up on calls for service, support first responder wellness initiatives, as well as first responder peer support. They assist the town's residents with matters including mental health, substance use, and resource needs. Kennebunkport would have 10 hours per week or 25% of the position.
- The increase of \$14,902 in technology/software line is due to the transfer of Communications IT services to this line item.
- Photocopier increase of \$203 in anticipated contract pricing for new photocopier lease.
- Computer increase of \$2,500 is for the replacement of one laptop for the cruiser.

Communications: Decrease -3.3%, (\$19,698).

- Salary and benefits decrease of (\$11,994) is due to changes in personnel and participation in benefit programs.
- Electricity line increased by \$3,888 due to projected increases from new electrical supplier contract.
- Phone/Internet increased by \$150 due to higher rates in Consolidated Communications contract.
- Heating fuel expenses decreased by (\$1,750) to reflect pricing of \$2.50 per gallon for propane, estimated at 2,500 gallons.

- Technology/software line decreased by \$15,018 as these expenses were moved the Police department budget.
- Maintenance Contract increase of \$4,961 is due to license and agreement fee changes.

Fire: Increase +12.62%, \$60,931.

- Salary and benefits increase of \$55,736 is attributed to multiple changes: the addition of a part-time training officer (10 hours per week); a wage adjustment for on-call firefighters to bring them to the market range; and a change in employee participation in our health insurance program.
- Electricity increased by \$1,374 to reflect anticipated electricity cost increases from our new electrical supplier contract along with adding the Cape Porpoise Fire Station account to our budget.
- Phone/Internet increased by \$2,355 to reflect allocation of costs for Village Fire Station and Goose Rocks.
- Heating fuel expenses increased by \$200 to reflect projected price for propane at \$2.50 per gallon and heating fuel price at \$4.50 per gallon. This account now includes heating costs for the Cape Porpoise Fire Station.
- Water costs increased by \$287 due to the Town acquiring the Cape Porpoise Fire Station.
- Advertising costs increased by \$50 to account for actual costs in 2024 if needed.
- Expert professional increased by \$200 to cover expenses associated with background checks for personnel.
- Technology/software line increased by \$7,751 is for the addition of IMC software for fire calls.
- The computers line decreased by (\$1,100) since there are no computer replacements.
- The gas and diesel line increase of \$900 to projected fuel cost of \$3.25 per gallon for gas and \$4.50 per gallon for diesel.
- Repairs-building increase of \$14,500 is to replace four personnel doors at the Village Fire Station.
- Goose Rocks Fire increased based on scheduled CPI of \$805.

- Cape Porpoise Fire decreased by (\$22,192) is due to the Town acquiring the building.

KEMS: Increase +20%, \$50,000.

- KEMS has requested an increase in funding due to wage and cost increases.

Emergency Management: Flat, 0%, \$0.

Animal Control Officer: -1.63%, \$200.

- The Animal Welfare Society decrease of (\$200) is due to the formula calculation.

Harbormaster: Decrease -2.0%, (\$1,103).

- Salary and benefits are paid to the Cape Porpoise Harbormaster as the Cape Porpoise Pier Manager also serves as the Harbormaster. The decrease of (\$2,267) in salary and benefits reflects the change in personnel in FY23.
- The River Harbormaster is a shared cost position between Kennebunk and Kennebunkport. The increase of \$1,164 is reflective of increases in pay and costs associated with appropriate coverage in the river.

Solid Waste: Increase +32.71%, \$190,670

- Tipping fees increased by \$2,790 with a new contract price of \$81.50/ton. The current contract will expire in 2025, staff are currently in negotiations.
- Curbside waste increased by \$159,850 due to the implementation of the automated waste pickup with Casella.
- Curbside recycling increased by \$25,830 due to the implementation of the automated pickup and processing with Casella. The contract price for processing is slightly more than ecomaine; however, the costs for transportation will be less.
- Recycling pickup has decreased by (\$4,300) due to the new contract with Casella. The good news is recycling pickup will now be weekly.
- Operating supplies have increased by \$4,000 as mailings and educational materials will be needed for the implementation of automated waste and recycling disposal.
- Unacceptable waste line increased by \$2,500 due to the additional products collected during the annual hazardous waste collection day with Kennebunk and Wells.

Health: Increase +1.63%, \$2,922

- Salaries and benefit decreased by (\$201) due to reduction in Maine State retirement match.
- Travel and meetings expenses see an increase of \$5,000 due to the expiration of the electric car lease in 2024. The new lease will require a payment, whereas the previous lease was \$0. The budget includes a transfer from the Picavet fund to pay the lease costs.
- The electricity reduction of (\$99) is due to the allocation of costs between Police and Health as they share a mechanical system.
- Phone/Internet expenses increased by \$480 as phone and internet costs are covered under the new Police Department Consolidated Communications contract which includes maintenance for all phones.
- Heating fuel decreased by (\$875) for the projected cost of \$2.50 per gallon of propane. This is a cost share with the Police Department as they share mechanical systems.
- Technology/software increase of \$725 due to higher software costs for Public Health staff.
- Photocopier increase of \$52 for the anticipated costs of the new photocopier contract.
- Vehicles and equipment has decreased by (\$200) as the vehicle maintenance on the electric vehicle was covered under the lease.
- Unacceptable waste increased by \$40 due to rising costs by vendor.
- The COVID line decreased by (\$2,000) due to the lack of testing.

Welfare: Flat 0%, \$0

Social Services: Increase -0.74%, (\$175).

- Manager submitted recommendations of the Budget Board Social Services Subcommittee. There is an increase in donations to Day One and Maine Behavioral, and a decrease for Kids Free to Grow as they did not submit an application this year.

- Postage line decrease of (\$200) reflects anticipated actual costs for highway mailings.
- Photocopier lease increased by \$40 to reflect the new copier lease contract.
- Computer line increased by \$1,300 for the purchase of an iPad for use by Public Works supervisor in the field.
- Salt decrease of (\$24,424) due to leftover FY24 funds that will be used to purchase salt in advance.
- Liquid road treatment decreases by (\$7,525) or one load of treatment due to leftover FY24 funds that will be used to purchase treatment in advance.
- Tool line increase of \$500 is due to inflationary costs in tool purchase.
- Safety line increased by \$250 to cover inflationary costs in purchase of protective gear.
- Building line increased by \$2,500 due to the installation of garage door opener for loader bay.

Utilities: Increase 10%, \$14,433.

- Fire Hydrants line increased by \$14,433 due to projected rate increase from Kennebunk, Kennebunkport, Wells Water District (KKWD).

Public Works Shade Tree: Increase +6.08%, \$2,542.

- Technology/Software increase of \$542 is for the allocation of the GIS license for the shade tree program.
- Tree treatment increased by \$2,000 to adjust expenses to inflationary increases for treatment of elm trees.

Streetlights: Increase +16.88%, \$4,263.

- Electricity cost increased by \$4,263 to energize the 280 active lights throughout town. This price reflects the new contractual price from electrical supplier.

Cemetery: Increase +22.88%, \$3,464.

- Wage and benefit increase of \$714 is due to anticipated wage increase for part-time seasonal help in mowing cemeteries.

- Tree service increase of \$2,750 is for additional tree cutting and pruning in cemeteries which is needed to protect our gravestones.

Recreation: Increase +1.32%, \$4,264.

- Salaries and benefit decreased by (\$6,260) due to changeover in staff and resulting benefit participation.
- Dues and fees increased by \$140 to reflect participation in professional associations and slightly increased fees.
- Travel and meetings increase of \$3,050 is due to attendance at the national conference.
- Training and education decrease of (\$125) is due to anticipated participation amongst department employees.
- Uniform increase of \$100 is for staff shirts for new employees.
- Electricity increase of \$855 due to new contract with electrical supplier.
- Phone/Internet decreased by (\$25) for the allocation of costs for the new Consolidated Communications contract.
- Water increase of \$34 is due to anticipated rate increase from KKWD.
- Expert/professional line decreased by (\$800) as there are no anticipated costs in this category in FY25.
- Technology/software line decreased by (\$630) for allocation of IT services, Microsoft products, and firewall costs to department.
- Office supplies increase of \$1,050 is for new chairs for the building.
- Operating supplies increase of \$1,000 is for the purchase of a power station/generator to run equipment for the outdoor events.
- Photocopier increase of \$450 is to cover for new photocopier lease.
- Computers increase of \$2,250 is for the cyclical replacement of one laptop and a printer.
- Parks and Open Space supplies increased by \$5,160 for the installation of mulch at two playgrounds.

- Building maintenance line decreased by (\$1,985) as no large building maintenance costs are anticipated in 2024.

Graves Library: Flat 0%, \$0.

Cape Porpoise Library: Increase 20.96%, \$3,050.

- A \$3,050 request increase from Cape Porpoise Library to cover increasing expenses.

Parsons Way: Increase 1.67%, \$100.

- Increased costs for eradication of invasive plants along Parsons Way due to vendor cost increases.

Goose Rocks Beach: Increase +15.52%, +\$8,058.

- Remaining balance at the year-end is placed in a reserve fund and the difference replenished each fiscal year. The Town is required to maintain \$132,000 for available funding. This amount reflects anticipated balance at the end of FY24, along with the costs projected in FY25. Labor and water quality testing cost increases are driving this change.

Contingency: Increase +435.54%, \$391,990.

- Salary increase of \$325,000 to cover market and cost of living increases for all general fund wages. The Town's union contract expires on June 30, 2024, therefore wage increases are unknown at this time. Over the past three years, we have witnessed a large shift in market salaries and a shortage in the labor force. The Town is currently evaluating market conditions and negotiating a new contract. This is the staff's best estimate as to what funds are needed to make market rate adjustments and remain a competitive employer in the region.
- FICA/MSRS/ICMA increases of \$66,990 to reflect benefit contingencies as a reflection of salary adjustments.

Miscellaneous Agencies: Increase +4.61%, +\$500

- The increase of \$500 reflects the cost of shared 4th of July fireworks with Kennebunk.

Debt Service: Increase +.56%, +\$7,565.

- This increase is due to the first interest payment for the 2023 Sewer bond.

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Summary Budget Request

02/28/2024

Expense

	2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 25 General Government							
01 - Administration	1,153,830.99	1,251,215.00	811,494.23	1,294,585.00	1,276,401.00	25,186.00	2.01%
05 - Zoning Board of Appeals	874.91	0.00	0.00	0.00	0.00	0.00	.00%
07 - Conservation Commission	1,355.15	5,200.00	1,405.49	5,300.00	5,300.00	100.00	1.92%
08 - Growth Planning Committee	173.64	0.00	0.00	0.00	0.00	0.00	.00%
09 - Legal Fees	93,767.29	80,000.00	54,879.92	90,000.00	90,000.00	10,000.00	12.50%
10 - Insurance	206,894.28	243,004.00	163,273.24	236,693.00	248,828.00	5,824.00	2.40%
11 - Community Development	34,253.82	28,512.00	21,781.85	32,366.00	33,386.00	4,874.00	17.09%
12 - Planning & Development	648,359.29	722,713.00	445,082.93	805,869.00	790,693.00	67,980.00	9.41%
General Government	2,139,509.37	2,330,644.00	1,497,917.66	2,464,813.00	2,444,608.00	113,964.00	4.89%

Summary Budget Request

02/28/2024

Expense							
	2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 27 Public Safety							
01 - Police Dept	1,806,505.44	1,991,897.00	1,217,383.32	2,017,282.00	2,020,585.00	28,688.00	1.44%
02 - Communications	508,303.49	596,241.00	334,728.37	571,726.00	576,543.00	-19,698.00	-3.30%
03 - Fire Dept	465,063.33	482,722.00	281,026.23	547,648.00	543,653.00	60,931.00	12.62%
04 - KEMS	200,000.00	250,000.00	250,000.00	300,000.00	300,000.00	50,000.00	20.00%
05 - Emergency Management	1,500.00	1,500.00	0.00	1,500.00	1,500.00	0.00	.00%
06 - Animal Control Officer	11,890.33	12,259.00	8,478.12	12,059.00	12,059.00	-200.00	-1.63%
07 - Harbormaster Public Safety	43,184.23 3,036,446.82	55,177.00 3,389,796.00	44,325.05 2,135,941.09	52,264.00 3,502,479.00	54,074.00 3,508,414.00	-1,103.00 118,618.00	-2.00% 3.50%

Summary Budget Request

02/28/2024

Expense

		2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 29	Health & Welfare							
	01 - Solid Waste	517,454.12	582,988.00	370,499.71	774,068.00	773,658.00	190,670.00	32.71%
	02 - Health	163,438.57	178,967.00	108,541.70	180,518.00	181,889.00	2,922.00	1.63%
	03 - Welfare	195.00	2,335.00	103.46	2,335.00	2,335.00	0.00	.00%
∞	04 - Social Services	23,207.00	23,772.00	15,747.00	23,597.00	23,597.00	-175.00	-.74%
	07 - Shellfish Conservation	2,919.46	3,257.00	1,503.33	3,257.00	3,257.00	0.00	.00%
	10 - Public Restrooms	29,821.55	36,000.00	24,944.85	36,800.00	36,800.00	800.00	2.22%
	Health & Welfare	737,035.70	827,319.00	521,340.05	1,020,575.00	1,021,536.00	194,217.00	23.48%

Summary Budget Request

02/28/2024

Expense

	2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 31 Public Works							
01 - Highway Dept	1,117,525.53	1,334,560.00	747,270.93	1,375,137.00	1,308,974.00	-25,586.00	-1.92%
03 - Utilities- Hydrants	144,323.28	144,324.00	96,215.52	158,757.00	158,757.00	14,433.00	10.00%
04 - Shade Tree	44,175.34	41,782.00	22,588.67	53,782.00	44,324.00	2,542.00	6.08%
05 - Street Lights	9,502.94	25,253.00	8,671.45	30,000.00	29,516.00	4,263.00	16.88%
06 - Cemetery	10,063.34	15,141.00	12,510.75	18,605.00	18,605.00	3,464.00	22.88%
Public Works	1,316,087.49	1,561,060.00	887,257.32	1,636,281.00	1,560,176.00	-884.00	-.06%

Summary Budget Request

02/28/2024

Expense

	2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 33 Recreation & Culture							
01 - Recreation	311,047.23	321,888.00	212,502.46	340,823.00	326,152.00	4,264.00	1.32%
02 - Graves Library	155,000.00	185,000.00	185,000.00	185,000.00	185,000.00	0.00	.00%
03 - Cape Porpoise Library	14,550.00	14,550.00	14,550.00	17,600.00	17,600.00	3,050.00	20.96%
04 - Parsons Way	6,090.00	6,000.00	0.00	6,100.00	6,100.00	100.00	1.67%
05 - GRB Advisory Reserve	61,607.82	51,926.00	41,131.71	59,684.00	59,984.00	8,058.00	15.52%
Recreation & Culture	548,245.05	579,364.00	453,184.17	609,207.00	594,836.00	15,472.00	2.67%

Summary Budget Request

02/28/2024

Expense							
	2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 35 Local Circuit Breaker							
01 - Local Circuit Breaker	1,500.00	0.00	2,071.00	0.00	0.00	0.00	.00%
Local Circuit Breaker	1,500.00	0.00	2,071.00	0.00	0.00	0.00	.00%

Summary Budget Request

02/28/2024

		Expense						
		2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 36 Overlay								
	01 - Overlay	71,884.80	915,587.00	3,291.38	915,587.00	915,587.00	0.00	.00%
	Overlay	71,884.80	915,587.00	3,291.38	915,587.00	915,587.00	0.00	.00%

Summary Budget Request

02/28/2024

		Expense						
		2023	2024	2024	2025	2025	Man Req vs"	Man Req vs
		Actual	Budget	YTD	Initial	Manager	Curr Bud	Curr Bud
							Change \$	Change %
Dept: 37 Unclassified								
	07 - Contingency	19,627.00	90,000.00	32,820.96	458,050.00	481,990.00	391,990.00	435.54%
	Unclassified	76,252.00	90,000.00	32,820.96	458,050.00	481,990.00	391,990.00	435.54%

Summary Budget Request

02/28/2024

		Expense						
		2023	2024	2024	2025	2025	Man Req vs"	Man Req vs
		Actual	Budget	YTD	Initial	Manager	Curr Bud	Curr Bud
							Change \$	Change %
Dept: 38 Miscellaneous Agencies								
	01 - Miscellaneous Agencies	9,143.66	10,850.00	7,190.80	11,350.00	11,350.00	500.00	4.61%
	Miscellaneous Agencies	9,143.66	10,850.00	7,190.80	11,350.00	11,350.00	500.00	4.61%

Summary Budget Request

02/28/2024

		Expense						
		2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 39 Capital Outlay								
	01 - Administration	406,500.00	22,000.00	22,000.00	10,000.00	237,000.00	215,000.00	977.27%
	02 - Police	92,800.00	60,000.00	60,000.00	55,000.00	55,000.00	-5,000.00	-8.33%
	03 - Communications	37,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00	.00%
	04 - Fire Reserve	295,000.00	248,000.00	248,000.00	234,000.00	151,000.00	-97,000.00	-39.11%
	06 - Highway	284,000.00	352,500.00	352,500.00	310,000.00	310,000.00	-42,500.00	-12.06%
	09 - Road Improvement	472,000.00	716,000.00	716,000.00	868,000.00	868,000.00	152,000.00	21.23%
	11 - Sidewalk Construction	80,000.00	125,000.00	125,000.00	95,000.00	95,000.00	-30,000.00	-24.00%
	12 - Emergency Management	0.00	10,000.00	0.00	30,000.00	85,000.00	75,000.00	750.00%
	13 - Recreation	75,000.00	20,000.00	20,000.00	105,000.00	55,000.00	35,000.00	175.00%

Summary Budget Request

02/28/2024

Expense

	2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 50 Assessment							
01 - Education	11,349,467.00	11,817,798.00	7,878,532.00	12,305,454.00	12,526,865.00	709,067.00	6.00%
02 - County	1,302,969.92	1,412,019.00	1,412,019.27	1,454,380.00	1,454,380.00	42,361.00	3.00%
Assessment	12,652,436.92	13,229,817.00	9,290,551.27	13,759,834.00	13,981,245.00	751,428.00	5.68%
Expense Totals:	23,821,024.82	26,491,717.00	18,063,512.97	28,957,575.00	28,294,587.00	1,802,870.00	6.81%

Summary Budget Request

Expense							
	2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<hr/>							
Dept: 41 Debt Service							
01 - Debt Service	1,042,630.07	1,346,280.00	1,030,947.27	1,607,399.00	1,353,845.00	7,565.00	.56%
Debt Service	1,042,630.07	1,346,280.00	1,030,947.27	1,607,399.00	1,353,845.00	7,565.00	.56%

Summary Budget Request

Expense

	2023 Actual	2024 Budget	2024 YTD	2025 Initial	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 50 Assessment							
01 - Education	11,349,467.00	11,817,798.00	7,878,532.00	12,305,454.00	12,526,865.00	709,067.00	6.00%
02 - County	1,302,969.92	1,412,019.00	1,412,019.27	1,454,380.00	1,454,380.00	42,361.00	3.00%
Assessment	12,652,436.92	13,229,817.00	9,290,551.27	13,759,834.00	13,981,245.00	751,428.00	5.68%
Expense Totals:	23,821,024.82	26,491,717.00	18,063,512.97	28,957,575.00	28,294,587.00	1,802,870.00	6.81%

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Capital Costs Analysis

The Town Manager's budget submission includes a five-year capital improvement program from FY25 to FY29. Although there are always more projects than available funding, we strive to maintain our investment in the Town's assets, while maintaining a stable tax rate. The largest challenge in capital improvement plans is the increasing inflationary costs, supply chain disruptions, and the demand for infrastructure repairs from storms.

Due to significant and necessary investments in the next five years, I have proposed \$2.4 million in capital funding and the use of \$500,000 in capital reserve funding in FY25. If we were to include the cost of bonding the radio tower project and the new ladder truck, the additional \$375,000 of principal and interest would put that number at close to \$2.6 million.

The proposal to transfer \$500,000 from the capital reserve account allows us to use that funding to assist with capital costs while maintaining a balance for unforeseen expenses. Our goal each year is to keep the capital budget intact and not rob from capital to fund operating expenses. Below you can see a five-year history of capital funding.

	FY 21	FY 22	FY 23	FY 24	FY25
Capital Budget	\$1,196,914	\$1,498,800	\$2,180,300	\$2,241,000	\$2,421,000
Use of Capital Reserve	(\$ 325,000)	(\$ 325,000)	(\$ 700,00)	(\$ 600,000)	(\$ 600,000)
Capital Impact on Budget	\$ 871,914	\$1,173,800	\$1,480,300	\$1,641,000	\$1,821,000

Below is the analysis of FY 25 capital budget requests by department.

Administration: \$237,000.

- Historic Preservation: \$7,000 allocated for ongoing preservation of historical documents at Town Hall.
- Special Projects:
 - \$30,000 allocation for the first phase of digitization of documents.
 - \$200,000 for the implementation of new software to include financials, human resource management, payroll, and code enforcement as well as a citizen self-service portal. The transfer to the MUNIS system would allow for more automation in service delivery and connectivity between functions and financials. This is

a large investment that would require a two-year implantation but will move Kennebunkport to the 21st century. The entire project is anticipated to cost \$440,000.

Police: \$55,000.

- Vehicles: Request of \$55,000 is for the replacement of a 2019 cruiser. The new vehicle will likely be a Ford Explorer. The Department maintains seven total vehicles.

Communication: \$15,000.

- Building Improvements: Request of \$15,000 is for the repair of the exterior of the Police Department building.

Fire: \$151,000

- Equipment Reserve: \$46,000 is for the replacement of SCBA apparatus and bottles. There is an eight-year plan to replace 29 SCBA units and 87 bottles. Our strategy is to budget enough per year to stay on target for our replacement timeline in 2027.
- Building Improvements: \$30,000 is requested for the replacement of three overhead door motors. The repair parts are no longer available.
- Fire Apparatus Reserve: Request of \$75,000 is to replace a fire vehicle in the future. The Department has completed a long-term replacement schedule for all fire apparatus through 2034. This plan projects the use of funding from the Kittredge and Seavey trust funds as well as town appropriations. Over the next five years we have decreased funding in this account to \$75,000 while we make the lease purchase payments of \$99,000 in the debt service account.

Highway: \$310,000.

- Vehicles: request of \$310,000 is to replace the 2007 Trackless (\$220,000) and the 2003 International 4300 or Truck #8 (\$90,000).

Road and Sidewalk Improvements: \$963,000.

- Road Improvement request of \$868,000 is for Wildes District Road, West, Oak & Locke Streets, Firefighter's Park, Summit Avenue, Central Avenue, Edwood Avenue, and excavator lease.
- Sidewalk Improvement request of \$95,000 is for repairs of 500 feet of sidewalk on Maine Street.

Emergency Management: \$85,000.

- The January 2024 storms resulted in approximately \$850,000 of infrastructure damage throughout Town. Should the Town receive FEMA reimbursement for the repairs it will require a 10% match from the Town funds. This account would fund the Town's share.

Recreation: \$55,000.

- Park Improvements: \$55,000 request for the parks reserve account is for the resurfacing of the basketball, tennis and pickleball courts.

Special Projects: \$550,000.

- Streetlight request of \$50,000 for continuing the process of replacing LED streetlights (approximately 20 fixtures).
- Resiliency Construction project request of \$500,000 for design, engineering and match towards construction projects throughout Town.

Proposed resiliency projects include:

- \$120,000 - Match for Ocean Avenue by Wandby Beach to raise the height of road and install a box culvert system.
- \$150,000 – Partnership with Kennebunk to analyze the flooding of the Kennebunk River and design solutions with cost estimates.
- \$100,000 – Design of Dyke Road resiliency to prevent flooding.
- \$100,000 – Design of Pier Road (Head of Harbor) resiliency to prevent flooding.
- \$50,000 – Analysis of design modifications at Colony Beach
- \$ Unknown – Armoring at Goose Rocks Beach

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Capital Improvement Program - FY25

Administration	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
Town Hall Construction	Bldg/Facilities	Bond/Reserve	\$ 9,000,000					
Records Preservation	Admin	Budget	\$ 10,000					
Records Preservation	Admin	Budget		\$ 10,000				
Replace 2017 Codes Vehicle	Equipment	Budget			\$ 30,000			
Records Preservation	Admin	Budget			\$ 10,000			
Records Preservation	Admin	Budget				\$ 10,000		
Records Preservation	Admin	Budget					\$ 10,000	\$ 250,000
Totals			\$ 9,010,000	\$ 10,000	\$ 40,000	\$ 10,000	\$ 10,000	\$ 250,000

Fire	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
Firefighter PPE	Equipment	Budget	\$ 23,000					
Village Fire - Replacement Overhead Doors (4)	Bldg/Facilities	Budget	\$ 30,000					
Replace Car 1 - 2015 F-150 (2026)	Equipment	Budget	\$ 90,000					
Firefighter PPE	Equipment	Budget		\$ 24,000				
Village Fire Station	Bldg/Facilities	Bond		\$ 1,750,000				
Firefighter PPE	Equipment	Budget			\$ 25,000			
SCBA Air Packs (40)	Equipment	Reserve			\$ 355,000			
RIB Boat/Engine/Trailer - CP - 2008	Equipment	Reserve				\$ 30,000		
Firefighter PPE	Equipment	Budget				\$ 30,000		
Firefighter PPE	Equipment	Budget					\$ 35,000	
Village Fire - Generator	Equipment	Budget					\$ 75,000	
Replace Squad 11 2006 (2031)	Equipment	Reserve						\$ 700,000
Replace Tank 1 - GRB 2008 (2038)	Equipment	Reserve						\$ 800,000
Replace Engine 23 WW (2039)	Equipment	Reserve						\$ 1,000,000
Wildes District Fire - Generator	Equipment	Budget						\$ 15,000
Hydraulic Rescue Tool	Equipment	Budget						\$ 80,000
Engine 33 GRB - New 2017 (2042)	Equipment	Reserve						\$ 1,200,000
Totals			\$ 143,000	\$ 1,774,000	\$ 380,000	\$ 60,000	\$ 110,000	\$ 3,795,000

Capital Improvement Program - FY25

Parks & Recreation	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
Parsons Field - Survey & Design for Athletic Field	Infrastructure	Budget	\$ 30,000					
Basketball/Tennis/Pickleball Court Resurfacing	Equipment	Budget	\$ 75,000					
Replace 2015 Bus	Equipment	Budget		\$ 130,000				
Rotary Park - Shade Structure	Infrastructure	Budget		\$ 70,000				
Rotary Park - Site Reconstruction	Infrastructure	Budget		\$ 15,000				
Parsons Field - Site Reconstruction	Infrastructure	Budget/Grant		\$ 200,000				
Village Parcel Trails	Infrastructure	Grant			\$ 100,000			
Firefighters Park - Add to Trail System	Infrastructure	Grant			\$ 100,000			
Firefighters Park - Playground	Infrastructure	Budget/Grant			\$ 100,000			
Firefighters Park - Overlook	Infrastructure	Grant				\$ 75,000		
Parsons Field - Parking	Infrastructure	Budget				\$ 75,000		
Rotary Park - Parking	Infrastructure	Budget				\$ 75,000		
Rotary Park - Playground	Infrastructure	Budget/Grant					\$ 100,000	
Playground Upgrades	Equipment	Budget						\$ 150,000
Totals			\$ 105,000	\$ 415,000	\$ 300,000	\$ 225,000	\$ 100,000	\$ 150,000

5

Piers	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
#2 Hoist Replacement	Equipment	Budget		\$ 10,000				
Cape Porpoise Pier Phase #2	Bldg/Facilities	Budget/Grant			\$ 400,000			
Harbormaster Boat	Equipment	Reserve						\$ 30,000
Totals			\$ -	\$ 10,000	\$ 400,000	\$ -	\$ -	\$ 30,000

Police	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
Exterior Building Repairs	Equipment	Budget	\$ 15,000					
Replace 2019 Cruiser	Equipment	Budget	\$ 55,000					
Replace 2020 and 2021 Cruisers (2)	Equipment	Budget		\$ 120,000				
Replace Flooring in PD and Offices	Bldg/Facilities	Budget			\$ 20,000			
Replace 2XXX Cruiser	Equipment	Budget			\$ 60,000			
Replace 2XXX Cruiser (2)	Equipment	Budget				\$ 120,000		
Software - IMC	Equipment	Reserves				\$ 60,000		
Replace 2XXX Cruiser	Equipment	Budget					\$ 62,000	
Police Building Renovations	Bldg/Facilities	Budget						\$ 500,000
Totals			\$ 70,000	\$ 120,000	\$ 80,000	\$ 180,000	\$ 62,000	\$ 500,000

Capital Improvement Program - FY25

Public Works	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
Repair and Reconstruct Roads	Infrastructure	Budget	\$ 868,000					
Repair and Construct Sidewalks	Infrastructure	Budget	\$ 95,000					
Replace 2007 Trackless	Equipment	Budget	\$ 220,000					
Replace Truck #8	Equipment	Budget	\$ 90,000					
Repair and Reconstruct Roads	Infrastructure	Budget		\$ 810,000				
Repair and Construct Sidewalks	Infrastructure	Budget		\$ 100,000				
Replace Current Lift	Equipment	Budget		\$ 27,000				
Repair and Reconstruct Roads	Infrastructure	Budget			\$ 453,000			
Repair and Construct Sidewalks	Infrastructure	Budget			\$ 105,000			
Replace 2015 International	Equipment	Budget			\$ 275,000			
Replace 2016 International	Equipment	Budget				\$ 280,000		
Repair and Reconstruct Roads	Infrastructure	Budget				\$ 725,000		
Repair and Construct Sidewalks	Infrastructure	Budget				\$ 100,000		
Replace 2013 JD Loader	Equipment	Budget					\$ 250,000	
Replace 2016 Ford F350 4X4 Dual Rear	Equipment	Budget					\$ 80,000	
Replace 2016 Tymco 435 (re-upfitbody)	Equipment	Budget					\$ 100,000	
Repair and Reconstruct Roads	Infrastructure	Budget					\$ 500,000	
Repair and Construct Sidewalks	Infrastructure	Budget					\$ 100,000	
Replace 2017 Graco Line Striper	Equipment	Budget						\$ 14,000
Replace 2018 Case 580 T4F Backhoe	Equipment	Budget						\$ 200,000
Replace 2018 Trackless MT7	Equipment	Budget						\$ 325,000
Replace 2020 Ford F350 4X4	Equipment	Budget						\$ 80,000
Replace 2018 Fuel Pumps	Equipment	Budget						\$ 30,000
Replace 2020 FuelMaster Fuel Controller	Equipment	Budget						\$ 30,000
Replace 2021 Western Star	Equipment	Budget						\$ 275,000
Replace 2021 Mower	Equipment	Budget						\$ 25,000
Repair and Reconstruct Roads	Infrastructure	Budget						\$ 5,000,000
Repair and Construct Sidewalks	Infrastructure	Budget						\$ 750,000
Totals			\$ 1,273,000	\$ 937,000	\$ 833,000	\$ 1,105,000	\$ 1,030,000	\$ 6,729,000

Capital Improvement Program - FY25

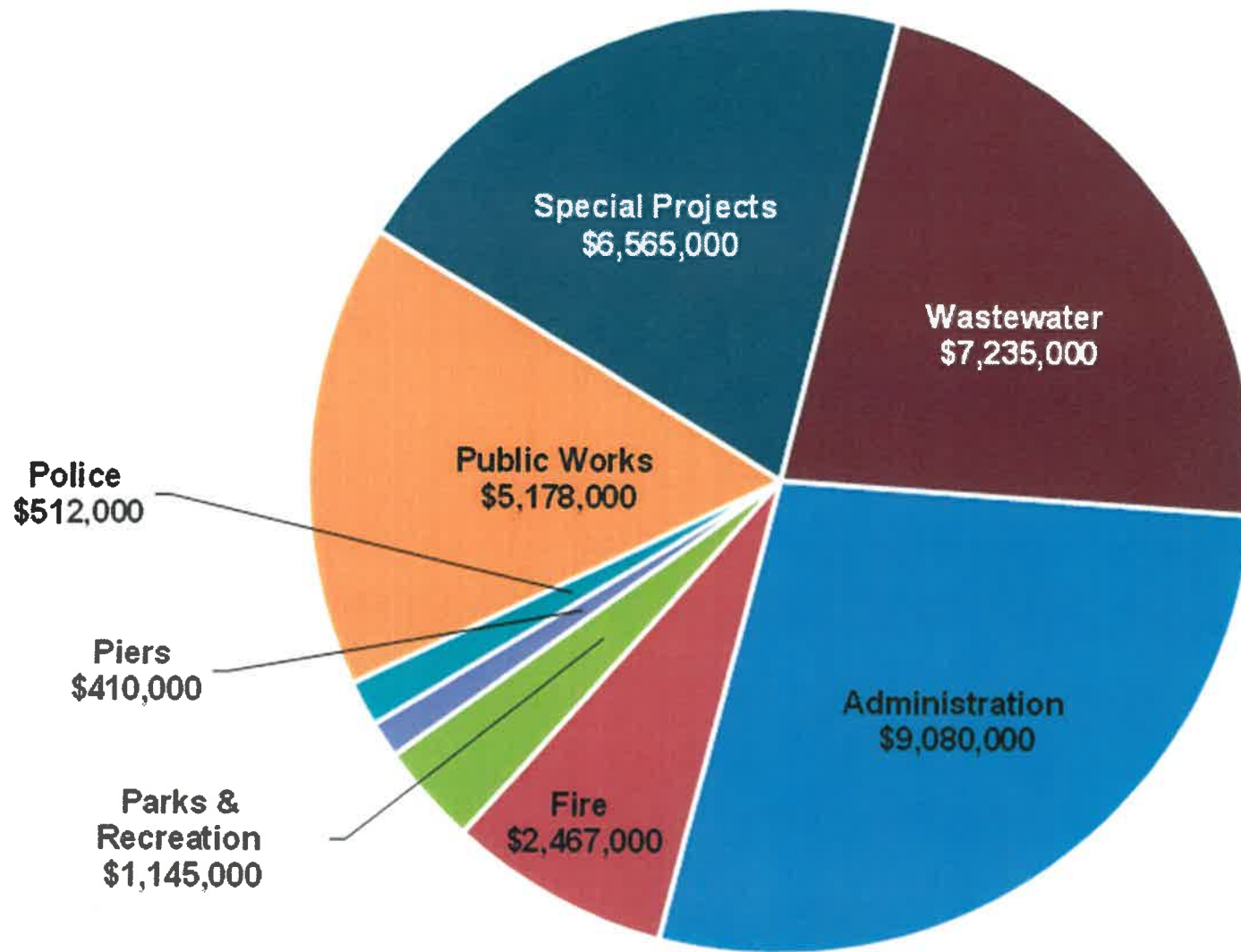
Special Projects	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
Resiliency Construction - Ocean Ave - Wandby	Infrastructure	Budget/Grant	\$ 2,400,000					
Purchase of LED Streetlight Fixtures	Infrastructure	Budget	\$ 50,000					
Resiliency Design - Head of the Harbor	Admin	Budget		\$ 150,000				
Purchase of LED Streetlight Fixtures	Infrastructure	Budget		\$ 50,000				
Purchase of LED Streetlight Fixtures	Infrastructure	Budget			\$ 50,000			
Head of the Harbor Resiliency Project	Infrastructure	Bond/Grant				\$ 3,500,000		
Resiliency Design - Dock Square	Admin	Budget				\$ 300,000		
Purchase of LED Streetlight Fixtures	Infrastructure	Budget				\$ 50,000		
Purchase of LED Streetlight Fixtures	Infrastructure	Budget					\$ 15,000	
Village Parcel Infrastructure Phase 1	Infrastructure	Private/Bond						\$ 3,500,000
Village Parcel Infrastructure Phase 2	Infrastructure	Private/Bond						\$ 3,500,000
Totals			\$ 2,450,000	\$ 200,000	\$ 50,000	\$ 3,850,000	\$ 15,000	\$ 7,000,000

Wastewater	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
Upgrade PLC - Pump Controls	Equipment	Budget	\$ 65,000					
Upgrade Control Panel - Screens	Equipment	Budget	\$ 65,000					
Mitigation & Equipment Upgrade - PS #12	Equipment	Budget	\$ 150,000					
Purchase of Grinder Pumps - Replacements/Spares (10)	Equipment	Budget	\$ 50,000					
Ocean Ave. Pump Station #6 - Engineering	Admin	Budget		\$ 55,000				
Turbat's Creek Pump Station - Engineering	Admin	Budget		\$ 55,000				
South Main St. Pump Station #5 - Engineering	Admin	Budget		\$ 55,000				
Replace 2013 Service Truck	Equipment	Budget		\$ 130,000				
Variable Frequency Drives	Infrastructure	Budget		\$ 40,000				
Ocean Ave. Pump Station #6	Infrastructure	Bond			\$ 1,300,000			
Turbat's Creek Pump Station	Infrastructure	Bond			\$ 1,300,000			
South Main St. Pump Station #5	Infrastructure	Bond			\$ 600,000			
Mills Lane Pump Station #2 - Engineering	Admin	Budget				\$ 65,000		
Mills Road Pump Station #11 - Engineering	Admin	Budget				\$ 65,000		
Replace 2006 Jetter	Equipment	Budget				\$ 140,000		
Axial Flow Pumps (2)	Equipment	Budget				\$ 100,000		
Mills Lane Pump Station #2	Infrastructure	Bond					\$ 1,500,000	
Mills Road Pump Station #11	Infrastructure	Bond					\$ 1,500,000	
Kings Highway Pump Station #14 - Engineering	Admin	Bond						\$ 70,000
Kings Lane Pump Station #13 - Engineering	Admin	Bond						\$ 70,000

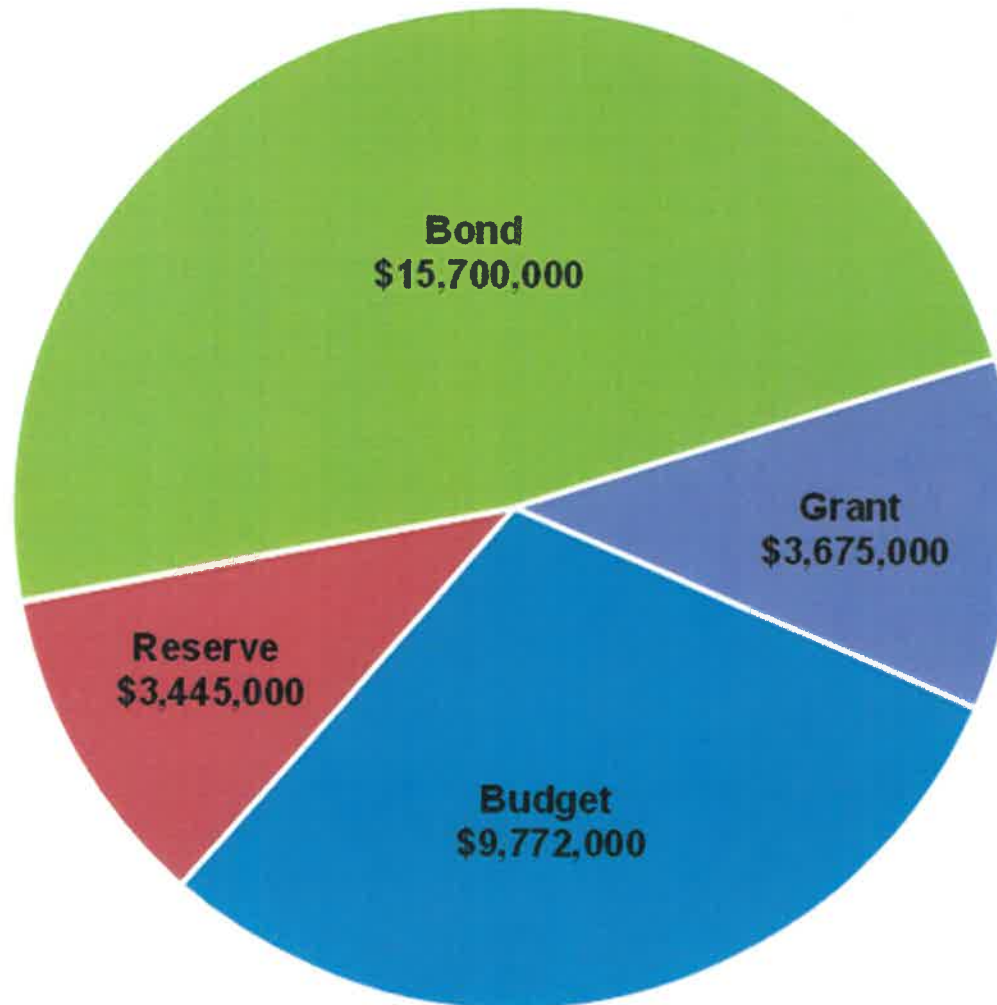
Capital Improvement Program - FY25

Wastewater (cont'd.)	Type	Funding	FY 25	FY 26	FY27	FY28	FY29	Future
Kings Highway Pump Station #14	Infrastructure	Bond						\$ 1,500,000
Kings Lane Pump Station #13	Infrastructure	Bond						\$ 1,500,000
Kings Highway Pump Station #12 - Engineering	Admin	Bond						\$ 120,000
Kings Highway Pump Station #12	Infrastructure	Bond						\$ 1,800,000
Ocean Ave Gravity Main (Nonantum to Bridge)	Infrastructure	Bond						\$ 300,000
Huber fine screen #101 2011	Equipment	Budget						\$ 150,000
Huber fine screen #102 2011	Equipment	Budget						\$ 150,000
Prescott Drive Pump Station #15	Infrastructure	Bond						\$ 500,000
Washington Court Pump Station #16	Infrastructure	Bond						\$ 500,000
Wakefield Pasture Pump Station #17	Infrastructure	Bond						\$ 500,000
6.5 miles 1972 Sewer Lines	Infrastructure	Bond						\$ 6,000,000
Totals			\$ 330,000	\$ 335,000	\$ 3,200,000	\$ 370,000	\$ 3,000,000	\$ 13,160,000
GRAND TOTAL			\$ 13,381,000	\$ 3,801,000	\$ 5,283,000	\$ 5,800,000	\$ 4,327,000	\$ 31,614,000

FY25-FY29 Capital Improvements by Department



FY25-FY29 Capital Improvements by Funding Source



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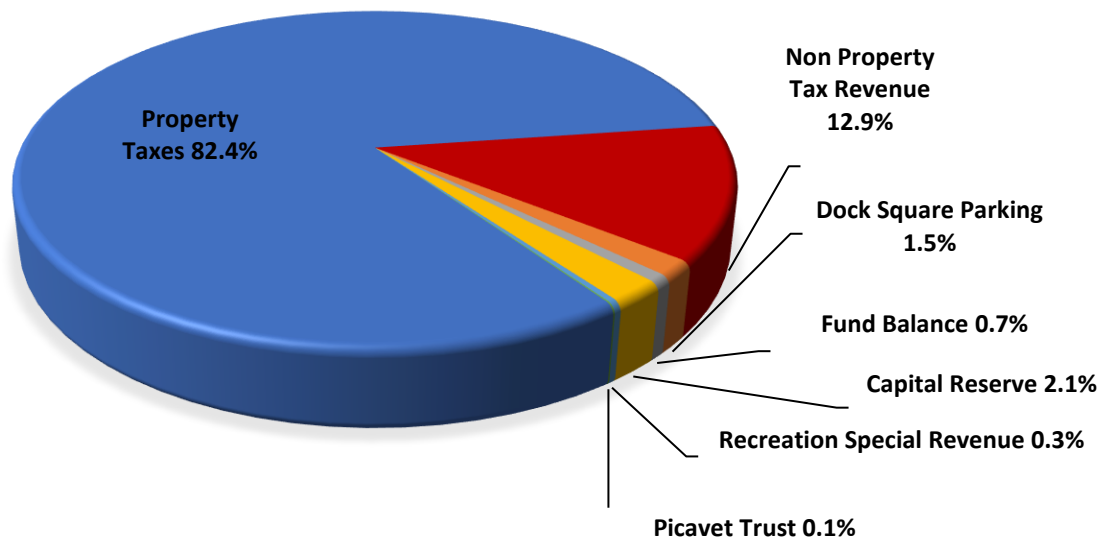
FY25 Nonproperty Tax Revenues Analysis

Nonproperty tax revenues are projected to increase by \$312,006 or 9.36% in FY25. These types of revenues account for just under 13% of the total budget, the rest is accounted for in other fund transfers and property taxes. In the State of Maine, local governments are dependent on property taxes to fund the majority of local expenses, as the use of local option sales taxes, lodging taxes, etc. are not allowed under state law. Intergovernmental revenue obtained from the state or federal government, and designated for road maintenance, education, or economic support is modest in Kennebunkport, due to the size of our valuation and population.

Although our nonproperty revenues are a small percentage in comparison to property tax dollars, they are an important mix to our funding model and help spread the cost of services amongst the users. This year we are fortunate to have an influx of nonproperty revenues.

	FY24	FY25	\$ Diff	% Diff
Non Property Tax Revenue	3,334,944	3,646,950	312,006	9.36%
TI - Dock Square	316,000	421,000	105,000	33.23%
General Use of Fund Balance	200,000	200,000	0	0.00%
Capital Projects Use of Fund Balance	600,000	600,000	0	0.00%
TI- Special Revenue-Recreation	60,000	85,000	25,000	41.67%
TI - Trust Picavet	34,000	21,000	(13,000)	-38.24%
Total Non-Property Tax Rev	4,544,944	4,973,950	429,006	9.44%

FY25 REVENUE BY CATEGORY



Over the years, we have strived to decrease our dependence on fund balance due to the impact it has on current budgetary operations. In FY23 we returned to a \$200,000 contribution from the fund balance, and FY25 maintains that level.

The FY25 budget includes a transfer from the capital reserve fund balance to support the numerous capital needs proposed in the budget document. The Town was fortunate to bring FY23 to a successful financial conclusion, which included reduced expenditures (thanks to the hard work of department directors) and higher than anticipated revenues. As a result, a transfer was made in January 2024 following the completion of the FY23 audit, bringing the capital reserve account to 1.4 million. This transfer was done in accordance with the Town's fund balance policy.

The largest increases and decreases in revenues include the following:

Revenue	Reason	Increase/ (Decrease)
Excise Tax	Increase in activity and value of cars	\$ 50,000
State Revenue Sharing	State funding back to 5% of sales tax	\$ 25,000
RSU Cops Share	Benefit participation change in officers	(\$ 22,029)
Building Permits	Increased fees and strong economy	\$100,000
GRB Stickers	Increase in fees for licenses	\$ 30,000
Investment Income	Due to higher interest rates	\$150,000
Dock Square Park. Lot	Capital Projects near parking lot	\$105,000
Transfer of Rec. SR	Programs and fee increase	\$ 25,000
Picavet Trust	Use for Police & Public Health capital	(\$ 13,000)

Staff is also recommending increasing some of the fees charged by the Town. Some of the fees have already been adopted and others are proposed as part of the budget document. Below is a chart detailing these fee increases.

FY25 PROPOSED REVENUE INCREASES					
Revenue	Current Fees	Proposed New Fees	Adopted	Proposed	Increased Revenue
Beach Stickers-Non-Resident Seasonal	\$200	\$250	X		\$10,000
Beach Stickers-Non-Resident Weekly	\$100	\$125	X		\$10,000
Beach Stickers-Resident	\$5	\$10	X		\$18,290
Building Permits	\$12/\$1000	\$14/\$1000		X	\$100,000
Dock Square Fees	\$4/hour	\$5/hour	X		\$72,000
Liquor-Annual	\$150	\$225		X	\$2,025
Special amusement	\$100	\$150		X	\$700
Trolley	\$25.00	\$50.00		X	\$50
Victualer	\$100	\$150		X	\$2,900
Waste Hauler Permit	\$100.00	\$125.00		X	\$200

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 01-01 Property Taxes / Property Tax								
01 Current Taxes	20,779,326.00	20,834,868.27	21,946,773.00	21,946,781.02	23,320,637.00	1,373,864.00	6.26%	
Estimated current property tax to balance the budget.								
03 Supplements	0.00	10,899.00	0.00	20,097.00	0.00	0.00	.00%	
Property Tax	20,779,326.00	20,845,767.27	21,946,773.00	21,966,878.02	23,320,637.00	1,373,864.00	6.26%	

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 02-01 Excise Taxes / Excise								
01 Auto Excise	1,100,000.00	1,218,390.50	1,150,000.00	783,042.71	1,200,000.00	50,000.00	4.35%	
Motor vehicle excise tax collections.								
Excise Tax grows with vehicle values.								
02 Boat Excise	14,000.00	14,866.60	14,000.00	3,357.10	14,000.00	0.00	.00%	
Boat excise tax collections.								
Excise	1,114,000.00	1,233,257.10	1,164,000.00	786,399.81	1,214,000.00	50,000.00	4.30%	

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 04-01 Intergovernmental / Intergovernmental								
01 State Revenue Sharing By State statute, 5% of the State's sales tax revenues are to be shared with municipalities in return for performing many State functions.	185,000.00	240,046.00	225,000.00	147,207.28	250,000.00	25,000.00	11.11%	
02 Homestead Exemption The State reimburses 76% of the \$25,000 exemption (after being adjusted by the Town's certified ratio, currently at 100%) given the primary residences @ 850.	90,228.00	166,751.00	107,350.00	58,346.00	104,500.00	-2,850.00	-2.65%	
03 Local Road Assistance Financial assistance from Maine Department of Transportation to be used toward capital improvements on local roads and bridges.	40,000.00	43,224.00	40,000.00	49,836.00	45,000.00	5,000.00	12.50%	
04 Tree Growth A State reimbursement assistance program for reduced per acre rate of forested land which results in a property tax reduction.	6,000.00	8,272.41	6,000.00	8,583.17	8,000.00	2,000.00	33.33%	
05 Snowmobile	0.00	470.02	0.00	390.58	0.00	0.00	.00%	
06 Veterans Exemption State reimbursement for veterans' property tax relief, which the municipality is responsible for exempting in value.	2,300.00	1,488.00	2,300.00	0.00	2,300.00	0.00	.00%	

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 04-01 Intergovernmental / Intergovernmental CONT'D								
07 General Assistance State reimbursement toward expenses related to General Assistance. Currently set at 50% of total expenditures.	1,000.00	183.12	1,000.00	172.46	1,000.00	0.00	.00%	
12 BETE Reimbursement The State's reimbursement for a portion of the value exempted through the Business Equipment Tax Exempt Program. Decreased due to anticipated participation.	4,193.00	4,235.00	5,615.00	5,615.00	5,000.00	-615.00	-10.95%	
15 Rachel Carson Wildlife Payment in lieu of taxes. The Federal government each year apportions the amount to be appropriated.	3,500.00	3,755.00	3,500.00	0.00	3,500.00	0.00	.00%	
24 RSU COPS Share RSU 21's share (75%) of 3 officers assigned to the schools: Consolidated, Mildred Day, and Middle School.	249,058.00	251,567.97	260,379.00	191,192.62	238,350.00	-22,029.00	-8.46%	
Intergovernmental	581,279.00	719,992.52	651,144.00	461,343.11	657,650.00	6,506.00	1.00%	

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 06-01 Charges for Services / Charges for Services								
01 Interest on Taxes Interest received from delinquent property tax accounts.	40,000.00	21,651.25	40,000.00	17,493.98	40,000.00	0.00	.00%	
02 Lien Costs	0.00	3,953.05	0.00	-294.58	0.00	0.00	.00%	
03 Town Clerk Fees Fees received for various Town Clerk transactions including marriages, certified copies, special amusement permits, trolley permits, photocopies, and horse-drawn carriage permits. Special amusement fees have increased from \$100 to \$150 each; trolley fees have increased from \$25 to \$50 each.	9,000.00	9,496.80	10,000.00	5,575.80	11,000.00	1,000.00	10.00%	
04 Dogs Dogs are licensed in accordance with State law. This represents the Town's share of dog license fees.	2,800.00	3,854.00	2,800.00	2,028.00	3,000.00	200.00	7.14%	
05 Agent Fees Agent fees received as part of every motor vehicle, boat, ATV, and snowmobile registration transaction as an agent of the State of Maine.	15,000.00	16,298.25	15,000.00	9,673.25	16,000.00	1,000.00	6.67%	
06 Building Permits Fees for building permits. The fees have increased from \$12/\$1000 to \$14/\$1000.	550,000.00	568,947.00	640,000.00	487,349.00	740,000.00	100,000.00	15.63%	
07 Plumbing Permits Town's portion of fees for plumbing permits as agent of the State of Maine.	20,000.00	27,437.50	23,000.00	18,536.25	25,000.00	2,000.00	8.70%	

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 06-01 Charges for Services / Charges for Services CONT'D								
10 Board of Appeals Fees received for Zoning Board of Appeals applications.	500.00	1,156.84	800.00	0.00	800.00	0.00	.00%	
11 Planning Board Fees received from Planning Board applicants.	15,000.00	31,285.92	15,000.00	16,723.00	20,000.00	5,000.00	33.33%	
12 Liquor License Fees received for liquor license applications. The fees have increased from \$150 to \$225 each.	5,000.00	5,525.00	4,000.00	1,900.00	6,000.00	2,000.00	50.00%	
13 Victualers Licenses Fees received for victualers license applications. The fees have increased from \$100 to \$150 each.	5,000.00	5,700.00	5,000.00	0.00	7,500.00	2,500.00	50.00%	
17 Parking Violations Fines received for violation of Parking and Traffic Control Ordinance.	50,000.00	71,158.24	62,000.00	51,973.54	62,000.00	0.00	.00%	
18 Police Special Detail Fees received for police officers that work special events.	4,000.00	5,085.62	4,000.00	6,135.86	4,000.00	0.00	.00%	
19 Dispatch Kennebunk Light & Pow Fees received for dispatching services for the district.	5,000.00	10,000.00	5,000.00	5,000.00	5,000.00	0.00	.00%	
20 Goose Rocks Beach Sticker Fees received for vehicle stickers required for on-street parking in the Goose Rocks Beach area.	200,000.00	264,624.71	270,000.00	174,547.73	300,000.00	30,000.00	11.11%	

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 06-01 Charges for Services / Charges for Services CONT'D								
21 Nurses Fees	200.00	1,100.00	200.00	25.00	200.00	0.00	.00%	
Fees and donations received for nursing services.								
23 Shellfish Licenses	900.00	1,405.00	1,000.00	0.00	1,400.00	400.00	40.00%	
Fees received from shellfish licenses.								
31 Fire/Lease	0.00	0.00	0.00	0.00	6,400.00	6,400.00	100.00%	
Cape Porpoise Fire Station costs.								
35 Short Term Rental License	160,000.00	173,852.73	170,000.00	123,454.33	170,000.00	0.00	.00%	
Short term rental license fees.								
Charges for Services	1,082,400.00	1,222,531.91	1,267,800.00	920,121.16	1,418,300.00	150,500.00	11.87%	

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 08-01 Miscellaneous / Miscellaneous								
18 Police Miscellaneous Revenue received for sale of unclaimed property and other miscellaneous revenues.	2,000.00	625.00	2,000.00	1,032.50	2,000.00	0.00	.00%	
19 Investment Income General fund investment income, which varies with available earning rates.	30,000.00	380,645.98	150,000.00	399,980.64	300,000.00	150,000.00	100.00%	
20 Miscellaneous Income Unanticipated miscellaneous revenues.	10,000.00	17,024.42	10,000.00	22,491.32	10,000.00	0.00	.00%	
21 Use of UFB Use of undesignated fund balance to reduce the amount needed to be raised by property taxation.	200,000.00	0.00	200,000.00	0.00	200,000.00	0.00	.00%	
26 Dock Square Transfer Transfer of funds from the Dock Square Parking Lot fund. The transfer offsets general fund expenditures that support Dock Square operations.	265,000.00	265,000.00	280,000.00	280,000.00	385,000.00	105,000.00	37.50%	
27 Conservation Donation Payment in lieu of taxes by the Kennebunk Conservation Trust.	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	.00%	
29 Sewer Transfer Transfer of funds from the Wastewater department to offset administrative services.	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	.00%	
34 Sale of Town Property	0.00	0.00	20,000.00	1,300.00	5,000.00	-15,000.00	-75.00%	
39 Nurses Donation	0.00	15,060.00	0.00	13,650.00	0.00	0.00	.00%	
45 Parson's Way Benches	0.00	0.00	0.00	3,000.00	0.00	0.00	.00%	

Budget Request

02/27/2024

Revenue

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 08-01 Miscellaneous / Miscellaneous CONT'D								
50 GA Donations	0.00	2,800.00	0.00	8,746.00	0.00	0.00	.00%	
57 Nurses Foot Care	0.00	5,375.00	0.00	3,735.00	0.00	0.00	.00%	
58 GA Fuel Donations	0.00	26,135.00	0.00	10,480.00	0.00	0.00	.00%	
59 GA Food Donations	0.00	5,250.00	0.00	6,050.00	0.00	0.00	.00%	
64 Transfer In - Picavet	0.00	0.00	34,000.00	34,000.00	21,000.00	-13,000.00	-38.24%	
Exterior building repairs for the Police and Nurse's building and a vehicle lease for the Public Health Director.								
65 Transfer In - Capital Projects	700,000.00	700,000.00	600,000.00	600,000.00	600,000.00	0.00	.00%	
Transfer in from General Capital Projects to assist in funding capital items.								
66 Transfer In - SR/Recreation	60,000.00	60,000.00	60,000.00	60,000.00	85,000.00	25,000.00	41.67%	
Transfer in from Special Revenue Fund for the fixed costs of the Recreation Department.								
67 Transfer In - SR/ARPA Funds	385,000.00	385,000.00	0.00	0.00	0.00	0.00	.00%	
Miscellaneous	1,692,000.00	1,902,915.40	1,396,000.00	1,484,465.46	1,648,000.00	252,000.00	18.05%	

Budget Request

Revenue								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 08-03 Miscellaneous / D S Restrooms - Transfer DS PL								
26 Dock Square Transfer	36,000.00	36,000.00	66,000.00	66,000.00	36,000.00	-30,000.00	-45.45%	
Transfer of funds from Dock Square Parking Lot to support the restrooms in Dock Square and Goose Rocks Beach.								
D S Restrooms - Transfer DS PL	36,000.00	36,000.00	66,000.00	66,000.00	36,000.00	-30,000.00	-45.45%	
Revenue Totals:	25,285,005.00	25,960,464.20	26,491,717.00	25,685,207.56	28,294,587.00	1,802,870.00	6.81%	

FY25 Tax Commitment

02.28.24

	FY23	FY24	FY25	\$ Diff	% Diff
Municipal					
Operations	8,344,563	8,789,033	9,622,910	833,877	9.49%
Capital	2,180,300	2,211,000	2,421,000	210,000	9.50%
Debt	1,246,931	1,346,280	1,353,845	7,565	0.56%
Education Assessment	11,349,467	11,817,798	12,526,865	709,067	6.00%
County Assessment	1,302,970	1,412,019	1,454,380	42,361	3.00%
Overlay	860,774	915,587	915,587	0	0.00%
Total Expenditures	25,285,005	26,491,717	28,294,587	1,802,870	6.81%
Non Property Tax Revenue	2,859,679	3,334,944	3,646,950	312,006	9.36%
TI - Dock Square	301,000	316,000	421,000	105,000	33.23%
General Use of Fund Balance	200,000	200,000	200,000	0	0.00%
Capital Projects Use of Fund Balance	700,000	600,000	600,000	0	0.00%
TI- Special Revenue-Recreation	60,000	60,000	85,000	25,000	41.67%
TI - Trust Picavet	0	34,000	21,000	(13,000)	-38.24%
Total Non-Property Tax Rev	4,505,679	4,544,944	4,973,950	429,006	9.44%
Net Municipal Commitment	8,126,889	8,716,956	9,339,392	622,436	7.14%
Net Total Commitment	20,779,326	21,946,773	23,320,637	1,373,864	6.26%
Valuation	3,463,221,040	3,511,483,480	3,534,659,271	23,175,791	0.66%
Mil Rate	6.00	6.25	6.60	0.35	5.56%
Municipal portion of mil rate	2.35	2.48	2.64	0.16	6.44%
Education portion of mil rate	3.28	3.37	3.54	0.18	5.30%
County portion of mil rate	0.38	0.40	0.41	0.01	2.32%

* Education and County numbers have been updated with the draft budget proposal figures

YORK COUNTY

MAINE REVENUE SERVICES
PROPERTY TAX DIVISION

<u>MUNICIPALITY</u>	<u>2024</u> <u>STATE VALUATION</u>
ACTON	\$1,102,400,000
ALFRED	\$501,800,000
ARUNDEL	\$772,900,000
BERWICK	\$1,114,450,000
BIDDEFORD	\$4,347,650,000
BUXTON	\$1,369,000,000
CORNISH	\$232,050,000
DAYTON	\$373,700,000
ELIOT	\$1,305,750,000
HOLLIS	\$836,150,000
KENNEBUNK	\$4,182,800,000
KENNEBUNKPORT	\$3,810,250,000
KITTERY	\$2,836,750,000
LEBANON	\$974,600,000
LIMERICK	\$551,050,000
LIMINGTON	\$613,950,000
LYMAN	\$941,500,000
NEWFIELD	\$411,600,000
NORTH BERWICK	\$1,123,100,000
OGUNQUIT	\$2,164,300,000
OLD ORCHARD BEACH	\$2,859,450,000
PARSONSFIELD	\$337,950,000
SACO	\$3,772,200,000
SANFORD	\$2,467,350,000
SHAPLEIGH	\$963,650,000
SOUTH BERWICK	\$1,122,850,000
WATERBORO	\$1,372,350,000
WELLS	\$5,496,900,000
YORK	\$6,981,850,000
TOTAL	\$54,940,300,000

Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-01 General Government / Administration CONT'D								
12-01 FICA	51,715.00	45,469.25	57,784.00	34,623.14	59,350.00	1,566.00	2.71%	
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
12-02 MSRS	63,761.00	57,575.61	65,937.00	41,477.45	64,404.00	-1,533.00	-2.32%	
Employer's contribution to Maine State Retirement. Decreased to align with employee participation.								
12-03 ICMA	21,138.00	20,851.30	26,542.00	14,892.76	27,638.00	1,096.00	4.13%	
12-05 Health	168,894.00	147,165.47	166,784.00	113,071.82	176,493.00	9,709.00	5.82%	
ICMA 457 Deferred Compensation Plan for all eligible employees. Increased to align with employee participation.								
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2025. Employee contributes 15% of the cost. Increase due to employee participation.								

KENNEBUNKPORT
2:56 PM

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-01 General Government / Administration CONT'D								
15-05 Water	420.00	553.54	420.00	409.23	500.00	80.00	19.05%	
Water expense serviced by KKWWD. Increase due to reflect an anticipated district rate increase.								
Services								
20-01 Printing	3,500.00	5,702.33	4,500.00	631.95	5,300.00	800.00	17.78%	
Printing of annual town report (\$4,300), checks, business forms, and other miscellaneous printing jobs. Increase due to inflationary costs in printing the annual report, checks and other forms.								
20-04 Advertising	1,500.00	689.81	1,500.00	1,108.28	1,500.00	0.00	.00%	
Publication costs for recruiting, bid advertisements, and miscellaneous public notices.								
20-06 Expert/Professional	50,000.00	46,957.71	5,500.00	66.46	2,000.00	-3,500.00	-63.64%	
Professional, personnel, and engineering services. Also, includes background checks for hiring purposes (\$400). Decrease due to additional contractual service needs have been reduced.								
20-07 Audit	17,500.00	27,750.00	20,750.00	19,210.00	23,000.00	2,250.00	10.84%	
Annual audit (\$24,000) and federal single audit (\$5,000). Portion split with Wastewater (\$5,000) and Pier (\$1,000). Increase due to new contract pricing.								

Budget Request

02/27/2024

Expense

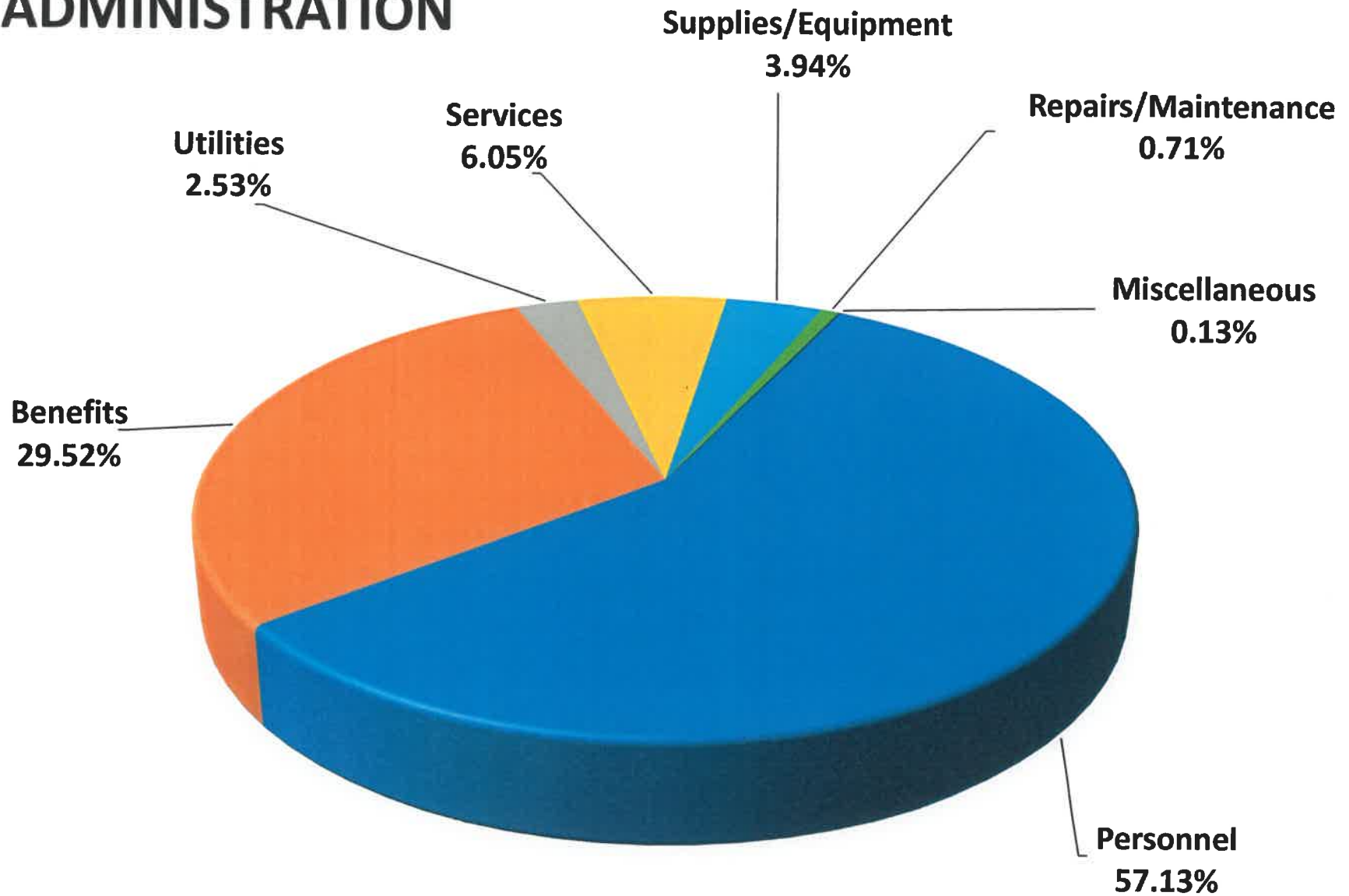
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-01 General Government / Administration CONT'D								
30-04 Postage	16,000.00	18,940.33	14,000.00	8,310.13	16,200.00	2,200.00	15.71%	
Postage meter rental (\$700), certified mailings (tax liens, boards), bulk mailing permit (\$240), tax billing and collections and post office box rental. Increase due to absentee ballots (\$2,200).								
30-05 Photocopier	8,540.00	4,718.10	7,000.00	4,919.81	7,700.00	700.00	10.00%	
Photocopier lease, maintenance and copies. Increase due to a new photocopier contract in FY25.								
30-06 Town Clerk	0.00	792.64	5,600.00	2,725.75	5,500.00	-100.00	-1.79%	
Office supplies and training for Town Clerk and staff, commitment book, and new election manuals. Decrease due to anticipated needs have been reduced.								
30-08 Computers	0.00	0.00	3,000.00	2,760.86	2,900.00	-100.00	-3.33%	
Replacement of one laptop/desktop (\$1,500) and battery backup (\$1,400). Decrease due to the replacement of one computer and a battery backup.								

Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-01 General Government / Administration CONT'D								
30-26 Ballot Machine	7,500.00	3,284.49	5,000.00	3,199.00	5,000.00	0.00	.00%	
Ballot printing and coding. Anticipated FY25 elections/town meetings: Nov. 5 - Presidential Election & Special Town Meeting; May 2025 - RSU21 District Budget Meeting; June 10 - RSU21 Budget Validation Election, State Election & Annual Town Meeting secret ballot vote; and June 11 - Annual Town Meeting.								
Repairs/Maintenance								
35-01 Buildings	10,000.00	19,674.85	9,000.00	3,560.78	9,000.00	0.00	.00%	
Janitorial supplies for town hall (\$4,000), HVAC service agreement & fire alarm/low temp monitoring (\$3,000), and miscellaneous (\$2,000).								
Miscellaneous								
50-02 Town Meeting Expenses	1,500.00	1,419.64	1,500.00	615.08	1,700.00	200.00	13.33%	
Election supplies (\$1,200) and newspaper advertising (\$500). Increased due to Presidential Election.								
Administration	1,180,039.00	1,153,830.99	1,251,215.00	811,494.23	1,276,401.00	25,186.00	2.01%	

ADMINISTRATION



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Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-05 General Government / Zoning Board of Appeals								
Personnel								
10-01 Salaries & Wages	300.00	192.15	0.00	0.00	0.00	0.00	.00%	
Moved to Planning & Development's salaries line.								
Benefits								
12-01 FICA	25.00	14.70	0.00	0.00	0.00	0.00	.00%	
Moved to Planning & Development's FICA line.								
12-08 Training & Education	200.00	90.00	0.00	0.00	0.00	0.00	.00%	
Moved to Planning & Development's training and education line.								
Services								
20-04 Advertising	500.00	578.06	0.00	0.00	0.00	0.00	.00%	
Moved to Planning & Development's advertising line.								
Zoning Board of Appeals	1,025.00	874.91	0.00	0.00	0.00	0.00	.00%	

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Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-07 General Government / Conservation Commission									
Services									
20-06 Expert/Professional		0.00	0.00	5,200.00	1,405.49	5,200.00	0.00	.00%	
Pesticide testing for 3 locations.									
Supplies/Equipment									
30-01 Office Supplies		1,350.00	1,355.15	0.00	0.00	100.00	100.00	100.00%	
Printing, education, postage, and guest speakers. Increase due to supplies needed for educational materials.									
8	Conservation Commission	1,350.00	1,355.15	5,200.00	1,405.49	5,300.00	100.00	1.92%	

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Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-08 General Government / Growth Planning Committee								
Services								
20-06 Expert/Professional	2,500.00	173.64	0.00	0.00	0.00	0.00	.00%	
Moved to Planning & Development's expert/professional line.								
Growth Planning Committee	2,500.00	173.64	0.00	0.00	0.00	0.00	.00%	

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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-09 General Government / Legal Fees								
Services								
20-29 Ordinance Development	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	.00%	
Regular ordinance review and updating by legal counsel. The Land Use Traffic and Parking Control Ordinances are the two looked at the most often.								
20-30 Ordinance Compliance	10,000.00	17,570.80	10,000.00	1,372.80	10,000.00	0.00	.00%	
Legal assistance through advice to town officials on how to best interpret, apply, and enforce the various provisions of our ordinances. Land Use requires the most assistance.								
20-31 Enforcement & Appeals	30,000.00	5,870.13	30,000.00	0.00	30,000.00	0.00	.00%	
Legal representation when taking enforcement actions when an ordinance is violated. Land Use requires the most attention and funding.								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-09 General Government / Legal Fees CONT'D								
20-32 Administration & General Ser	10,000.00	19,703.48	20,000.00	26,185.87	25,000.00	5,000.00	25.00%	
Including, but not limited to: writing warrant articles and referendum questions; bankruptcy assistance in the tax collections area; common questions with regard to municipal law when MMA legal is not utilized. Increase due to higher hourly rate charges. Billable rates will increase in 2024 from \$220 to \$235 per hour depending on the experience of the attorney. It is imperative that the Town have legal advice available for a whole host of different specialties.								
20-33 Personnel & Union	5,000.00	1,796.08	5,000.00	709.28	5,000.00	0.00	.00%	
Legal assistance in the federal and state employment laws and collective bargaining agreements.								
20-34 Special Proj & Contracts	3,000.00	13,385.82	5,000.00	15,849.86	10,000.00	5,000.00	100.00%	
Issues that rise to the level of requiring more than a few hours of legal assistance; such as solid waste contracts, vendor contracts, and others. Increase due to higher hourly rate charges. Billable rates will increase in 2024 from \$220 to \$235 per hour depending on the experience of the attorney. It is imperative that the Town have legal advice available for a whole host of different specialties.								
20-38 STR-15 Langsford	0.00	35,440.98	0.00	10,762.11	0.00	0.00	.00%	

Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-09 General Government / Legal Fees CONT'D								
Legal Fees	68,000.00	93,767.29	80,000.00	54,879.92	90,000.00	10,000.00	12.50%	

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Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-10 General Government / Insurance									
91	Benefits								
	12-04 RHSP	9,127.00	4,386.11	16,499.00	6,318.91	20,335.00	3,836.00	23.25%	
	Retirement Health Savings Plan (RHSP). This is the account used for the cashout of accrued time, and shows a significant increase due to implementing the approved formula per the union contract and personnel policy. Increase reflects anticipated employee accrued time eligible for cashout.								
	12-16 HRA & Fees	62,271.00	46,212.45	60,456.00	24,310.11	59,034.00	-1,422.00	-2.35%	
	Health Reimbursement Account (HRA) - This account is used for employee's annual deductibles and coinsurance and is an estimate based on prior years and anticipated usage. Decrease due to employee coverage changes.								
Insurance									
	25-02 Workers Comp	82,000.00	83,539.68	85,100.00	50,520.34	72,000.00	-13,100.00	-15.39%	
	Actual premium determined by payroll audit. This account does not include wastewater employees. Decrease reflects premiums discount due to modification rate.								
	25-03 Unemployment	4,000.00	4,600.04	4,000.00	4,437.18	6,300.00	2,300.00	57.50%	
	Based on historical usage. Increase due to a change in the formula and our experience with claims.								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-10 General Government / Insurance CONT'D								
25-13 Paid FMLA	0.00	0.00	0.00	0.00	11,135.00	11,135.00	100.00%	
Paid Family Medical leave is a new account. The State of Maine adopted a new law, "A Paid Family and Medical Leave Benefits Program". Employers and employees will need to start contributing premiums effective January 1, 2025, and benefit claims to be processed beginning January 1, 2026. Premiums are 1% of gross salaries to be shared 50/50 between employers and employees. In FY25 we are budgeting .25% of wages, as contributions will only be required for six months of the fiscal year.								
Insurance	233,098.00	206,894.28	243,004.00	163,273.24	248,828.00	5,824.00	2.40%	

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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-11 General Government / Community Development								
Personnel								
10-01 Salaries & Wages	17,000.00	8,639.60	8,000.00	3,619.90	5,514.00	-2,486.00	-31.08%	
Salaries for videographers who broadcast public meetings. Decrease due to one staff member covered in the administrative budget.								
Benefits								
12-01 FICA	1,301.00	667.33	612.00	276.94	422.00	-190.00	-31.05%	
Employer's contribution to FICA (7.65%). Decreased to align with taxable wages.								
12-07 Travel & Meetings	100.00	0.00	0.00	0.00	0.00	0.00	.00%	
This line was eliminated due to lack of use.								
Utilities								
15-06 Internet	9,200.00	9,124.41	7,100.00	5,615.56	8,940.00	1,840.00	25.92%	
Telephone and internet expenses (\$4,140), fees for Town Manager reimbursement (\$1,800), and Town Hall streaming (\$3,000). Increase due to allocation of internet and streaming costs.								
Services								
20-02 Newsletter	5,800.00	3,977.91	5,800.00	3,669.66	8,000.00	2,200.00	37.93%	
Costs for printing two editions of a townwide newsletter and postage. Increase due to the size of the newsletter and additional postage.								

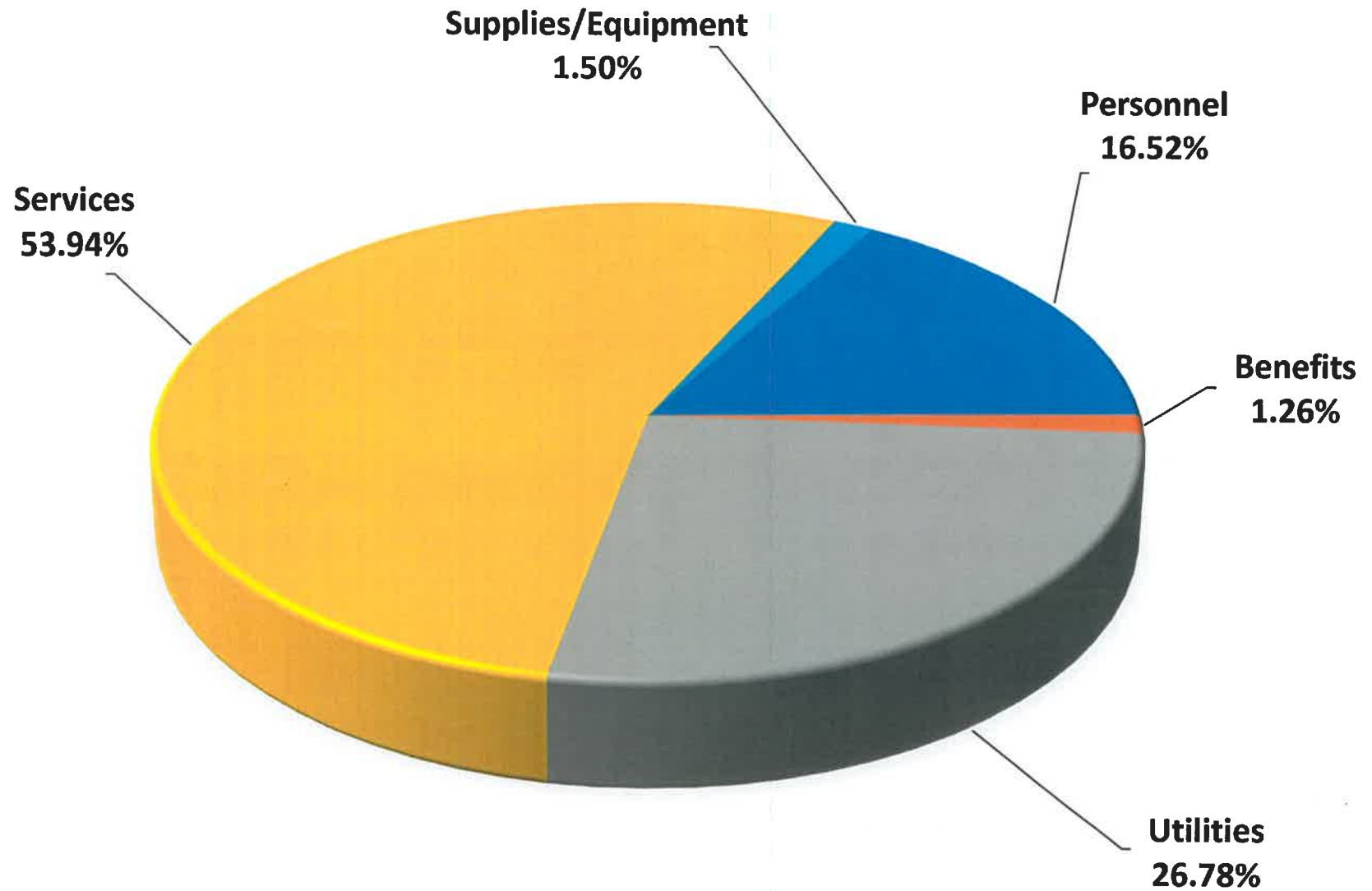
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Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-11 General Government / Community Development CONT'D									
20-05	Website	10,000.00	9,999.16	5,000.00	5,828.20	5,450.00	450.00	9.00%	
	Municipal website maintenance (\$4,850) and domain name registration and other maintenance charges (\$600). Increase due to the new website vendor.								
	20-06	Expert/Professional	0.00	504.00	1,000.00	2,709.71	2,000.00	1,000.00	100.00%
	Repairs to technical equipment. Increase due to the age of the equipment and anticipated repair costs.								
	20-08	Technology/Software	0.00	0.00	0.00	0.00	2,560.00	2,560.00	100.00%
Adobe Pro for one employee (\$240), Zoom subscription (\$2,200), and Adobe Photography (\$120). Increase due to Zoom and Adobe subscriptions needed to run the local cable and streaming station services.									
Supplies/Equipment									
30-02	Operating Supplies	1,000.00	1,341.41	1,000.00	61.88	500.00	-500.00	-50.00%	
	Cable, meeting production, and broadcasting supplies. Decrease due to anticipated supply needs have been reduced.								
Community Development		44,401.00	34,253.82	28,512.00	21,781.85	33,386.00	4,874.00	17.09%	

COMMUNITY DEVELOPMENT



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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-12 General Government / Planning & Development CONT'D								
12-05 Health	81,547.00	76,484.42	85,687.00	51,370.57	109,232.00	23,545.00	27.48%	
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2025. Employee contributes 15% of the cost.								
12-06 Dues & Fees	6,184.00	6,233.00	5,813.00	5,277.38	5,705.00	-108.00	-1.86%	
Dues and subscriptions for Southern Maine Regional Planning Commission (\$4,600), Maine Chapter of the International Association of Assessing Officers (\$40), Maine Association of Assessing Officers (\$35), American Planning and Maine Association of Planners (\$335), Maine Building Officials and Inspectors Association (\$70), and misc. professional associations (\$625). Decrease due to projected actual costs.								
12-07 Travel & Meetings	4,200.00	2,563.56	4,200.00	998.84	5,700.00	1,500.00	35.71%	
Reimbursement account for use of personal vehicles while on town business and for other travel related expenses including meals, lodging, and other means of travel: Assessing (\$1,600); Code Officers (\$2,400); Planning (\$1,500), and Admin staff (\$200). Increased to cover travel costs for certifications for three code officers, one assessor, one planner and an administrative assistant.								

Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-12 General Government / Planning & Development CONT'D									
12-08 Training & Education		2,700.00	1,937.52	2,900.00	782.37	3,500.00	600.00	20.69%	
Registration, fees, and tuition for conferences, seminars, computer training and professional association schools for six staff. Includes ZBA training (\$200). Increase due to additional training needs and rising costs to maintain educational requirements.									
Utilities									
15-02 Phone/Internet		4,100.00	5,047.58	5,200.00	3,465.33	4,753.00	-447.00	-8.60%	
Telephone and internet expenses (\$4,153) and cell phone reimbursement for director (\$600). Decreased to reflect anticipated department allocation.									
Services									
20-04 Advertising		3,100.00	2,732.11	3,600.00	1,402.36	3,600.00	0.00	.00%	
Publication of legal notices required by statute and by the Land Use Ordinance. Includes advertising for ZBA (\$500).									

Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-12 General Government / Planning & Development CONT'D									
102	20-06 Expert/Professional	54,860.00	51,718.77	35,500.00	23,172.66	50,500.00	15,000.00	42.25%	
	Professional, personnel, and engineering services including planning services (\$8,000), Kennebunkport's share of regional sustainability coordinator (\$35,000), expenses related to floodplain mapping (\$5,000), and ZBA (\$2,500). Increase due to Kennebunkport's share of the regional sustainability coordinator.								
	20-08 Technology/Software	11,661.00	11,506.20	35,000.00	36,115.78	40,306.00	5,306.00	15.16%	
	IT services (\$1,806) that include backup, antivirus, and Microsoft 365/emails, maintenance and software license for Vision assessing software (\$8,900), ESRI GIS (\$2,450), Trio software (\$1,810) that includes license, support, maintenance and upgrades, Adobe Pro (\$240), Calendly software (\$500), and Host Compliance Short Term Rental tracking software (\$24,600). Increase due to additional software licenses.								
	20-09 GIS/Maps	14,400.00	7,713.20	16,950.00	6,742.25	12,400.00	-4,550.00	-26.84%	
	Annual GIS mapping. Updating of digital and paper tax maps (\$8,000), CAI annual webhosting of parcel and GIS data (\$3,000), document upload utility (\$700) and advanced queries (\$700). Decreased to reflect reduced costs of annual GIS map updates.								

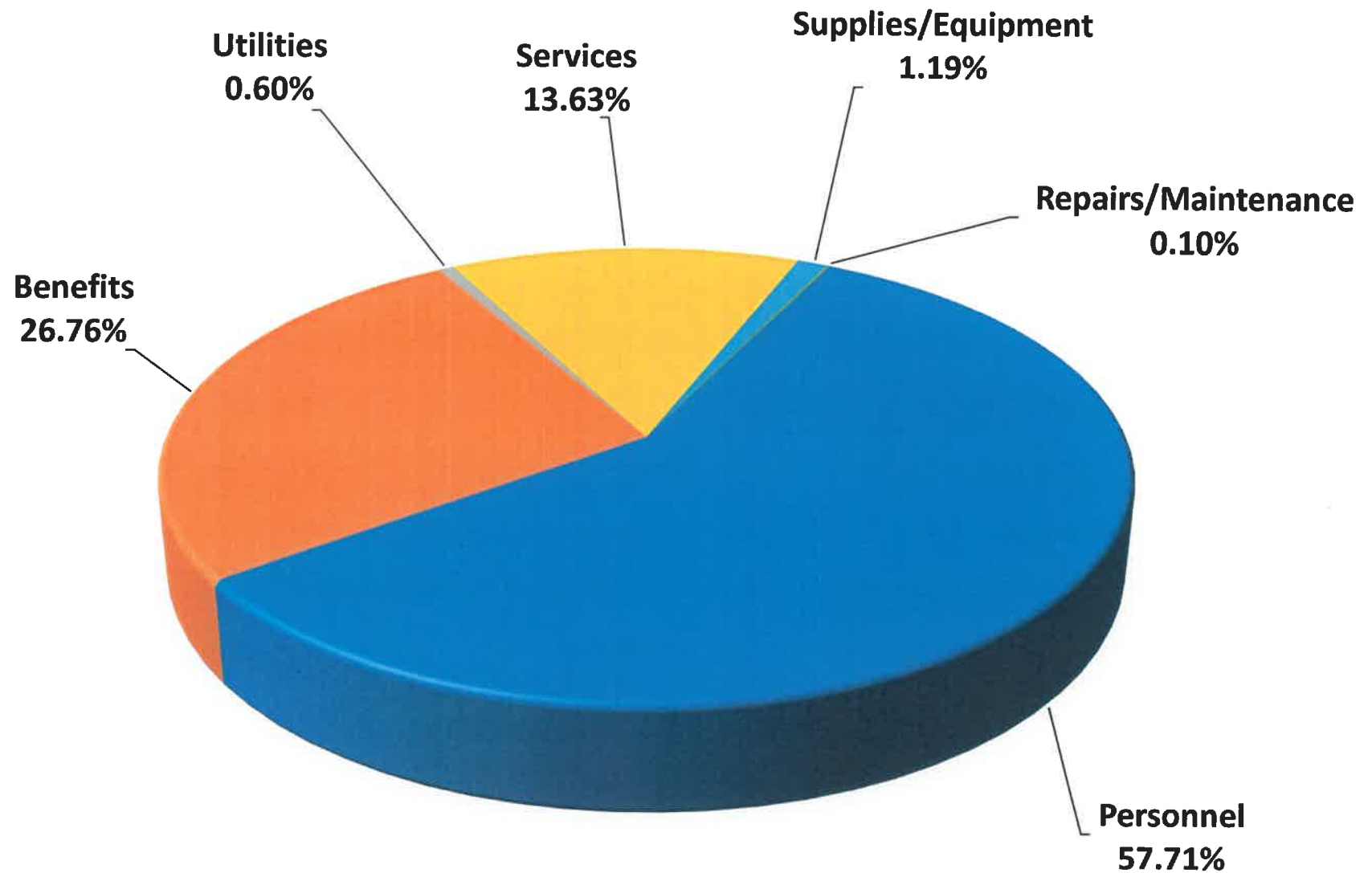
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Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 25-12 General Government / Planning & Development CONT'D									
20-10 Abstracts		1,000.00	482.00	1,000.00	201.50	1,000.00	0.00	.00%	
Deed abstracts - copies become part of the Town's permanent record.									
Supplies/Equipment									
30-01 Office Supplies		1,500.00	2,257.41	1,500.00	1,145.13	2,600.00	1,100.00	73.33%	
Stationery, forms, furniture, and miscellaneous supplies. Increase due to updating the Codes books to the 2021 version.									
103	30-04 Postage	1,300.00	3,720.93	4,000.00	2,035.60	4,000.00	0.00	.00%	
	Cost to mail notices and correspondence for all applicants and planning projects.								
	30-05 Photocopier	0.00	1,366.59	1,500.00	1,272.66	1,650.00	150.00	10.00%	
	Photocopier lease, maintenance and copies. New account to reflect costs for department photocopier. Increase due to the new contract.								
30-08 Computers		0.00	24.95	2,500.00	2,504.56	500.00	-2,000.00	-80.00%	
Replacement of a printer. Decrease due to no required computer replacement in FY25.									
30-24 Gas		575.00	447.31	650.00	169.24	650.00	0.00	.00%	
200 gallons @ \$3.25/gallon.									
Repairs/Maintenance									
35-03 Vehicles & Equipment		800.00	197.58	800.00	902.70	800.00	0.00	.00%	
Covers all maintenance for the CEO vehicles.									
Planning & Development		662,230.00	648,359.29	722,713.00	445,082.93	790,693.00	67,980.00	9.41%	

PLANNING & DEVELOPMENT



Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-01 Public Safety / Police Dept								
Personnel								
10-01 Salaries & Wages	1,129,922.00	1,069,060.82	1,162,607.00	741,751.40	1,174,658.00	12,051.00	1.04%	
Salary and wages for staff, which includes the sergeant's pay. Increase due to scheduled steps/longevity increases, added bonuses for 3 new officers plus holiday pay based on 2-year history.								
10-06 Summer Salaries	5,440.00	170.00	5,600.00	0.00	0.00	-5,600.00	-100.00%	
Salaries for training hours for summer officers are budgeted in the Dock Square and Goose Rocks Beach budget.								
10-10 Overtime	74,205.00	65,774.94	78,441.00	55,853.74	88,041.00	9,600.00	12.24%	
Overtime paid to department staff. Increase due to York County Special Response Team participation (\$9,600).								
Benefits								
12-01 FICA	95,089.00	87,739.74	98,758.00	61,367.65	100,071.00	1,313.00	1.33%	
Employer's contribution to FICA (7.65%). Reflects change in taxable wages.								
12-02 MSRS	167,851.00	137,015.16	149,787.00	88,385.36	147,500.00	-2,287.00	-1.53%	
Employer's contribution to Maine State Retirement. Decrease reflects employee participation.								
12-03 ICMA	26,101.00	29,619.14	36,504.00	23,863.35	34,874.00	-1,630.00	-4.47%	
ICMA 457 Deferred Compensation Plan for all eligible employees. Decrease reflects employee participation.								

KENNEBUNKPORT
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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-01 Public Safety / Police Dept CONT'D								
12-05 Health	311,062.00	294,783.97	347,503.00	190,865.20	321,262.00	-26,241.00	-7.55%	
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2025. Employee contributes 15% of the cost. Decrease reflects employee participation.								
12-06 Dues & Fees	2,500.00	1,909.00	2,500.00	2,476.75	2,500.00	0.00	.00%	
Criminal and motor vehicle updates, cross reference directory, Maine and Federal rules of court, MRSA updates, arrest and search & seizure updates, Physicians Desk Reference, and Law Reviews.								
12-07 Travel & Meetings	1,300.00	1,562.34	1,300.00	751.55	1,300.00	0.00	.00%	
Reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.								
12-08 Training & Education	8,500.00	8,539.08	8,500.00	673.00	8,500.00	0.00	.00%	
Training for full-time and reserve officers, community service materials, crime prevention, arson prevention, New England State Police Information Network, and International Association of Chiefs of Police memberships, District 1 training assessment & fees, and Maine Criminal Justice Academy on-line training.								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-01 Public Safety / Police Dept CONT'D								
12-11 Vaccine	500.00	0.00	500.00	151.00	500.00	0.00	.00%	
Hepatitis B and C vaccine and Hepatitis C screening. This budget covers summer officers and new full- time or reserve officers.								
12-12 Uniforms	10,500.00	15,846.17	10,500.00	4,971.68	10,500.00	0.00	.00%	
Uniforms for full-time officers and summer officers.								
12-13 Physicals	200.00	0.00	200.00	90.00	200.00	0.00	.00%	
Annual physicals for full-time officers, hearing exams for communications officers, and psychological testing for new applicants.								
Utilities								
15-02 Phone/Internet	22,825.00	26,092.72	26,200.00	21,578.15	26,467.00	267.00	1.02%	
Telephone and internet expenses (\$18,287), cell phones (\$6,600), GPS (\$980), and cell phone reimbursement for Police Chief (\$600). Increase due to the contractual costs allocated to the department.								
Services								
20-01 Printing	1,000.00	678.25	1,000.00	960.44	1,000.00	0.00	.00%	
Warning cards and forms, evidence tags, property receipt forms, envelopes, business cards and letterhead.								
20-04 Advertising	300.00	150.00	300.00	150.00	300.00	0.00	.00%	
Recruitment ads and legal notices.								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-01 Public Safety / Police Dept CONT'D								
20-06 Expert/Professional	2,352.00	2,623.13	0.00	0.00	23,610.00	23,610.00	100.00%	
Professional, personnel, and engineering services. Includes a new Behavioral Health Liaison/Clinician shared with Kennebunk (\$23,610 - 25% Kennebunkport share or 10 hours/week).								
20-08 Technology/Software	3,000.00	4,072.23	3,800.00	844.46	18,702.00	14,902.00	392.16%	
IT services (\$17,202) that include backup, antivirus, and Microsoft 365/emails and sonicwall/firewall (\$1,500). Increase due to IT services being moved from the Communications Department technology/software expense line (27-01-20-08).								
Supplies/Equipment								
30-01 Office Supplies	3,000.00	3,094.19	3,000.00	1,447.54	3,000.00	0.00	.00%	
Paper, envelopes, account books, legal and note pads, file folders, and other office supplies.								
30-02 Operating Supplies	5,450.00	4,472.64	5,450.00	1,231.15	5,450.00	0.00	.00%	
Repair of office equipment, flashlights, shipping tape, radar recertification and repair, first aid and OSHA supplies, CPR masks, and bike equipment.								

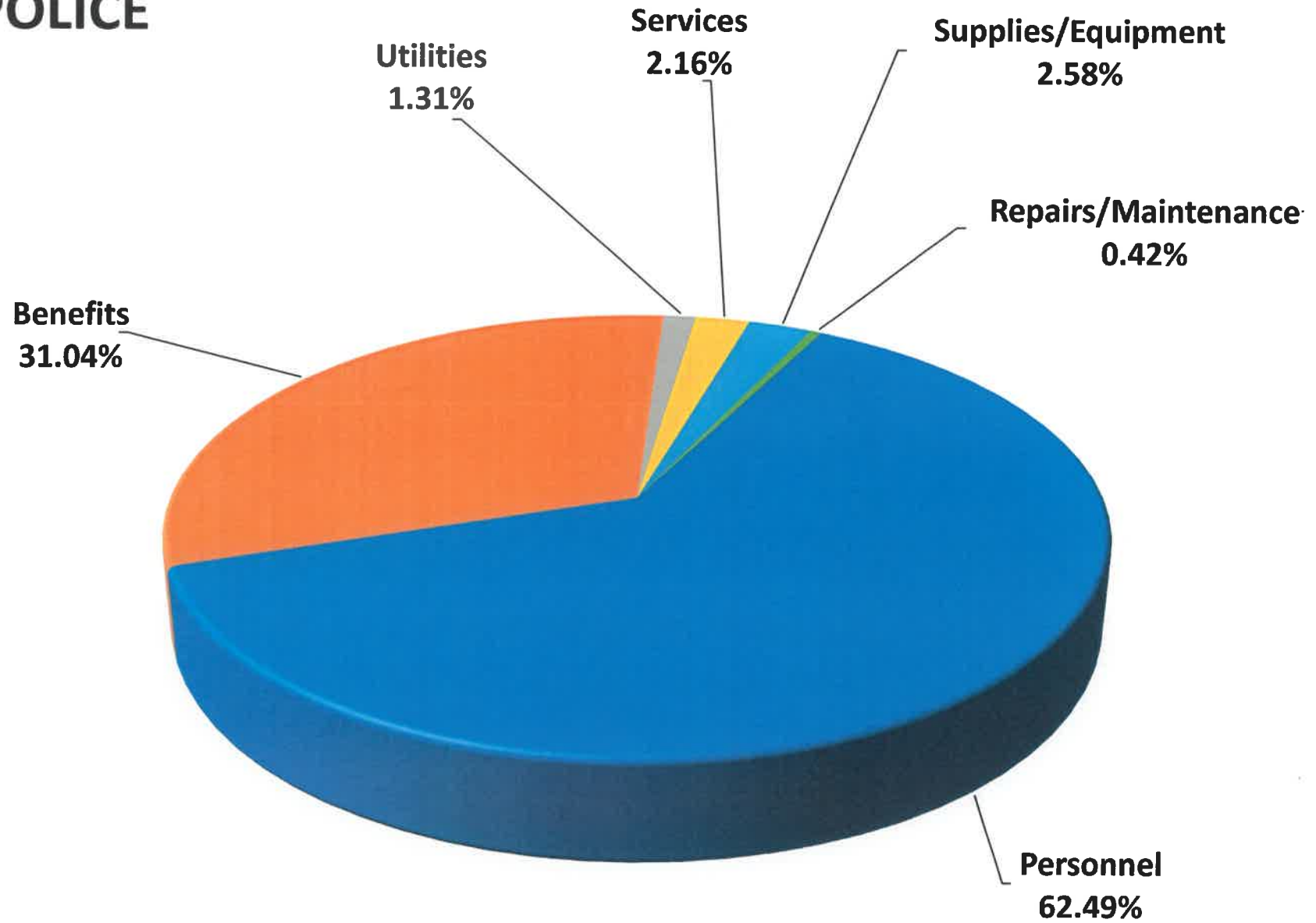
Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-01 Public Safety / Police Dept CONT'D								
30-03 Equipment This account includes tires (regular and snow), headlights, oil, filters, strobe and lens replacement, windshield wipers and fluid, and other repair and maintenance items.	6,000.00	6,603.47	6,000.00	24.99	6,000.00	0.00	.00%	
30-04 Postage Postage, rental of postage meter, certified mail, UPS/FedEx expenses, parking ticket letters, municipal lot bills, and community policing mailings.	1,000.00	955.32	1,000.00	336.30	1,000.00	0.00	.00%	
30-05 Photocopier Photocopier lease, maintenance and copies. New account to reflect costs for department photocopier.	1,697.00	975.36	1,697.00	979.26	1,900.00	203.00	11.96%	
30-07 Ammunition Targets Ammunition for duty use and for qualifications, targets, range supplies, and weapon cleaning supplies.	3,000.00	2,978.00	3,000.00	2,660.84	3,000.00	0.00	.00%	
30-08 Computers Replacement of one laptop/desktop.	0.00	0.00	0.00	0.00	2,500.00	2,500.00	100.00%	
30-24 Gas 9,000 gallons @ \$3.25/gallon.	23,375.00	26,164.36	29,250.00	14,135.69	29,250.00	0.00	.00%	
Repairs/Maintenance								
35-03 Vehicles & Equipment Maintenance: body repair, realignment, and MV inspections.	8,500.00	15,625.41	8,500.00	1,833.82	8,500.00	0.00	.00%	
Miscellaneous								
Police Dept	1,914,669.00	1,806,505.44	1,991,897.00	1,217,383.32	2,020,585.00	28,688.00	1.44%	

POLICE



KENNEBUNKPORT
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Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-02 Public Safety / Communications								
Personnel								
10-01 Salaries & Wages	263,068.00	248,851.64	270,204.00	172,492.97	271,820.00	1,616.00	.60%	
Salary and wages for staff. Increase due to scheduled steps and longevity.								
10-10 Overtime	41,324.00	24,768.64	42,564.00	14,605.91	42,564.00	0.00	.00%	
Overtime paid to department staff.								
Benefits								
12-01 FICA	23,651.00	20,366.84	24,640.00	14,481.35	24,646.00	6.00	.02%	
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
12-02 MSRS	23,948.00	18,350.58	23,977.00	11,284.04	23,971.00	-6.00	-.03%	
Employer's contribution to Maine State Retirement. Decrease due to employee participation.								
12-03 ICMA	4,779.00	3,691.71	4,325.00	3,142.56	5,030.00	705.00	16.30%	
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase due to employee participation.								
12-05 Health	80,472.00	50,734.86	76,287.00	29,917.82	61,972.00	-14,315.00	-18.76%	
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2025. Employee contributes 15% of the cost. Decrease due to employee participation.								
12-08 Training & Education	1,000.00	1,639.76	1,000.00	121.82	1,000.00	0.00	.00%	
Dispatcher recertification and other training as necessary.								

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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-02 Public Safety / Communications CONT'D								
12-12 Uniforms	800.00	104.95	800.00	214.47	800.00	0.00	.00%	
Uniforms for dispatchers.								
Utilities								
15-01 Electricity	9,000.00	11,306.96	11,000.00	9,331.53	14,888.00	3,888.00	35.35%	
Electrical costs for the building. Increase due to heat pumps in nurse's office and new radio equipment in the basement.								
15-02 Phone/Internet	2,640.00	3,560.92	2,800.00	1,698.26	2,950.00	150.00	5.36%	
Cable services for emergency operations and dispatch centers. Increase due to higher rates in Consolidated Communications contract.								
15-03 Heating Fuel	3,500.00	2,629.46	8,000.00	0.00	6,250.00	-1,750.00	-21.88%	
Heating expense for building and emergency generator (2,500 gallons @ \$2.50/gallon). Current contract expires 4/30/24. Decrease reflects the usage of propane fuel.								
15-05 Water	595.00	397.45	595.00	278.10	660.00	65.00	10.92%	
Water expense serviced by KKWWD. Increase due to reflect an anticipated district rate increase.								
Services								
20-01 Printing	100.00	0.00	100.00	0.00	100.00	0.00	.00%	
Forms for dispatchers.								
20-06 Expert/Professional	14,925.00	13,019.86	0.00	0.00	0.00	0.00	.00%	
Professional, personnel, and engineering services.								

Budget Request

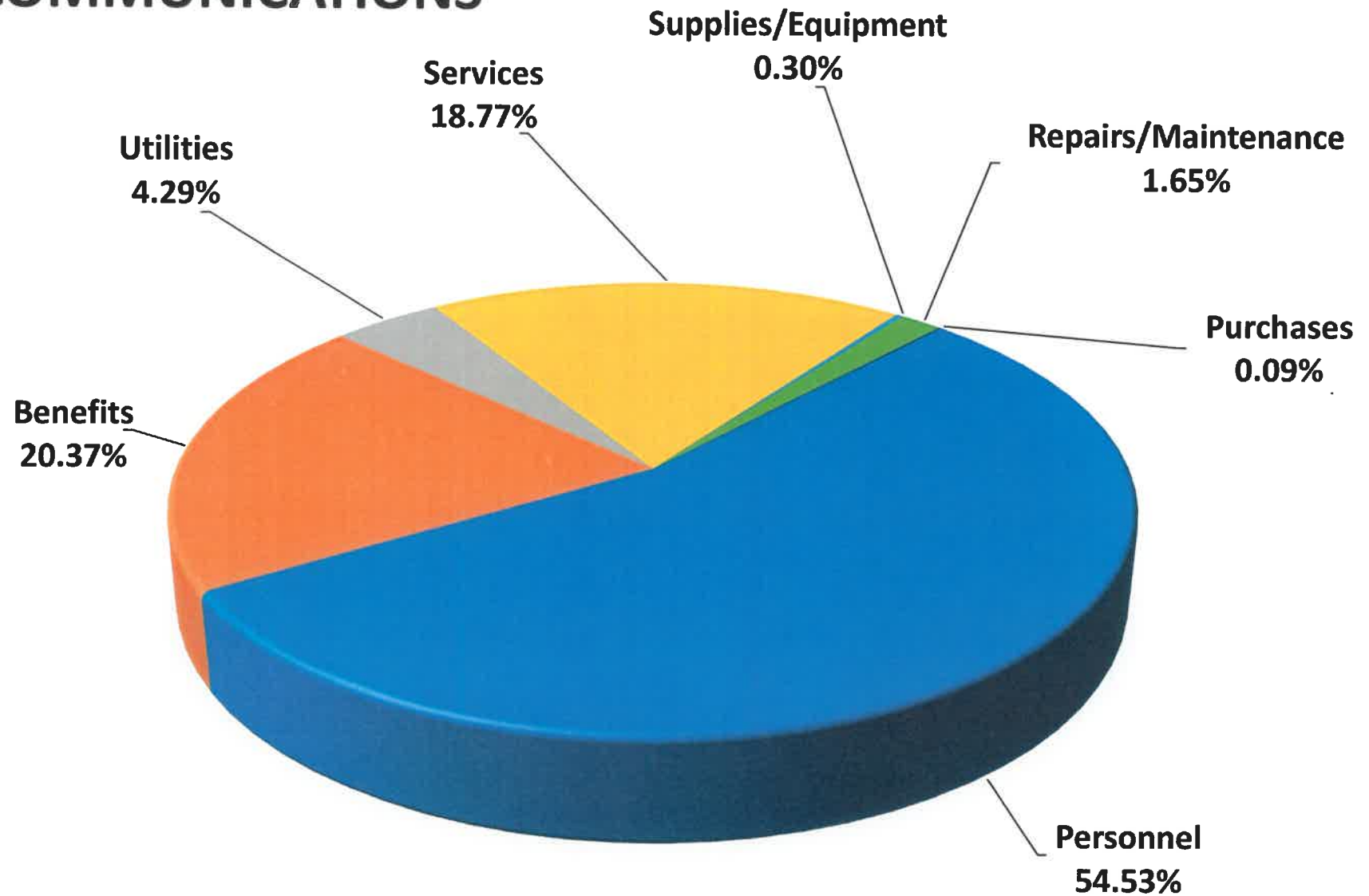
Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-02 Public Safety / Communications CONT'D								
20-08 Technology/Software	5,860.00	5,715.92	21,850.00	12,307.24	6,832.00	-15,018.00	-68.73%	
IT services (\$2,982) that include backup, antivirus, and Microsoft 365/emails, Sonicwall/firewall (\$450) and State fee for processing METRO (\$3,400). Decrease due to IT services being moved to the Police Department technology/software expense line (27-01-20-08).								
20-21 Maintenance Contracts	90,893.00	90,576.23	96,349.00	60,180.44	101,310.00	4,961.00	5.15%	
Annual maintenance agreements for Incident Management Center police software service, support and license fees (\$18,245); per capita payment for E911 service to York Police Department (\$72,300); maintenance agreements with Stryker for heart defibrillators (\$1,990); Atlantic Comfort for the air conditioning (\$900); Trans Unions Solutions (\$900); and Spectrum Business Class. Priority Dispatch for Emergency Dispatch Services and Code Red (\$4,532); Equature yearly fee to record the new telephone system and radio infrastructure (\$1,000) and sprinkler system (\$1,443). Increase due to license and agreement fee changes.								
Supplies/Equipment								

Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-02 Public Safety / Communications CONT'D								
30-01 Office Supplies	1,000.00	1,564.65	1,000.00	664.62	1,000.00	0.00	.00%	
Note & message pads, printer cartridges, and standard office supplies.								
30-02 Operating Supplies	750.00	730.90	750.00	590.76	750.00	0.00	.00%	
Paper products, air conditioning service contract, and light bulbs.								
Repairs/Maintenance								
35-01 Buildings	9,000.00	9,144.20	9,000.00	3,416.48	9,000.00	0.00	.00%	
Normal repair and maintenance of furnace, bathrooms, locks, general cleaning supplies, sprinkler and boiler system inspections, janitorial expenses and exterior maintenance.								
35-06 Radio Maintenance	500.00	647.96	500.00	0.00	500.00	0.00	.00%	
Repair costs of radios and upgrades, replacement batteries for portable radios, and console repairs.								
Purchases								
60-03 Radio Replacement	500.00	500.00	500.00	0.00	500.00	0.00	.00%	
Replacement of radios that would not be cost effective to fix.								
Communications	578,305.00	508,303.49	596,241.00	334,728.37	576,543.00	-19,698.00	-3.30%	

COMMUNICATIONS



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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-03 Public Safety / Fire Dept								
Personnel								
10-01 Salaries & Wages	151,936.00	138,621.34	157,975.00	89,062.02	171,474.00	13,499.00	8.55%	
Salaries for Fire Chief, Fire Administrator, new training officer position (10hrs/week), part-time wages for Station Engineers who conduct regular checks on vehicles, equipment, and stations; firefighters to assist in maintaining data files, dry hydrant inspections, annual hose testing, annual in-service pump testing, and annual ladder testing. Increase due to the addition of a part-time training officer (10 hours per week) and a wage adjustment for on-call firefighters to bring them to the market range.								
10-07 Call Firefighters	100,000.00	129,013.21	105,000.00	61,372.33	135,000.00	30,000.00	28.57%	
Wages for up to 4,000 emergency call hours, training, and Duty Officer pay. Increase due to anticipated call volume increase and bringing wages in line with other area agencies.								
Benefits								
12-01 FICA	19,589.00	19,637.86	20,443.00	11,710.63	23,770.00	3,327.00	16.27%	
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
12-02 MSRS	3,436.00	3,427.60	3,539.00	2,312.06	3,539.00	0.00	.00%	
Employer's contribution to Maine State Retirement due to Fire Chief eligibility.								

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D								
12-03 ICMA ICMA 457 Deferred Compensation Plan for all eligible employees.	4,123.00	4,113.00	4,247.00	2,774.74	4,247.00	0.00	.00%	
12-05 Health Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2025. Employee contributes 15% of the cost. Increase due to employee participation.	22,773.00	22,453.59	23,561.00	15,516.26	32,471.00	8,910.00	37.82%	
12-06 Dues & Fees Dues and subscriptions for International Association of Fire Chiefs, Maine Fire Chiefs, York County Chief's Association, and National Fire Protection Association.	600.00	100.00	600.00	275.00	600.00	0.00	.00%	
12-07 Travel & Meetings Reimbursement account for use of personal vehicles while on town business and for other travel related expenses such as meals, lodging, and other means of travel.	300.00	80.00	300.00	42.00	300.00	0.00	.00%	

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D								
12-08 Training & Education	6,000.00	4,468.97	6,000.00	2,697.85	6,000.00	0.00	.00%	
National Fire Protection Association code subscription service, Firefighter I/II course fees and materials, fire officer course fees, firefighters manual for in-house class, fire instructors course fees and manuals, CPR training and cards, fall Fire Attack School course fees, fire prevention week school handouts and materials, food for in-house training, and the cost of construction of training aids and acquiring new training aids.								
12-11 Vaccine	500.00	0.00	500.00	0.00	500.00	0.00	.00%	
Hepatitis B Vaccine Program.								
12-12 Uniforms	500.00	395.59	500.00	34.00	500.00	0.00	.00%	
Uniforms for the staff.								
12-13 Physicals	1,500.00	44.00	1,500.00	44.00	1,500.00	0.00	.00%	
Health screenings, physicals and respirator evaluations.								
12-15 Recognition	4,500.00	3,644.22	5,500.00	1,086.00	5,500.00	0.00	.00%	
To provide an annual recognition event when awards and service pins can be awarded. This is an opportunity for the Town to show its appreciation for the volunteer firefighters. This account also supports a Mutual Aid Barbeque with the four Fire Companies sharing the expense.								

Utilities

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D								
15-01 Electricity Electrical costs for the Village, Wildwood, Goose Rocks Beach and Cape Porpoise fire stations. Increase reflects the anticipated rate increase from the electrical supplier from the new contract, and the Town acquiring the Cape Porpoise station.	6,906.00	6,385.92	7,100.00	7,014.61	8,474.00	1,374.00	19.35%	
15-02 Phone/Internet Telephone and internet expenses for Goose Rocks and Port Village (\$6,443), cable (\$672), iPad data in 6 trucks (\$2,400), and cell phone reimbursements (\$840). Increased to reflect allocation of costs for Village Fire Station and Goose Rocks.	9,120.00	10,389.50	8,000.00	13,996.03	10,355.00	2,355.00	29.44%	
15-03 Heating Fuel Heating expense for Village Fire Station (propane: 2,800 gallons @ \$2.50/gallon), Wildwood Fire Station (propane: 2,000 gallons @ \$2.50/gallon), Goose Rocks Fire Station (fuel oil: 2,600 gallons @ \$4.50/gallon), and Cape Porpoise Fire Station (propane: 1,120 gallons @ \$2.50/gallon). Increase due to the Town acquiring the Cape Porpoise station. Current contract expires 4/30/24.	16,850.00	17,135.68	26,300.00	7,126.90	26,500.00	200.00	.76%	

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D								
15-05 Water	550.00	425.73	550.00	300.50	837.00	287.00	52.18%	
Water expense serviced by KKWWD for Village Fire Station, Wildwood Fire Station, and Cape Porpoise Fire Station. Cost also includes the sprinkler service for Village Fire Station. Increase due to the Town acquiring the Cape Porpoise station.								
Services								
20-04 Advertising	50.00	0.00	50.00	0.00	100.00	50.00	100.00%	
Publication costs for recruiting and bid advertisements; as well as any public notices. Increased to account for actual costs in 2024 if needed.								
20-06 Expert/Professional	996.00	3,125.83	0.00	310.91	200.00	200.00	100.00%	
Professional, personnel, and engineering services. Increased to cover expenses associated with background checks for personnel.								
20-08 Technology/Software	4,100.00	1,831.65	4,350.00	3,182.46	12,101.00	7,751.00	178.18%	
IT services (\$1,251) that include backup, antivirus, and Microsoft 365/emails, Sonicwall/firewall (\$650), "I am Responding" software (\$600), and iPad storage and cloud (\$1,600). Increase due to IMC software for fire calls (\$8,000).								
Insurance								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D								
25-12 Supplemental Insurance Volunteer firefighter accident coverage, which is not covered under the basic Workers Comp.	2,380.00	2,380.00	2,380.00	2,380.00	2,380.00	0.00	.00%	
Supplies/Equipment								
30-01 Office Supplies Copy paper, ink cartridges, and miscellaneous office supplies.	1,500.00	841.71	1,500.00	39.99	1,500.00	0.00	.00%	
30-03 Equipment To purchase hand tools, hose fittings, adapters and nozzles, traffic cones, safety flags, and water craft equipment. Replacing battery operated tools on trucks and replacing mechanics' tools at Port Village and on trucks.	5,700.00	4,367.21	5,700.00	1,757.18	5,700.00	0.00	.00%	
30-04 Postage Postage for correspondences, newsletters, and other mailing charges. Includes the PO Box rental fee.	200.00	171.80	200.00	176.00	200.00	0.00	.00%	
30-05 Photocopier Photocopier lease, maintenance and copies. New account to reflect costs for department photocopier.	585.00	314.85	585.00	315.33	650.00	65.00	11.11%	
30-08 Computers Replacement of I Am Responding hardware. Decrease due to no required computer replacement in FY25.	0.00	1,700.00	1,500.00	2,279.34	400.00	-1,100.00	-73.33%	

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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D								
30-22 Dry Hydrants	0.00	1,197.40	1,000.00	0.00	1,000.00	0.00	.00%	
Repair and relocate hydrants, painting, pumping/winterizing, brush control associated with 84 dry hydrants and hose replacement.								
30-24 Gas	1,650.00	1,676.49	1,950.00	833.23	1,950.00	0.00	.00%	
600 gallons @ \$3.25/gallon.								
30-25 Diesel	3,000.00	3,758.23	5,850.00	3,073.64	6,750.00	900.00	15.38%	
1,500 gallons @ \$4.50/gallon. Increase due to anticipated additional gallons needed.								
30-38 Personal Protective Equipment	6,000.00	5,600.84	6,000.00	2,148.55	6,000.00	0.00	.00%	
Personal protective equipment such as gloves, gear bags, boots, SCBA masks, safety ropes and bags, and accountability tags.								
Repairs/Maintenance								
35-01 Buildings	7,500.00	9,801.16	8,000.00	4,505.43	22,500.00	14,500.00	181.25%	
Maintenance for building and generators at Village & Wildes District Stations, alarm monitoring at Village Station, annual hood inspection at Village Station, alarms, boiler and sprinkler system inspections, bathroom supplies, and fire extinguisher inspections. Increase due to replacement of 4 personnel doors at the Village Fire Station (\$14,500). Increase due to anticipated maintenance on Cape Porpoise Station.								

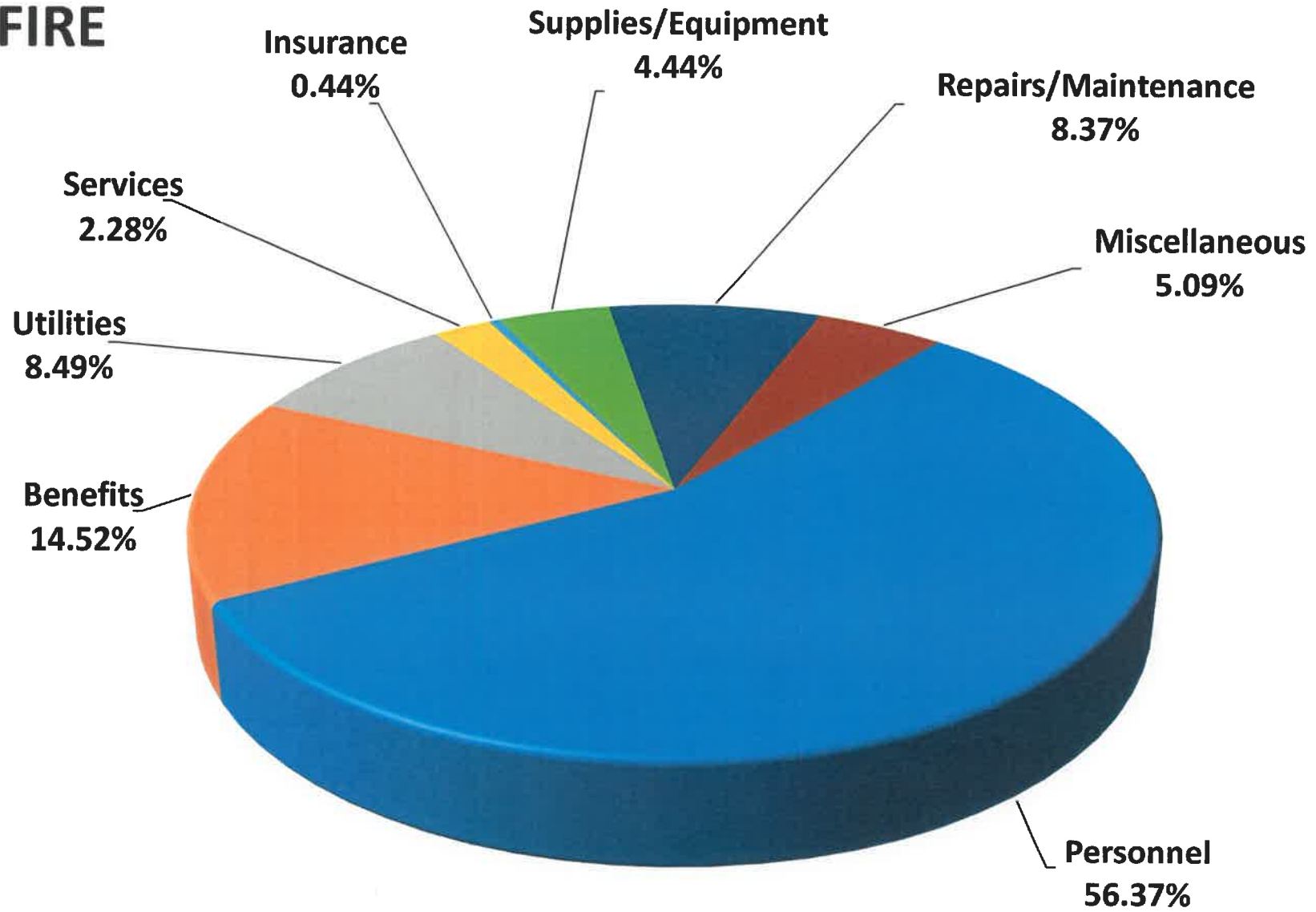
Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D								
35-03 Vehicles & Equipment	22,500.00	20,345.95	23,000.00	17,809.24	23,000.00	0.00	.00%	
Parts and maintenance supplies for fire equipment: pump maintenance and tests for the ladders and engines; aerial ladder testing on the ladder truck; ground ladder testing on all of the vehicles; preventive maintenance on the aerial ladders; ground ladder maintenance and repairs; outboard motor annual servicing; and annual vehicle inspection. This account also funds vehicle repairs, oil changes, and replacement of worn tires.								
Miscellaneous								
50-05 Goose Rocks Fire	26,068.00	26,068.00	26,850.00	26,850.00	27,655.00	805.00	3.00%	
Lease payment to Goose Rocks Beach Fire Station. Increased 3% (max) per lease agreement (CPI 6.8%). Current contract expires on 6/30/2024.								
50-07 Cape Porpoise Fire	21,546.00	21,546.00	22,192.00	0.00	0.00	-22,192.00	-100.00%	
Decrease due to the Town acquiring the Cape Porpoise Station.								
Fire Dept	452,958.00	465,063.33	482,722.00	281,026.23	543,653.00	60,931.00	12.62%	

FIRE



Kennebunkport Fire Department Monthly Call Report 2023

Calls by Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	YTD
Fires													
Structure Fire	2		1		2	1	1	1		1	1		10
Brush Fire				3	1		1						5
Vehicle Fire										1	1		2
Misc. Fire					1			1		1		1	4
Rescues													
Assist to KEMS				1	1	4	4	1	1	1	5		18
Boat Call					1	1							2
Missing Person				1									1
Motor Vehicle Crash	3		1	1	2	1	3		1		1		13
Other Rescue					1		1						2
Hazardous Cond.													
Trees/Wires Down	47	1	6	1	2	1	3	2	2	1	2	9	77
Flammable Release	1				1	1	1	1					5
Water Problem	13	3	1		2		9						28
Service Calls													
CO Alarm Activation	3	1		1		2	2	1	3	2	3	4	22
Fire Alarm Activation	8	15	4	10	5	15	23	19	3	18	7	4	131
Gas Alarm Activation							2	2					4
Odor Investigation	3		2	3			2		1	2	1	1	15
Smoke Investigation	1	1			1	1	1	1		1	1		8
Assist to PD	1												1
Public Assist			1		1		3	1		1		1	8
Mutual Aid Calls													
Arundel			1				1						2
Biddeford	1	1		2		1					1		6
Kennebunk	1				1	2	3	1	2	1	3	3	17
Wells			1		2	1	1						5
CALL TOTALS	84	22	18	23	24	31	61	31	13	30	26	23	386

Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-04 Public Safety / KEMS								
Miscellaneous								
50-28 KEMS	200,000.00	200,000.00	250,000.00	250,000.00	300,000.00	50,000.00	20.00%	
Town's contribution to KEMS. Increase due to wage and cost increases.								
KEMS	200,000.00	200,000.00	250,000.00	250,000.00	300,000.00	50,000.00	20.00%	

FY25 KEMS PROPOSED BUDGET

dated 01-03-2024					
			current budget FY 24 [2023-2024]	proposed FY 25 (2024-2025)	per cent change
INCOME	4000 · Earned Income				
		4010 · Revenue on Services	\$ 190,000.00	\$ 225,000.00	16%
		4011 · Adjustment to Revenue for Service	\$ -	\$ -	
		4020 · Subscriptions	\$ 35,000.00	\$ 35,000.00	0%
		4040 · CPR Income	\$ -	\$ -	
		4060 · Appropriation from Town K'port	\$ 250,000.00	\$ 300,000.00	17%
	Total 4000 · Earned Income		\$ 475,000.00	\$ 560,000.00	15%
	4100 · Gifts and Donations				
		4110 · Fund Drive Receipts	\$ 60,000.00	\$ 80,000.00	25%
		4120 · Gifts	\$ -	\$ -	
		4121 · Remembrance	\$ -	\$ -	
		4123 · Unrestricted	\$ -	\$ -	
	Total 4100 · Gifts and Donations		\$ 60,000.00	\$ 80,000.00	25%
	4200 · Interest & Income				
		4281 · Workman's Comp Dividend	\$ -	\$ -	
		4210 · Interest - Savings KSB	\$ -	\$ -	
		4220 · Schwab Acct	\$ -	\$ -	
	Total 4200 · Interest		\$ -	\$ -	
	4300 · Dividend Income		\$ -	\$ -	
	4282 · Thomas Agency		\$ -	\$ -	
	400 Grants				
Total Income	total income		\$ 535,000.00	\$ 640,000.00	16%
EXPENSES	5000 · Operating Expenses				
		5010 · Oxygen	\$ 450.00	\$ 500.00	10%
		5030 · Licensing Fee	\$ 2,000.00	\$ 2,000.00	0%
		5040 · Vaccine/Employee Safety	\$ -	\$ -	0%
		5050 · Operating Assessment Fee	\$ 2,500.00	\$ 2,500.00	0%
		5060 · Vehicle Maintenance	\$ 3,000.00	\$ 3,500.00	14%
		5070 · Vehicle Fuel	\$ 6,000.00	\$ 6,000.00	0%
		5075 · Radio Equipment Maintenance	\$ 1,000.00	\$ 1,000.00	0%
		5080 · Clothing Expense	\$ 3,000.00	\$ 3,000.00	0%
		5085 · Medical,training equip and main	\$ 6,600.00	\$ 6,600.00	0%
		5090 · Medical Supplies Expense	\$ 6,800.00	\$ 8,000.00	15%
	Total 5000 · Operating Expenses		\$ 31,350.00	\$ 33,100.00	5%

	5100 - Payroll				
		5110 - Payroll - PER DIEM	\$ 300,000.00	\$ 312,000.00	4%
		5120 - Salaries - Officers	\$ 52,500.00	\$ 55,000.00	5%
		5130 - Paid Leave PTO	\$ 9,000.00	\$ 10,000.00	10%
		5135 - Holiday Pay - BLS - ALS - PARAMEDIC	\$ 4,728.73	\$ 5,000.00	5%
		5140 - Payroll- DRIVER/EMT	\$ 140,000.00	\$ 146,000.00	4%
		5180 - Overtime Pay - BLS - ALS - PARAMEDIC	\$ 2,684.00	\$ 2,800.00	4%
		5150 - Employer SS tax & Medicare	\$ 31,000.00	\$ 32,250.00	4%
		5160 - Payroll Service Fee	\$ 5,500.00	\$ 6,000.00	8%
		5170 - Mandatory State Retirement	\$ -	\$ 7,200.00	100%
	Total 5100 - Payroll		\$ 545,412.73	\$ 576,250.00	5%
	5200 - Administrative Expenses				
		5210 - Telephone House and Cell	\$ 3,700.00	\$ 3,800.00	3%
		5220 - Office Postage	\$ 3,500.00	\$ 3,600.00	3%
		5230 - Supplies - office & station	\$ -	\$ 3,600.00	100%
	Total 5200 - Administrative Expenses		\$ 7,200.00	\$ 11,000.00	35%
	5300 - Facilities Expenses				
		5310 - Rent Expense	\$ 1,500.00	\$ 1,500.00	0%
		5320 - Utilities	\$ 15,000.00	\$ 15,000.00	0%
		5230 - Supplies - office & station	\$ 3,500.00	\$ -	0%
		5340. Repairs/maint	\$ -	\$ -	0%
	Total 5300 - Facilities Expenses		\$ 20,000.00	\$ 16,500.00	-21%
	5400 - Education & Training				
		5405 - Education Expense	\$ 3,500.00	\$ 3,500.00	0%
		5410 - CPR Expense	\$ 1,000.00	\$ 1,000.00	0%
		5415 - Training Expense - In House	\$ -	\$ -	0%
		5425 - Recruiting/Retention	\$ 800.00	\$ 800.00	0%
		5400 - Education & Training - Other			0%
	Total 5400 - Education & Training		\$ 5,300.00	\$ 5,300.00	0%

	5500 · Business Expenses			-	
		5505 · Legal & Accounting	\$ 5,000.00	\$ 5,500.00	9%
		5515 · Bad Debt Collection	\$ 400.00	\$ 400.00	0%
		5520 · Bank Service Charges	\$ -	\$ -	0%
		5534 · 5534 - Paypal Fees	\$ -	\$ -	0%
		5535 · - Medical Reimbursement Fees	\$ 8,000.00	\$ 8,000.00	0%
		5536 · - Interest Expense			0%
		5540 · Insurances			0%
		5540-1 · Insurance E&O, GL, WC	\$ -	\$ -	
		5540-2 · Insurance workers comp	\$ 11,621.00	\$ 13,000.00	11%
		5540-3 · Insurance Auto	\$ 4,345.00	\$ 5,000.00	13%
		5540-5 Insurance Gen Liability	\$ 14,602.00	\$ 16,000.00	9%
		Total 5540 · Insurances	\$ 30,568.00	\$ 34,000.00	10%
	Total 5500 · Business Expenses		\$ 43,968.00	\$ 47,900.00	8%
	5600 · Other Expenses				
		5605 · Meeting Expense	\$ 1,000.00	\$ 1,000.00	0%
		5610 · Gifts	\$ 350.00	\$ 350.00	0%
		5615 · Fund Drive Expenses	\$ 4,000.00	\$ 5,000.00	20%
		5620 · Dues & Subscription	\$ 550.00	\$ 550.00	0%
		5623. Contractors Services [Bookkeeper]	\$ 5,400.00	\$ 5,400.00	0%
		5624 Subscription Expenses	\$ 2,600.00	\$ 2,600.00	0%
		5625 Misc. expenses	\$ 2,000.00	\$ 2,000.00	0%
		5630 · Meals & Entertainment	\$ 150.00	\$ 150.00	0%
		5650. Crew Expenses	\$ 3,200.00	\$ 3,200.00	0%
		6410 Misc Admin	\$ -	\$ -	0%
	Total 5600 · Other Expenses		\$ 19,250.00	\$ 20,250.00	5%
Total Income	Income		\$ 560,000.00	\$ 640,000.00	13%
Total Expense	Expense		\$ 672,480.73	\$ 710,300.00	5%
		CONTRIBUTION FROM THE ENDOWMENT	\$ 112,480.73	\$ 70,300.00	-60%
		FINAL END OF YEAR BALANCE	\$0.00	\$0.00	
		RECAP TOWN APPROPRIATION	\$250,000.00	\$300,000.00	17%

Budget Request

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-05 Public Safety / Emergency Management								
Supplies/Equipment								
30-02 Operating Supplies	1,500.00	1,500.00	1,500.00	0.00	1,500.00	0.00	.00%	
Emergency needs such as food, barricades, etc. Repair and clean-up costs related to storm damage are charged to other accounts and programs. Also includes mileage reimbursement for volunteer staff to attend trainings and meetings, as well as publication costs for the Town's Emergency Operations Plan. The Town has established a reserve account with unspent funds for future needs.								
Emergency Management	1,500.00	1,500.00	1,500.00	0.00	1,500.00	0.00	.00%	

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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-06 Public Safety / Animal Control Officer								
Personnel								
10-01 Salaries & Wages	5,464.00	5,484.56	5,628.00	3,571.59	5,628.00	0.00	.00%	
Salary and wages for staff.								
Benefits								
12-01 FICA	418.00	417.33	431.00	281.27	431.00	0.00	.00%	
Employer's contribution to FICA (7.65%).								
12-07 Travel & Meetings	700.00	120.00	100.00	137.68	100.00	0.00	.00%	
Reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.								
Supplies/Equipment								
30-02 Operating Supplies	600.00	573.00	600.00	516.00	600.00	0.00	.00%	
Expenses for supplies, doggie dispenser bags, equipment, printing costs, veterinarian costs, and cell phone.								
Miscellaneous								
50-32 Animal Welfare Society	4,829.00	5,295.44	5,500.00	3,971.58	5,300.00	-200.00	-3.64%	
Animal Shelter \$1.46 per capita based on 2020 census (3,629). Decrease due to the formula calculation.								
Animal Control Officer	12,011.00	11,890.33	12,259.00	8,478.12	12,059.00	-200.00	-1.63%	

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Budget Request

02/27/2024

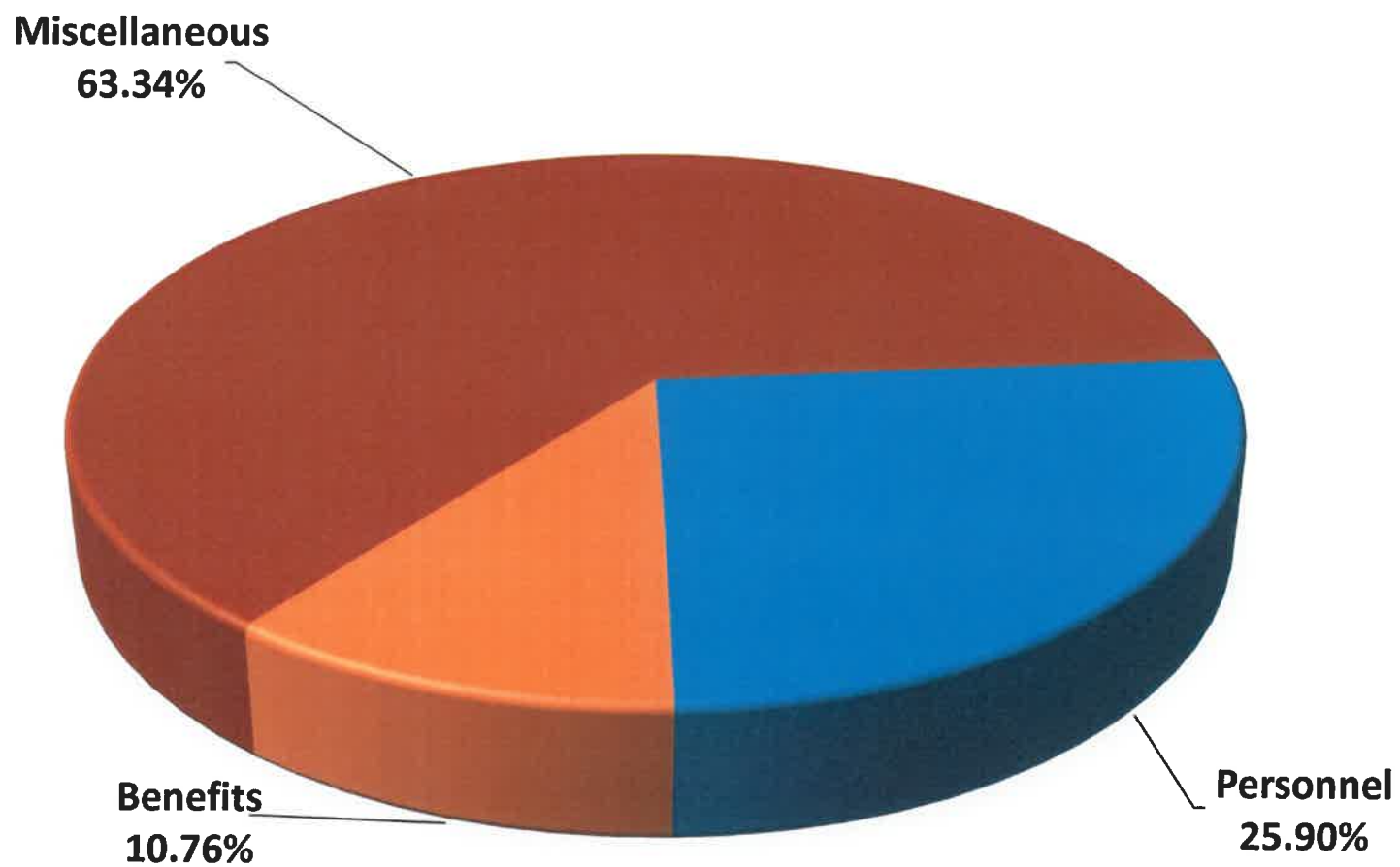
Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-07 Public Safety / Harbormaster								
Personnel								
10-01 Salaries & Wages	14,481.00	10,325.21	14,011.00	8,941.18	14,007.00	-4.00	-.03%	
Salary and wages for staff. The Cape Porpoise Pier Manager also serves as the Harbormaster. Salaries and benefits are split 20% general fund and 80% Pier fund.								
Benefits								
12-01 FICA	1,130.00	753.38	1,093.00	666.29	1,093.00	0.00	.00%	
Employer's contribution to FICA (7.65%).								
12-02 MSRS	1,477.00	199.28	1,429.00	279.09	1,961.00	532.00	37.23%	
Employer's contribution to Maine State Retirement. Increased to align with employee participation.								
12-03 ICMA	290.00	38.89	280.00	0.00	280.00	0.00	.00%	
ICMA 457 Deferred Compensation Plan for all eligible employees.								
12-05 Health	5,228.00	2,573.47	5,278.00	1,352.49	2,483.00	-2,795.00	-52.96%	
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2025. Employee contributes 15% of the cost. Decrease due to employee participation.								
Services								
Miscellaneous								

Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 27-07 Public Safety / Harbormaster CONT'D								
50-24 River Harbormaster	29,294.00	29,294.00	33,086.00	33,086.00	34,250.00	1,164.00	3.52%	.
Cost sharing for the Towns of Kennebunkport and Kennebunk. The increase is reflective of increases in pay and hours for appropriate coverage in the river.								
Harbormaster	51,900.00	43,184.23	55,177.00	44,325.05	54,074.00	-1,103.00	-2.00%	.

HARBORMASTER



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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-01 Health & Welfare / Solid Waste								
Personnel								
10-01 Salaries & Wages	1,846.00	0.00	1,901.00	269.98	1,901.00	0.00	.00%	
Wages for an employee for the Hazardous Waste Day.								
Benefits								
12-01 FICA	141.00	0.00	145.00	0.00	145.00	0.00	.00%	
Employer's contribution for FICA (7.65%).								
Services								
20-12 Tipping Fees	200,000.00	181,413.38	200,000.00	120,576.24	202,790.00	2,790.00	1.40%	
Current contract with Casella Waste (expires 8/2024) for 640 tons of waste @ \$80/ton and new contract for 1,860 tons of waste @ \$81.50/ton. Increase due to new contract pricing.								
20-19 Curbside Waste	209,589.00	209,061.06	213,781.00	141,821.98	373,631.00	159,850.00	74.77%	
Current contract with Casella Waste (expires 8/2024) which includes picking up barrels and waste containers at all public buildings and facilities (\$35,630), and new contract for (\$338,001). Increase due to new contract pricing.								
20-23 Curbside Recycling	37,500.00	6,680.55	37,500.00	21,983.92	63,330.00	25,830.00	68.88%	
Current contract for processing and contamination fees for recycling materials at Ecomaine (expires 8/2024) for 88 tons @ \$100/ton and new contract for 287 tons @ \$190/ton. Increase due to new contract pricing.								

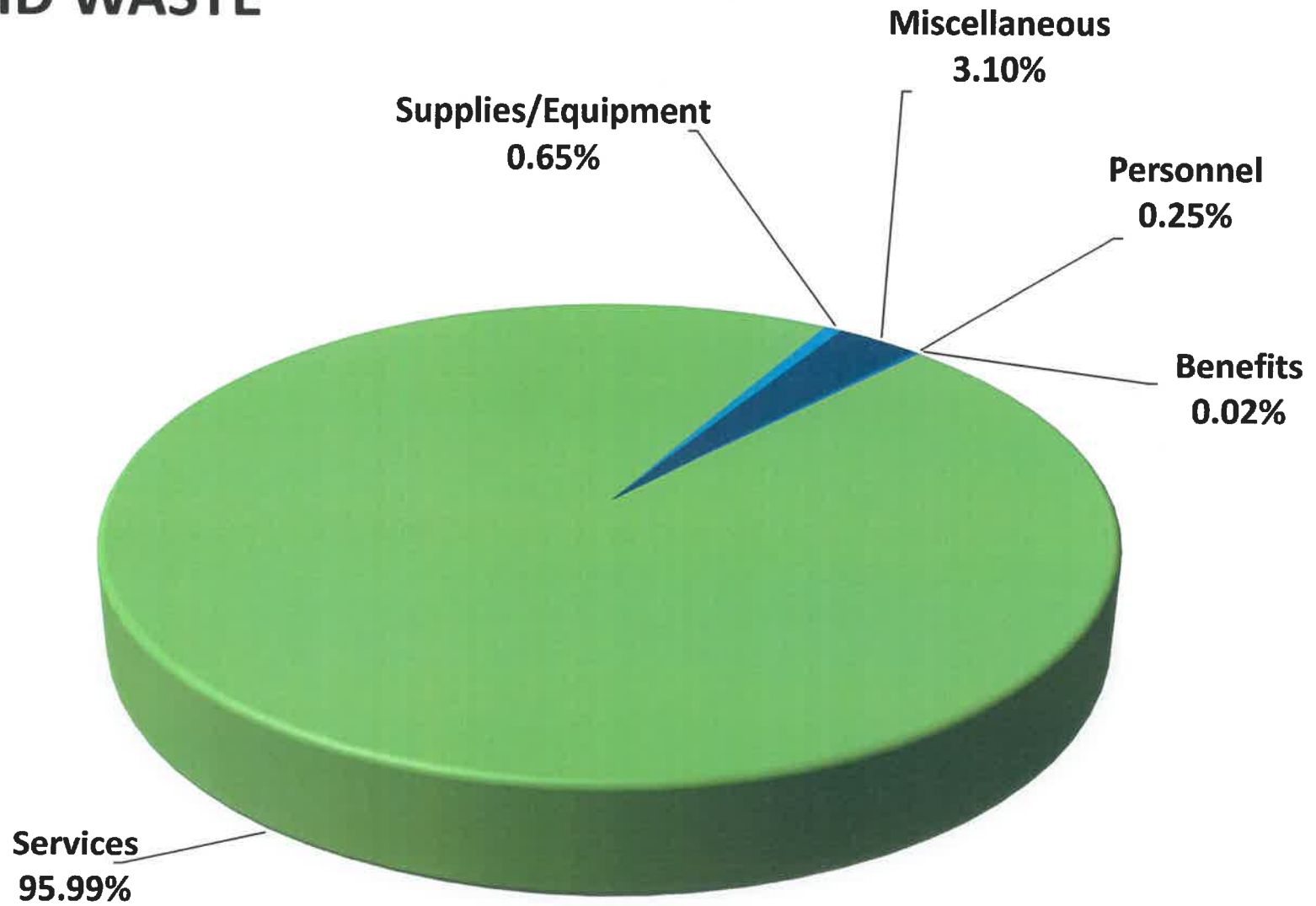
Budget Request

02/27/2024

Expense

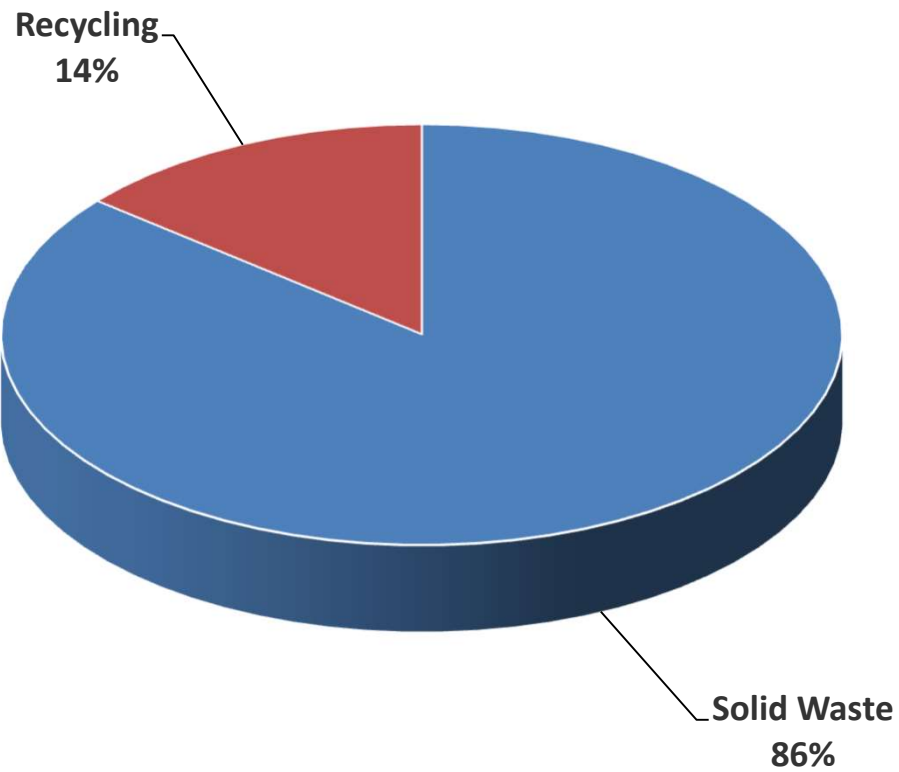
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-01 Health & Welfare / Solid Waste CONT'D								
20-27 Recycling Pickup	105,060.00	105,336.60	107,161.00	71,090.60	102,861.00	-4,300.00	-4.01%	
Current contract with Casella Waste (expires 8/2024) for \$17,860 and new contract for \$85,001. Decrease due to new contract pricing.								
Supplies/Equipment								
30-02 Operating Supplies	1,000.00	0.00	1,000.00	0.00	5,000.00	4,000.00	400.00%	
To fund expenses related to recycling educational promotions, and replacement parts for the trash & recycling containers.								
Miscellaneous								
50-11 Unacceptable Waste	7,000.00	3,459.27	7,500.00	8,814.25	10,000.00	2,500.00	33.33%	
Cost for the collection and disposal of household hazardous waste. Trash bags for the public barrels. Increase due to the collection of additional products during hazardous waste day.								
50-72 Monitoring	16,300.00	11,503.26	14,000.00	5,942.74	14,000.00	0.00	.00%	
Landfill monitoring costs due to the suspected presence of PFAS in wells near the landfill site. Town is required to monitor on a quarterly basis and maintain two water filtration systems.								
Solid Waste	578,436.00	517,454.12	582,988.00	370,499.71	773,658.00	190,670.00	32.71%	

SOLID WASTE



Year 2023

Month	Pine Tree/Casella	EcoMaine	Total
<i>January</i>	127.44	21.29	148.73
<i>February</i>	96.80	19.26	116.06
<i>March</i>	123.57	20.53	144.10
<i>April</i>	123.90	22.51	146.41
<i>May</i>	180.57	30.95	211.52
<i>June</i>	248.18	40.15	288.33
<i>July</i>	311.56	44.14	355.70
<i>August</i>	324.94	41.13	366.07
<i>September</i>	228.84	30.91	259.75
<i>October</i>	193.09	28.40	221.49
<i>November</i>	148.67	28.93	177.60
<i>December</i>	155.07	31.25	186.32
Total	2262.63	359.45	2622.08



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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-02 Health & Welfare / Health								
Personnel								
10-01 Salaries & Wages	133,526.00	126,940.50	137,539.00	83,256.80	137,602.00	63.00	.05%	
Salary and wages for staff. Increase due to annual cost of living increase for one full-time Public Health Director and per diem nurses.								
Benefits								
12-01 FICA	10,797.00	10,213.36	11,110.00	6,905.85	11,115.00	5.00	.05%	
Employer's contribution for FICA (7.65%). Increased to align with taxable wages.								
12-02 MSRS	8,890.00	8,885.39	9,157.00	5,981.92	8,888.00	-269.00	-2.94%	
Employer's contribution to Maine State Retirement. Decrease due to reduction in Maine State retirement match.								
12-03 ICMA	2,615.00	2,613.38	2,693.00	1,759.35	2,693.00	0.00	.00%	
ICMA 457 Deferred Compensation Plan for all eligible employees.								
12-05 Health	5,000.00	5,000.04	5,000.00	3,333.36	5,000.00	0.00	.00%	
In lieu of insurance, as Health Director does not need the Town's health insurance.								
12-07 Travel & Meetings	1,000.00	787.41	1,000.00	226.82	6,000.00	5,000.00	500.00%	
The Town plans to enter a new lease agreement for an electric car and reimburse from the Picavet fund. Increase due to the new electric car lease.								

KENNEBUNKPORT
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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-02 Health & Welfare / Health CONT'D								
12-08 Training & Education	600.00	220.00	600.00	50.00	600.00	0.00	.00%	
American Nurses Association, Maine Public Health Association, and workshops/seminars.								
12-09 Wellness	300.00	43.91	300.00	324.34	300.00	0.00	.00%	-
To promote employee health and wellness.								
Utilities								
15-01 Electricity	750.00	671.74	850.00	469.96	751.00	-99.00	-11.65%	
Electrical costs. Decrease due to the allocation of costs between Police and Health as they share a mechanical system.								
15-02 Phone/Internet	1,770.00	1,911.75	600.00	659.42	1,080.00	480.00	80.00%	
Telephone and internet expenses (\$480) and cell phone reimbursement for Health Director (\$600). Increase due to the phone and internet costs are covered under the new Police Department Consolidated Communications contract which includes maintenance for all phones.								
15-03 Heating Fuel	1,313.00	1,313.00	1,875.00	1,518.68	1,000.00	-875.00	-46.67%	
Heating expense for building - shared with Police Department (400 gallons of propane @ \$2.50/gallon). Current contract expires 4/30/24.								
Services								

KENNEBUNKPORT
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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-02 Health & Welfare / Health CONT'D								
20-06 Expert/Professional Professional, personnel, and engineering services.	558.00	576.25	0.00	0.00	0.00	0.00	.00%	
20-08 Technology/Software IT services (\$1,425) that include backup, antivirus, and Microsoft 365/emails. Increase due to higher software costs for Public Health staff.	1,200.00	1,424.09	700.00	1,246.61	1,425.00	725.00	103.57%	
Supplies/Equipment								
30-01 Office Supplies Miscellaneous office supplies.	1,000.00	877.25	1,000.00	183.36	1,000.00	0.00	.00%	
30-02 Operating Supplies Syringes, dressings, medical kits, tape, etc.	1,500.00	429.12	1,500.00	126.68	1,500.00	0.00	.00%	
30-04 Postage Cost to mail notices and correspondences.	75.00	37.50	75.00	29.23	75.00	0.00	.00%	
30-05 Photocopier Photocopier lease, maintenance and copies. New account to reflect costs for department photocopier.	468.00	285.69	468.00	287.45	520.00	52.00	11.11%	
Repairs/Maintenance								
35-01 Buildings Weekly cleaning, twice a year professional floor stripping, window washing, and cleaning supplies.	1,000.00	501.45	1,000.00	1,876.87	1,000.00	0.00	.00%	

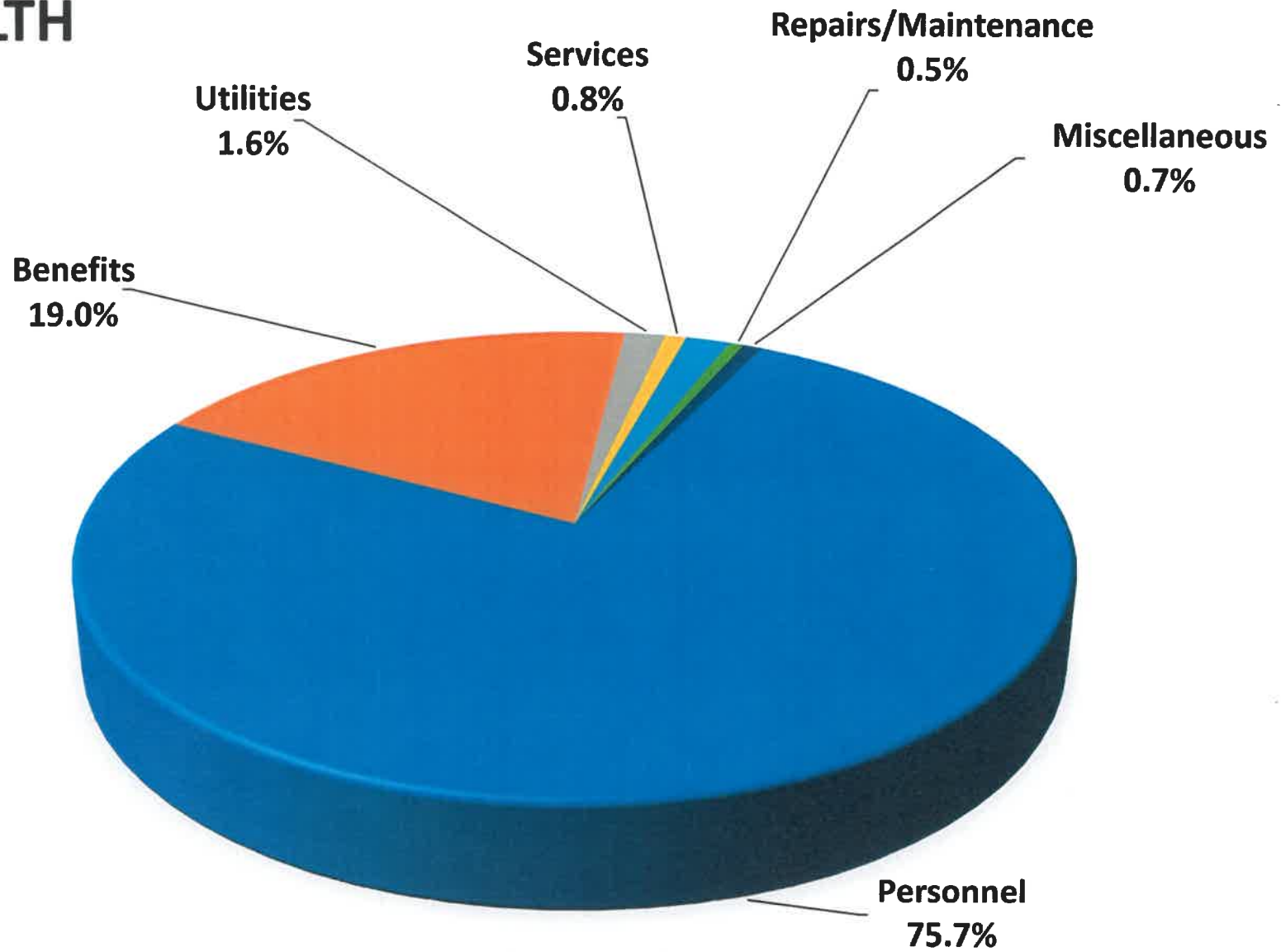
Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-02 Health & Welfare / Health CONT'D								
35-03 Vehicles & Equipment	200.00	0.00	200.00	0.00	0.00	-200.00	-100.00%	
Vehicle inspection and fluids. Decrease due to the vehicle maintenance on the electric vehicle was covered under the lease.								
Miscellaneous								
50-11 Unacceptable Waste	800.00	580.00	800.00	305.00	840.00	40.00	5.00%	
Medical waste disposal with Maine Bio Specialist (3 pickups per year). Increase due to rising costs by vendor.								
50-85 Water Quality	500.00	126.74	500.00	0.00	500.00	0.00	.00%	
Funding for water testing, trainings, and outreach.								
Purchases								
60-09 COVID	5,000.00	0.00	2,000.00	0.00	0.00	-2,000.00	-100.00%	
Town's share of COVID testing supplies has been reduced due to lack of testing.								
Health	178,862.00	163,438.57	178,967.00	108,541.70	181,889.00	2,922.00	1.63%	

HEALTH

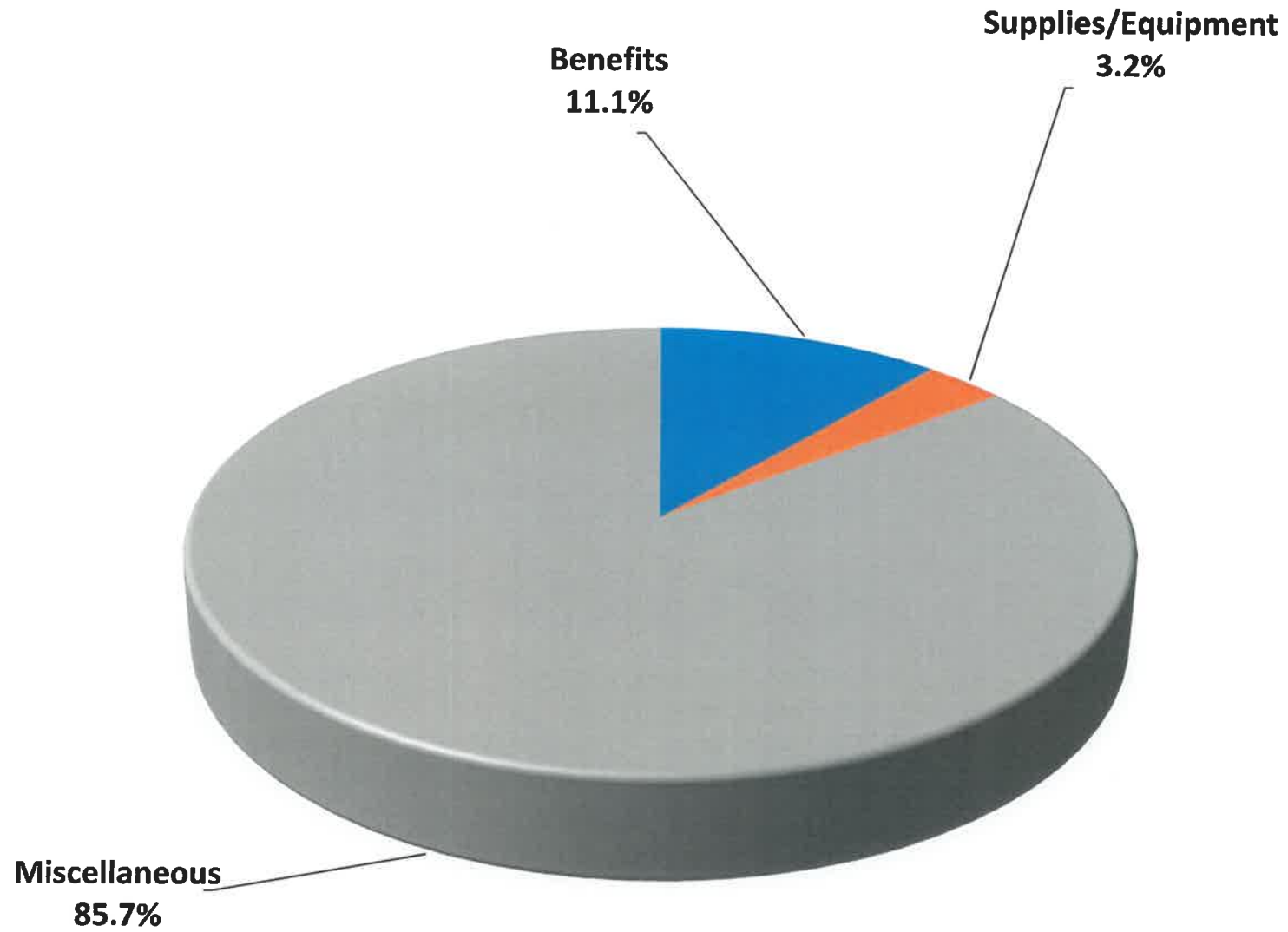


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Budget Request

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-03 Health & Welfare / Welfare									
Benefits									
12-08 Training & Education		260.00	195.00	260.00	80.00	260.00	0.00	.00%	
MMA and DHHS training for welfare administrator.									
Supplies/Equipment									
30-01 Office Supplies		75.00	0.00	75.00	23.46	75.00	0.00	.00%	
Special forms not found at MMA.									
Miscellaneous									
50-12 Welfare		2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	.00%	
Expense of food, shelter, and other basic needs for those who face emergency financial needs or who meet income eligibility requirements. These costs are reimbursed by the State at 50% of actual expenditures.									
Welfare		2,335.00	195.00	2,335.00	103.46	2,335.00	0.00	.00%	

WELFARE



Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-04 Health & Welfare / Social Services CONT'D								
55-11 YC Shelters This agency provides shelter and food for the homeless.	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	.00%	
55-13 Sexual Assault Response Servic This agency provides services to survivors of sexual assault.	1,000.00	1,000.00	1,100.00	1,100.00	1,100.00	0.00	.00%	
55-14 Church Community Outreach Serv This agency serves residents with core pantry and produce pantry operations.	3,000.00	3,000.00	3,300.00	3,300.00	3,300.00	0.00	.00%	
55-16 Lifeflight This agency provides life saving air transportation.	868.00	868.00	908.00	908.00	908.00	0.00	.00%	
55-20 MaineHealth Care at Home This agency provides home health nursing, physical, occupational, and speech therapies.	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	.00%	
Social Services	22,707.00	23,207.00	23,772.00	15,747.00	23,597.00	-175.00	-.74%	

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-07 Health & Welfare / Shellfish Conservation								
Personnel								
10-01 Salaries & Wages	2,712.00	2,712.00	2,793.00	1,396.50	2,793.00	0.00	.00%	
Salary and wages for staff.								
Benefits								
12-01 FICA	207.00	207.46	214.00	106.83	214.00	0.00	.00%	
Employer's contribution for FICA (7.65%).								
12-07 Travel & Meetings	250.00	0.00	250.00	0.00	250.00	0.00	.00%	
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.								
Shellfish Conservation	3,169.00	2,919.46	3,257.00	1,503.33	3,257.00	0.00	.00%	

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Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 29-10 Health & Welfare / Public Restrooms								
Miscellaneous								
50-21 Dock Square Restrooms	30,000.00	26,511.55	30,000.00	19,404.85	30,000.00	0.00	.00%	
Cleaning service, electricity, water, paper products, heat, maintenance, and all other expenses related to the upkeep of the restrooms.								
50-68 Public Facility	6,000.00	3,310.00	6,000.00	5,540.00	6,800.00	800.00	13.33%	
Port-a-potty rentals for Rotary Park, Kings Highway Pump Station, Goose Rocks Beach General Store and Government Wharf. Increase due to costs hae escalated from the vendor.								
Public Restrooms	36,000.00	29,821.55	36,000.00	24,944.85	36,800.00	800.00	2.22%	

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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-01 Public Works / Highway Dept								
Personnel								
10-01 Salaries & Wages	551,269.00	536,054.65	617,913.00	378,976.61	613,319.00	-4,594.00	-.74%	
Salary and wages for staff includes Mechanic, 5 Operators, 1 Custodian, 25% for administration support, 50% for Public Works Director, and 30% for the Engineer. Decrease due to change in staff.								
10-10 Overtime	46,441.00	35,620.02	47,834.00	13,827.10	47,834.00	0.00	.00%	
Overtime wages.								
10-20 Part-Time	10,240.00	13,429.05	10,240.00	7,210.00	11,264.00	1,024.00	10.00%	
Salary for a part-time public space maintenance position (shared with Wastewater). Increase due to wage adjustment to align with the market range.								
Benefits								
12-01 FICA	48,099.00	42,578.10	52,923.00	30,670.63	53,185.00	262.00	.50%	
Employer's contribution for FICA (7.65%). Increased to align with taxable wages.								
12-02 MSRS	58,154.00	53,313.43	62,986.00	37,985.27	59,364.00	-3,622.00	-5.75%	
Employer's contribution to Maine State Retirement, based on wage calculation. Decrease due to employee participation.								
12-03 ICMA	11,608.00	11,580.42	13,416.00	8,980.74	17,358.00	3,942.00	29.38%	
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase due to employee participation.								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-01 Public Works / Highway Dept CONT'D								
12-05 Health	200,096.00	168,233.36	206,528.00	113,439.31	196,598.00	-9,930.00	-4.81%	
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2025. Employee contributes 15% of the cost. Decrease due to employee participation.								
12-07 Travel & Meetings	0.00	1,183.60	800.00	488.25	800.00	0.00	.00%	
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel.								
12-08 Training & Education	0.00	4,547.50	5,000.00	65.00	1,500.00	-3,500.00	-70.00%	
Registration fees and training for 8 staff members. Decrease reflects not having to send a new employee to commercial driving training to obtain their CDL.								
12-12 Uniforms	5,220.00	5,995.53	5,220.00	4,198.78	5,500.00	280.00	5.36%	
Clothing allowance and one pair of boots per person. Increase due to cost increases by vendor.								
Utilities								
15-01 Electricity	5,200.00	5,059.98	5,700.00	3,545.51	8,910.00	3,210.00	56.32%	
Electricity costs. Increase reflects the anticipated rate increase from the electrical supplier from the new contract.								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-01 Public Works / Highway Dept CONT'D								
15-02 Phone/Internet	4,910.00	5,132.94	5,600.00	3,976.44	5,218.00	-382.00	-6.82%	
Telephone and internet expenses (\$1,968), GPS (\$2,150) and cell phone reimbursements (\$1,100). Decrease due to the cost allocations from the new Consolidated Communications contract.								
15-03 Heating Fuel	2,100.00	2,099.13	4,250.00	2,019.54	3,750.00	-500.00	-11.76%	
Heating expense for the garage (1,500 gallons @ \$2.50/gallon). Current contract expires 4/30/24. Decrease reflects the usage of propane fuel.								
Services								
20-04 Advertising	500.00	0.00	500.00	2,299.00	1,000.00	500.00	100.00%	
Publication costs for recruiting, bid advertisements, and miscellaneous public notices. Increase due to public notice requirements for state and federal projects, as well as employment openings.								
20-06 Expert/Professional	7,248.00	11,181.58	6,000.00	1,834.43	16,000.00	10,000.00	166.67%	
Professional, personnel, and engineering services, random drug testing (\$1,000), tree trimming (\$10,000), and survey work as needed (\$5,000). Increase due to the contracting of tree trimming services.								

KENNEBUNKPORT
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Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-01 Public Works / Highway Dept CONT'D									
160	20-08 Technology/Software	4,010.00	3,786.03	7,250.00	5,928.09	6,333.00	-917.00	-12.65%	
	IT services (\$1,248) that include backup, antivirus, and Microsoft 365/emails, Sonicwall/firewall (\$650), ESRI services (\$935) and mechanic's software annual support (\$3,500). Decrease reflects information technology consultant costs that are allocated to Public Works.								
	20-14 Rentals	7,600.00	0.00	4,000.00	3,213.12	4,000.00	0.00	.00%	
	McCabe property lease for snow storage, and rental of miscellaneous small tools throughout the year. Other rentals are covered in the capital budget.								
	20-15 Street Marking	9,500.00	9,840.65	10,000.00	3,246.15	15,000.00	5,000.00	50.00%	
	Centerline and fog/edge line painting by contractor. Crosswalks and parking spots are done by the Town crew. Increase due to cost increases from vendors.								
	20-25 Alarms	300.00	185.00	300.00	703.25	500.00	200.00	66.67%	
Fire alarms. Increase due to cost increases from vendor.									
Supplies/Equipment									
	30-01 Office Supplies	600.00	2,879.57	1,500.00	1,672.91	2,500.00	1,000.00	66.67%	
Miscellaneous office supplies, and drinking water due to contaminated well. Increase reflects additional office supplies needed.									

KENNEBUNKPORT
2:56 PM

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-01 Public Works / Highway Dept CONT'D								
30-02 Operating Supplies Flagging, stakes, maps, Occupational Safety and Health Administration testing, shop and field supplies, and first aid supplies.	6,000.00	4,137.62	5,500.00	2,091.31	5,500.00	0.00	.00%	
30-03 Equipment Small equipment replacements such as chain saws, string trimmers, pull saw, walk behind mower and leaf blowers.	6,000.00	1,932.33	6,000.00	35.98	6,000.00	0.00	.00%	
30-04 Postage Postage for correspondences and other mailing charges. Decrease reflects anticipated actual costs for mailings.	0.00	3.00	600.00	44.13	400.00	-200.00	-33.33%	
30-05 Photocopier Photocopier lease, maintenance and copies. New account to reflect costs for department photocopier.	380.00	203.10	400.00	203.37	440.00	40.00	10.00%	
30-08 Computers Purchase of iPad for Public Works foreman.	0.00	0.00	0.00	0.00	1,300.00	1,300.00	100.00%	
30-10 Culverts Used for emergency road repairs and driveway culvert replacements.	2,000.00	0.00	2,000.00	442.82	2,000.00	0.00	.00%	
30-12 Gravel Gravel for resurfacing unpaved roads, shoulder projects, and trench work. Increase due to cost of material.	2,000.00	836.08	2,000.00	1,810.56	2,000.00	0.00	.00%	

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-01 Public Works / Highway Dept CONT'D								
30-13 Salt Approx 800 tons @ \$76.72/ton. Salt cost decreased from \$78 to \$76.72/ton.	70,000.00	67,775.76	85,800.00	24,574.99	61,376.00	-24,424.00	-28.47%	
30-15 Liquid Road Treatment Winter application for deicing and summer application for unpaved road dust control. 4,300 gallons @ \$1.75/gallon. Minimum delivery is 4,300 gallons. Decrease due to leftover FY24 funds that will be used to purchase treatment in advance.	12,900.00	0.00	15,050.00	0.00	7,525.00	-7,525.00	-50.00%	
30-16 Patch Material to repair potholes and trenches.	5,000.00	1,807.88	5,000.00	1,252.50	5,000.00	0.00	.00%	
30-17 Signs Installation of new or damaged traffic and parking control signs. The Town continues to receive numerous requests for signs.	6,000.00	7,149.78	6,500.00	4,568.10	6,500.00	0.00	.00%	
30-19 Tools This account is used to purchase tools that are owned by the Town. Increase due to inflationary costs.	2,500.00	3,706.91	2,500.00	5,990.91	3,000.00	500.00	20.00%	
30-24 Gas 5,000 gallons @ \$3.25/gallon.	11,825.00	10,800.77	16,250.00	7,789.22	16,250.00	0.00	.00%	
30-25 Diesel 10,000 gallons @ \$4.50/gallon.	30,000.00	29,652.84	45,000.00	19,513.21	45,000.00	0.00	.00%	

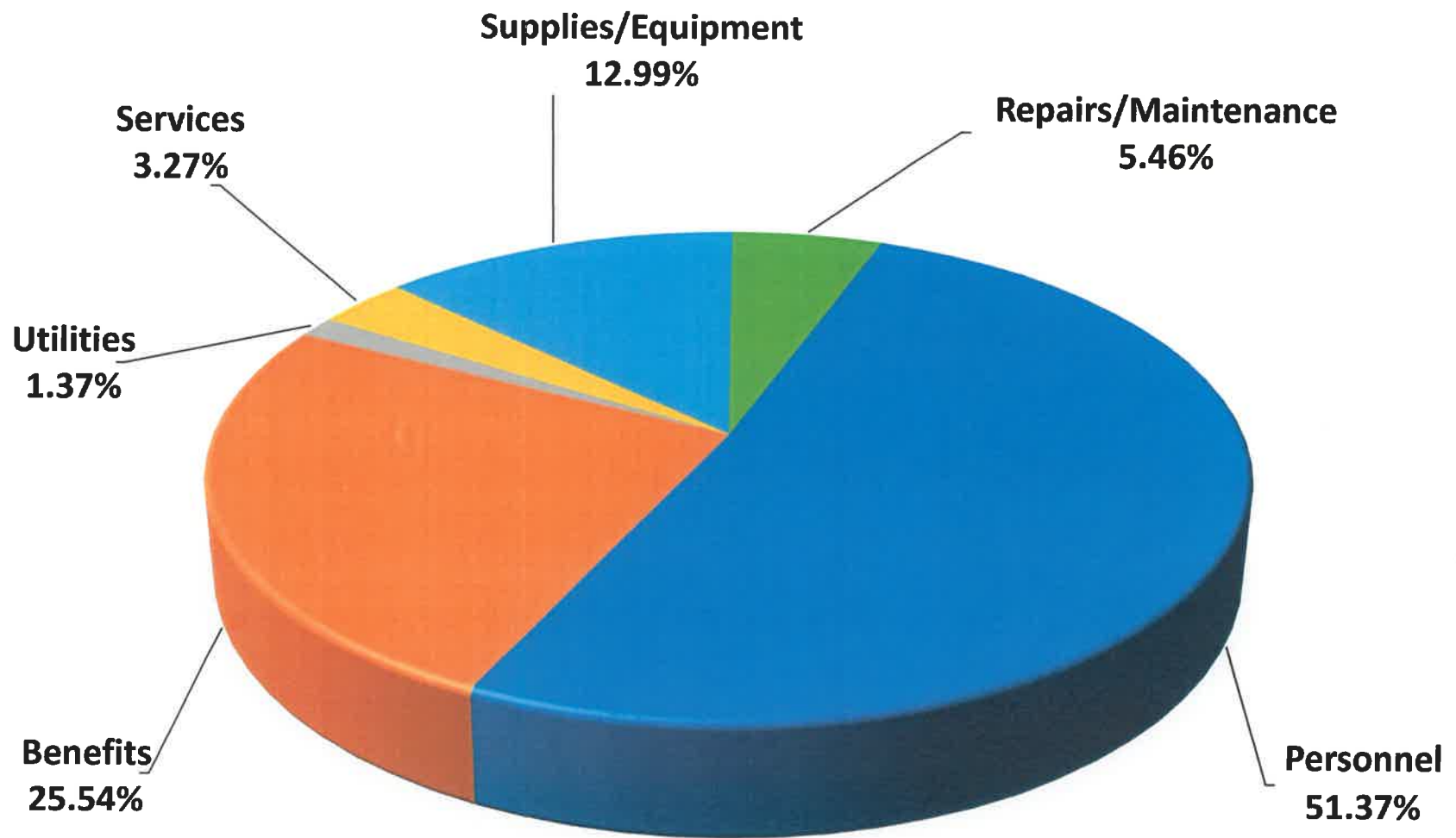
Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-01 Public Works / Highway Dept CONT'D								
35-03 Vehicles & Equipment	63,000.00	58,518.65	63,000.00	37,579.43	63,000.00	0.00	.00%	
Parts and supplies for the department's vehicles. The following vehicles and equipment are included in this account: 2023 Ford F-250, 2016 International, 2012 International, 2015 International, 2011 International, 2009 F-350 DRW 2x4, 2020 Western Star tandem axle, 2017 Ford F-350 4x4, 2020 Ford F-350 4x4, loader (2013 John Deere), Trackless (2007 MT5; 2018 MT7), backhoe (2018 Case 580SM), sweeper (2016 Tymo 435), mowing tractor (2005 John Deere F687), 2021 Walker T27I mower, paint sprayer (2018 Graco), snowplows (various ages and makes), pavement saw (2001 Stihl TG400), equipment trailer (1969 Tagalong), air compressor (1987 Smith 100CFM), utility trailer (2002 Big Tex), generator (2005 Cat 45kw), Vermeer (1997 Brush Chipper), compactor (2010 Webber MT CR5HD), and various miscellaneous equipment.								
Highway Dept	1,201,700.00	1,117,525.53	1,334,560.00	747,270.93	1,308,974.00	-25,586.00	-1.92%	

HIGHWAY



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Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-03 Public Works / Utilities-Hydrants								
Utilities								
15-07 Fire Hydrants	144,324.00	144,323.28	144,324.00	96,215.52	158,757.00	14,433.00	10.00%	
KKWWD charges for 123 hydrants. Increase due to projected rate increase from Kennebunk, Kennebunkport, Wells Water District (KKWD).								
Utilities-Hydrants	144,324.00	144,323.28	144,324.00	96,215.52	158,757.00	14,433.00	10.00%	

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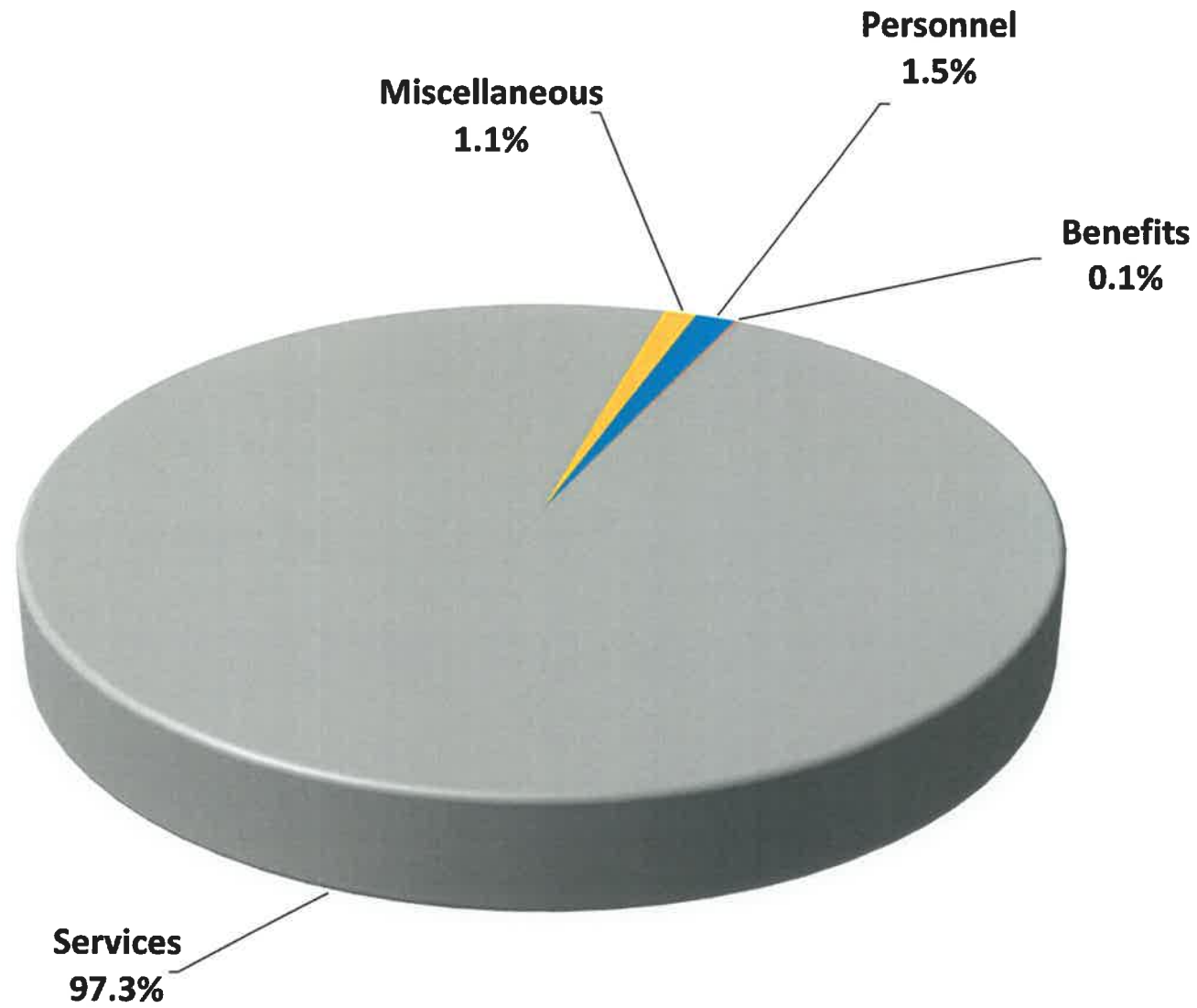
Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-04 Public Works / Shade Tree								
Personnel								
10-11 Shade Tree Warden	633.00	633.00	652.00	326.00	652.00	0.00	.00%	
Salary and wages for staff.								
Benefits								
12-01 FICA	48.00	48.42	50.00	24.94	50.00	0.00	.00%	
Employer's contribution for FICA (7.65%).								
Services								
20-06 Expert/Professional	2,500.00	66.00	2,500.00	0.00	2,500.00	0.00	.00%	
Arborist consulting services.								
20-08 Technology/Software	0.00	0.00	80.00	977.73	622.00	542.00	677.50%	
IT services (\$72) that includes backup, antivirus, and Microsoft 365/emails, and ESRI GIS (\$550). Increase due to the allocation of the GIS license.								
20-16 Planting	2,000.00	1,916.20	2,000.00	0.00	2,000.00	0.00	.00%	
Costs associated with new or replacement trees.								
20-17 Tree Treatment	23,000.00	21,418.00	23,000.00	17,680.00	25,000.00	2,000.00	8.70%	
Maintenance program including injection materials, labor, trimming, and removals. Increase due to the cost of tree treatments.								
20-18 Cutting & Pruning	10,000.00	19,780.00	10,000.00	3,475.00	10,000.00	0.00	.00%	
Safety removal program.								

Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-04 Public Works / Shade Tree CONT'D								
20-37 Fertilizing	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	.00%	
Fertilization for mature trees that may have the potential to decline, as well as young trees just getting started. The injections improve the health and longevity of the trees. The fertilization program will also include the use of biological stimulants that will replace fungi and bacteria normally found on the forest floor but not in developed areas. Often, trees in developed areas are under stress without the natural nutrients of a natural forested area.								
Miscellaneous								
50-01 Miscellaneous	500.00	313.72	500.00	105.00	500.00	0.00	.00%	
Recording fees and other uncategorized items.								
Shade Tree	41,681.00	44,175.34	41,782.00	22,588.67	44,324.00	2,542.00	6.08%	

SHADE TREE



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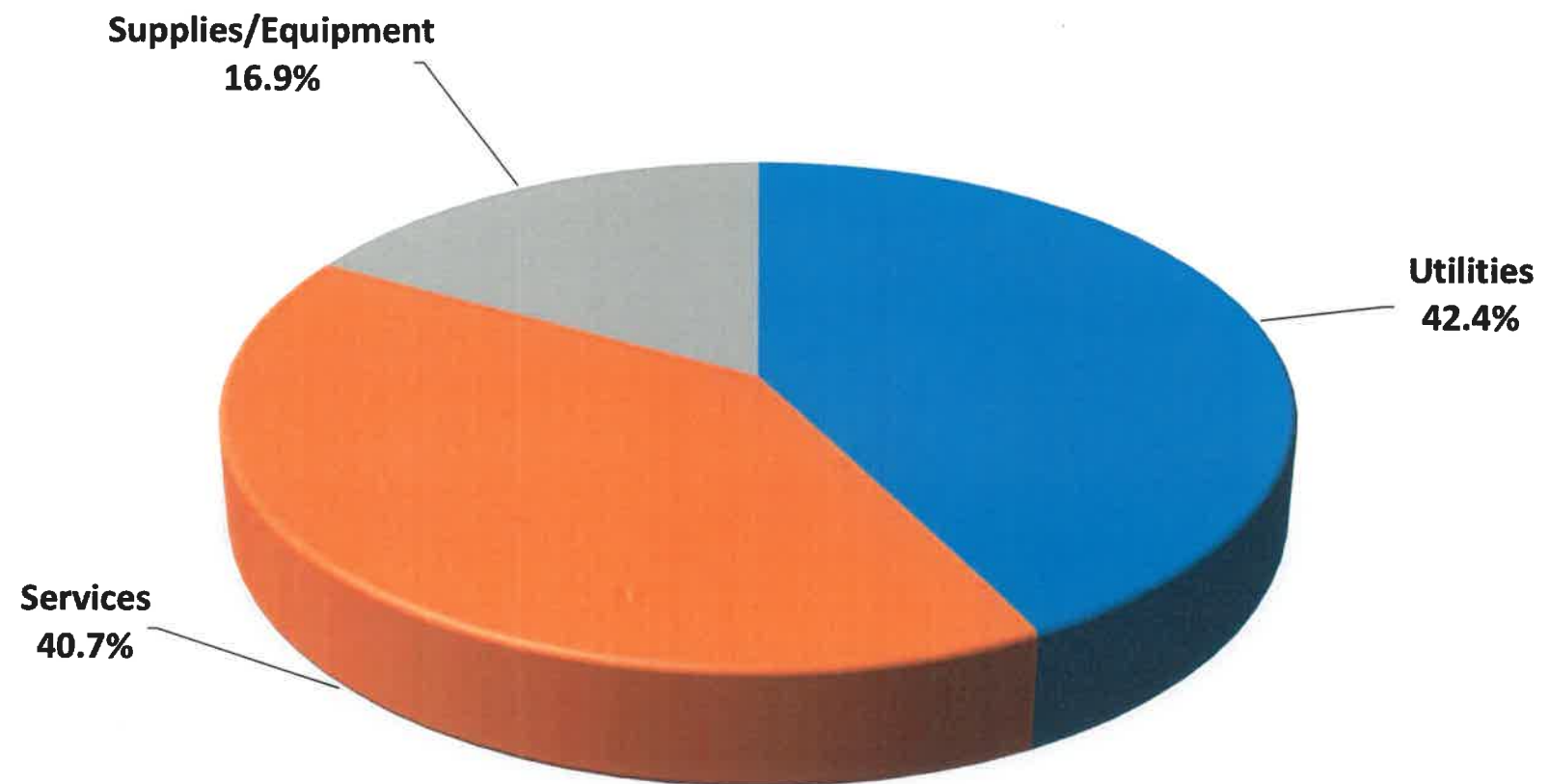
Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-05 Public Works / Street Lights								
Utilities								
15-01 Electricity	7,000.00	7,032.19	8,253.00	6,535.46	12,516.00	4,263.00	51.65%	
There are 105 active lights throughout town. Contracted cost for energy supply and delivery service cost based on the PUC rate for energy distribution. Increase reflects the anticipated rate increase from the electrical supplier from the new contract.								
Services								
20-06 Expert/Professional	12,000.00	1,912.65	12,000.00	2,088.01	12,000.00	0.00	.00%	
Contract maintenance for Town owned street lights and engineering work on street light replacement program.								
Supplies/Equipment								
30-02 Operating Supplies	5,000.00	558.10	5,000.00	47.98	5,000.00	0.00	.00%	
Replacement of LED street lights.								
Street Lights	24,000.00	9,502.94	25,253.00	8,671.45	29,516.00	4,263.00	16.88%	

STREET LIGHTS

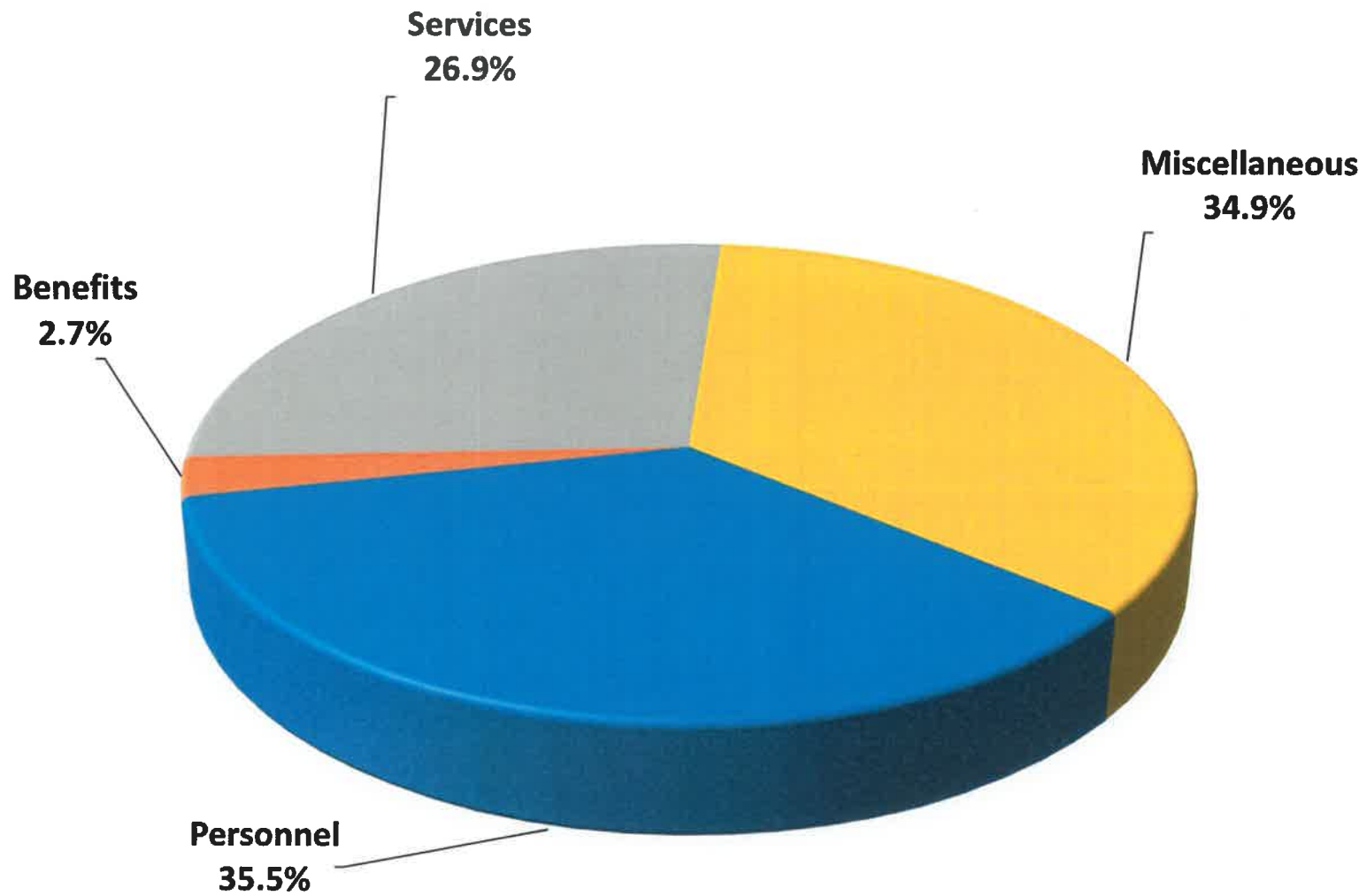


Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 31-06 Public Works / Cemetery									
Personnel									
175	10-01 Salaries & Wages	5,764.00	5,492.40	5,937.00	5,500.00	6,600.00	663.00	11.17%	
	Salary and wages for staff. Increase due to anticipated wage increase for part-time seasonal help in mowing cemeteries.								
	Benefits								
	12-01 FICA	441.00	429.60	454.00	420.75	505.00	51.00	11.23%	
	Employer's contribution for FICA (7.65%). Increased to align with taxable wages.								
Services									
	20-18 Cutting & Pruning	2,250.00	0.00	2,250.00	0.00	5,000.00	2,750.00	122.22%	
	Tree and brush cutting, pruning, and removal. Increase due to additional tree cutting and pruning in cemeteries which is needed to protect our gravestones.								
Miscellaneous									
	50-01 Miscellaneous	2,400.00	41.34	2,400.00	2,490.00	2,400.00	0.00	.00%	
	Replacement and repairs of headstones and fences.								
	50-31 Arundel Cemetery	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	0.00	.00%	
	Maintenance of veterans' graves with no perpetual care.								
	Cemetery	14,955.00	10,063.34	15,141.00	12,510.75	18,605.00	3,464.00	22.88%	

CEMETERY



Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-01 Recreation & Culture / Recreation								
Personnel								
10-01 Salaries & Wages	195,437.00	184,805.40	199,784.00	124,791.01	195,624.00	-4,160.00	-2.08%	
Salary and wages for staff. Decrease due to change in staff.								
10-10 Overtime	2,000.00	3,446.39	3,000.00	704.52	3,000.00	0.00	.00%	
Increase for actual anticipated needs for programs and events.								
Benefits								
12-01 FICA	15,468.00	13,920.27	15,886.00	10,029.11	15,865.00	-21.00	-.13%	
Employer's contribution for FICA (7.65%). Decreased to align with taxable wages.								
12-02 MSRS	20,141.00	21,699.38	20,687.00	17,912.45	19,664.00	-1,023.00	-4.95%	
Employer's contribution to Maine State Retirement. Decrease due to employee participation.								
12-03 ICMA	4,798.00	4,709.02	4,870.00	3,391.97	3,758.00	-1,112.00	-22.83%	
ICMA 457 Deferred Compensation Plan for all eligible employees. Decrease due to employee participation.								
12-05 Health	77,557.00	54,874.05	45,536.00	28,643.18	45,592.00	56.00	.12%	
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2025. Employee contributes 15% of the cost. Increase due to employee participation.								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D								
12-06 Dues & Fees	970.00	1,240.00	1,015.00	1,632.77	1,155.00	140.00	13.79%	
Dues and subscriptions to professional associations such as Maine Recreation and Parks Association (\$180), NEPR (\$105), NRPA (\$470), and Rotary membership for Director (\$400). Increase reflects participation in professional associations.								
12-07 Travel & Meetings	2,500.00	1,531.30	2,500.00	2,189.70	5,550.00	3,050.00	122.00%	
Reimbursement account for use of personal vehicles while on town business and for other travel related expenses such as meals, lodging, and other means of travel. Increase due to attending the national conference.								
12-08 Training & Education	2,160.00	1,669.20	2,125.00	780.00	2,000.00	-125.00	-5.88%	
Registration, fees, and tuition of conferences and seminars. Decrease due to anticipated participation amongst department employees.								
12-12 Uniforms	300.00	392.55	400.00	432.40	500.00	100.00	25.00%	
Purchase uniforms for staff. Increase due to the purchase of staff shirts for new employees.								
Utilities								
15-01 Electricity	3,500.00	4,228.71	4,000.00	3,037.50	4,855.00	855.00	21.38%	
Electrical costs, including heating and cooling of the building. Increase due to new contract with electrical supplier.								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D								
15-02 Phone/Internet	4,775.00	4,271.07	4,200.00	9,620.00	4,175.00	-25.00	-.60%	
Telephone and internet expenses (\$3,575) and cell phone reimbursements (\$600). Decrease due to the allocation of costs for the new Consolidated Communications contract.								
15-03 Heating Fuel	120.00	0.00	120.00	0.00	120.00	0.00	.00%	
Heating expense for the kitchen. Current contract expires 4/30/24.								
15-05 Water	340.00	285.97	340.00	291.90	374.00	34.00	10.00%	
Water expense serviced by KKWWD for building and Parsons Field. Increase due to anticipated rate increase from KKWD.								
Services								
20-04 Advertising	0.00	0.00	200.00	0.00	200.00	0.00	.00%	
Publication costs for recruiting, bid advertisements, and miscellaneous public notices.								
20-06 Expert/Professional	4,079.00	4,865.91	800.00	0.00	0.00	-800.00	-100.00%	
Professional, personnel, engineering services and background checks. Decrease due to no anticipated costs in this category in FY25.								

Budget Request

02/27/2024

Expense

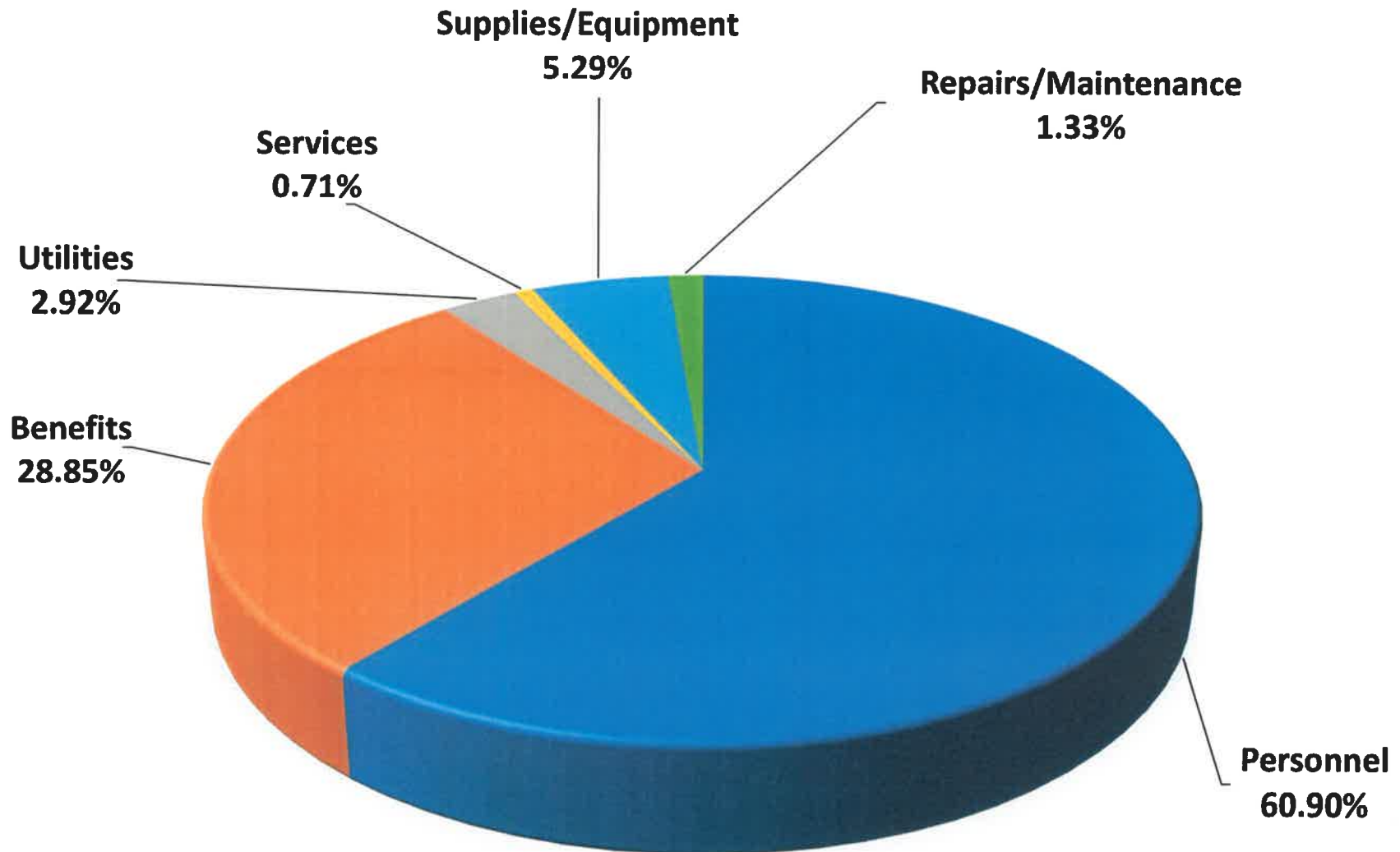
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D								
20-08 Technology/Software	1,200.00	1,161.30	2,750.00	1,478.74	2,120.00	-630.00	-22.91%	
IT services (\$1,470) that include backup, antivirus, Microsoft 365/emails and Sonicwall/firewall (\$650). Decrease due to the allocation of IT services, Microsoft products, and firewall costs to department.								
Supplies/Equipment								
30-01 Office Supplies	1,350.00	1,319.56	1,350.00	1,207.60	2,400.00	1,050.00	77.78%	
Miscellaneous office supplies. Increase due to new chairs for the building (\$1,000).								
30-02 Operating Supplies	2,000.00	2,436.39	2,500.00	1,227.23	3,500.00	1,000.00	40.00%	
Rental equipment and building cleaning supplies and equipment. Increase due to the purchase of a power station/generator (\$1,000).								
30-04 Postage	50.00	967.54	50.00	1.83	50.00	0.00	.00%	
Mailing expenses.								
30-05 Photocopier	100.00	217.96	100.00	223.68	550.00	450.00	450.00%	
Photocopier lease, maintenance and copies. New account to reflect costs for department photocopier.								
30-08 Computers	0.00	0.00	0.00	0.00	2,250.00	2,250.00	100.00%	
Replacement of one laptop/desktop and a printer.								

Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D								
30-40 Parks & Open Space Supplies	0.00	0.00	3,340.00	1,205.00	8,500.00	5,160.00	154.49%	
For parks and open space maintenance and supplies. Includes porta-potty rentals at Rotary Park (\$2,000), playground mulch for two playgrounds (\$6,500). Increase due to the installation of mulch at two playgrounds.								
Repairs/Maintenance								
35-01 Buildings	2,000.00	1,784.18	5,335.00	2,459.44	3,350.00	-1,985.00	-37.21%	
General repairs and maintenance (\$1,515). Includes Superior Energy inspections (\$285), fire extinguisher and hood certifications (\$550) and seal coating (\$1,000). Decrease due to no large building maintenance costs are anticipated in 2024.								
35-03 Vehicles & Equipment	1,000.00	1,221.08	1,000.00	1,242.43	1,000.00	0.00	.00%	
Routine maintenance of lawn mowers, tractors, and bus.								
Recreation	341,845.00	311,047.23	321,888.00	212,502.46	326,152.00	4,264.00	1.32%	

RECREATION



Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-02 Recreation & Culture / Graves Library								
Miscellaneous								
50-15 Library	155,000.00	155,000.00	185,000.00	185,000.00	185,000.00	0.00	.00%	
The Town's contribution to the Louis T. Graves Memorial Library.								
Graves Library	155,000.00	155,000.00	185,000.00	185,000.00	185,000.00	0.00	.00%	



December 27, 2023

Laurie Smith, Town Manager
Town of Kennebunkport
P.O. Box 566
Kennebunkport, ME 04046

RE: **Graves Library Funding (2024-2025)**

Dear Laurie:

Enclosed please find the proposed budget for the Louis T. Graves Memorial Public Library for the upcoming fiscal year. A detailed explanation will follow shortly.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in dark ink, reading "Mary-Lou Boucouvalas". The signature is fluid and cursive, with the first name "Mary-Lou" and the last name "Boucouvalas" clearly distinguishable.

Mary-Lou Boucouvalas
Library Director

Submitted	Proposed
Fiscal 2024	Fiscal 2025
7/1/23- 6/30/24	7/1/24- 6/30/25

Revenues

Annual Fund Drive	100,000	110,000
Special Event Fund Raising	40,000	60,000
Book Sales	23,000	30,000
Rental Income	2,000	2,000
General Revenues-Fines, Etc.	12,000	12,000
Funds Raised Directly	177,000	214,000
Endowment Contribution	80,000	90,000
Reserves	30,000	3,000
Total Funds Generated by Library	287,000	307,000
Requested Municipal Funding	185,000	185,000

Total Revenues

472,000	492,000
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Town Contribution as a Percent of Total	39.2%	38%
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Expenses

Books/Periodicals/DVDs/Newspapers	30,000	32,000
Fund Raising Expenses	6,000	15,000
Capital Repairs/Building/Equip/Computers	35,000	33,000
Insurance (Prop/D&O/Workers Comp)	13,000	20,000
Wages	275,000	280,000
Payroll Taxes/IRA Expenses	25,000	26,000
Medical Insurance Coverage	29,000	8,000
Library Program Expenses/Assoc. Dues/Etc.	3,000	6,000
Accounting/Prof. Expenses	10,000	11,000
Postage/Printing	3,000	3,500
Services (Maintenance/Security/Plowing, Etc.)	10,000	13,000
Supplies (Janitorial, Etc.)	10,000	17,000
Utilities (Power/Water/Sewer/Fuel/Telephone)	18,000	19,000
Other	5,000	8,500

Total Expenses

472,000	492,000
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Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-03 Recreation & Culture / Cape Porpoise Library								
Miscellaneous								
50-15 Library	14,550.00	14,550.00	14,550.00	14,550.00	17,600.00	3,050.00	20.96%	
The Town's contribution to the operating expenses of the Cape Porpoise Library. Increase reflects the anticipated costs increases.								
Cape Porpoise Library	14,550.00	14,550.00	14,550.00	14,550.00	17,600.00	3,050.00	20.96%	



**Cape Porpoise Library
173 Main Street
Cape Porpoise, ME 04014**

December 29, 2023

Laurie Smith, Town Manager
Kennebunkport, Maine 04046

Dear Laurie:

Please accept the attached funding request for the Cape Porpoise Library 2024/2025 fiscal year. You may note that requested funding for operating expenses is increased for the first time in five years as we strive to keep our library relevant to the community.

While continuing to provide traditional profile of services, we have also increased children traffic to the library by offering special event workshops on the days when local schools schedule "early release days". We also find that business use of the library has increased as remote workers request scan, print or fax services and avail themselves of our Notary Public services.

Though our personnel pay rates have remained unchanged for four years and are in all cases lower than entry pay rate at MacDonalds restaurants, though we benefit from the dedicated service of numerous volunteers, we are now compensating for at least some of the administrative time demanded of our staff in order to provide the services and special events that our patrons have come to expect.

Thank you for your consideration of this request and for your ongoing support of the Cape Porpoise Library.

Sincerely,

Richard L. Smith
Treasurer

**CAPE PORPOISE LIBRARY
173 MAIN STREET
CAPE PORPOISE, ME 04014
Tel: 207-967-1357**

BUDGET PROPOSAL FY 2024/2025

**Computer Internet / E-mail*Wireless Accessibility*FAX*Copier*Handicap Facilities
Tues, Thurs 1 – 4pm, Fri, Sat 9 am – noon**

	01/01/23-12/31/23 EXPENSES	07/01/24 – 06/30/25 PROPOSED BUDGET
ADMINISTRATION	231	250
BUILDING & EQUIPMENT MAINTENANCE	1,393	1,300
INSURANCE	856	900
LENDING MATERIAL – books, audios, DVDs	4,517	4,000
UTILITIES & HEAT	1,700	2,000
MISC SUPPLIES	867	1,000
MAILINGS	586	500
EQUIPMENT UPGRADES	995	400
WAGES & TAXES	17,823	20,000
TOTAL	28,968	30,350

FUNDING REQUEST: \$17,600.00

Please Note:

- * Total budgeted expenditures increased for 5th consecutive year while 2024/25 funding request is increased for the first time in five years.
- * Wages and taxes show increase in coming year as we are now compensating for a portion of staff administrative hours, though hourly pay rates have remained unchanged for 4 years
- * Library traffic has returned to pre-pandemic levels and we have added children workshops on RSU 21 Early Release Wednesdays



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Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-04 Recreation & Culture / Parsons Way								
Services								
20-18 Cutting & Pruning	3,800.00	6,090.00	6,000.00	0.00	6,100.00	100.00	1.67%	
Continued eradication of bittersweet, poison ivy, and phragmites. Increase due to eradication of invasive plants along Parsons Way due to vendor cost increases.								
Parsons Way	3,800.00	6,090.00	6,000.00	0.00	6,100.00	100.00	1.67%	

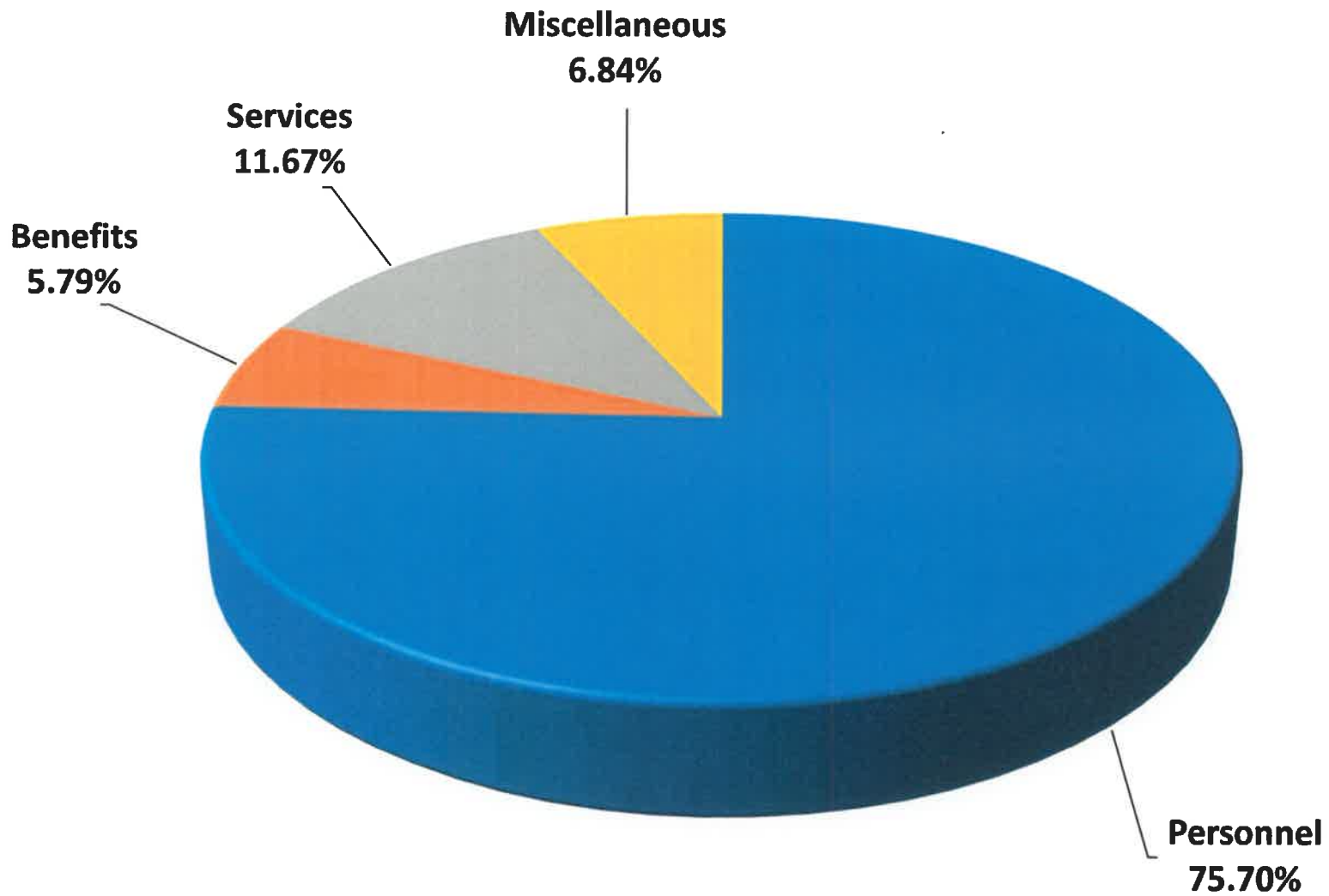
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Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 33-05 Recreation & Culture / GRB Advisory Reserve									
Personnel									
103	10-01 Salaries & Wages	40,630.00	32,835.18	40,630.00	25,594.87	45,410.00	4,780.00	11.76%	
	Salaries to fund the Goose Rocks Beach summer beach patrol in accordance with the Beach Use Agreement. Increase due to labor market increases.								
	Benefits								
	12-01 FICA	3,108.00	2,520.74	3,296.00	2,121.01	3,474.00	178.00	5.40%	
	Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
Services									
	20-06 Expert/Professional	5,000.00	17,396.80	5,000.00	6,149.54	7,000.00	2,000.00	40.00%	
	Water quality testing in partnership with Maine Healthy Beaches. Increase due to additional testing.								
Miscellaneous									
	50-01 Miscellaneous	0.00	4,369.71	0.00	4,864.72	0.00	0.00	.00%	
	50-30 GRB Advisory Expenses	3,000.00	4,485.39	3,000.00	2,401.57	4,100.00	1,100.00	36.67%	
	Brochures and signage (\$3,000), and Goose Rocks Beach parking stickers (\$800), and constant contact subscription (\$300). Increase due to parking stickers and additional educational materials.								
	GRB Advisory Reserve	51,738.00	61,607.82	51,926.00	41,131.71	59,984.00	8,058.00	15.52%	

GRB ADVISORY



Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 35-01 Local Circuit Breaker / Local Circuit Breaker								
Miscellaneous								
50-01 Miscellaneous	0.00	1,500.00	0.00	2,071.00	0.00	0.00	.00%	
Expenses are paid from a reserve account which requires no budgetary funding.								
Local Circuit Breaker	0.00	1,500.00	0.00	2,071.00	0.00	0.00	.00%	

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Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 36-01 Overlay / Overlay								
Miscellaneous								
50-01 Miscellaneous	860,774.00	0.00	915,587.00	0.00	915,587.00	0.00	.00%	
Projected								
50-03 Abatements	0.00	71,884.80	0.00	3,291.38	0.00	0.00	.00%	
Overlay	860,774.00	71,884.80	915,587.00	3,291.38	915,587.00	0.00	.00%	

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Budget Request

02/27/2024

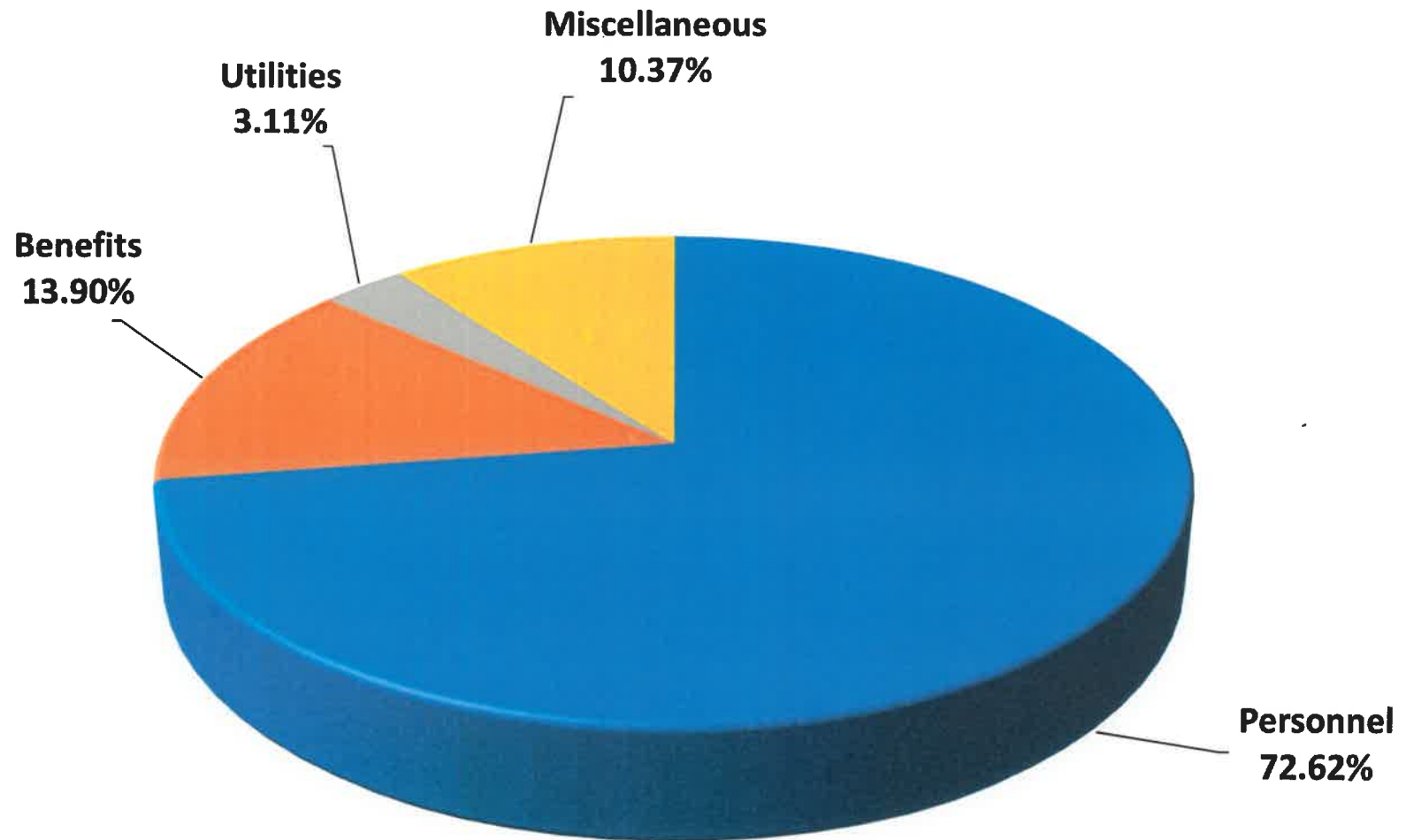
Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 37-07 Unclassified / Contingency								
Personnel								
10-01 Salaries & Wages	15,000.00	0.00	15,000.00	0.00	340,000.00	325,000.00	2166.67%	
Market adjustments and union contract expires 6/30/24. Increase reflects the market and cost of living increases for all general fund wages.								
10-19 Accrued Liabilities	10,000.00	10,000.00	10,000.00	17,305.61	10,000.00	0.00	.00%	
Accrued liability for departing employees. The balance goes to the reserve account.								
Benefits								
12-01 FICA	0.00	0.00	0.00	1,530.44	26,530.00	26,530.00	100.00%	
To cover the cost of the employer's contribution due to market adjustments.								
12-02 MSRS	0.00	0.00	0.00	0.00	33,660.00	33,660.00	100.00%	
To cover the cost of additional employee participation.								
12-03 ICMA	0.00	0.00	0.00	0.00	6,800.00	6,800.00	100.00%	
To cover the cost of additional employee participation.								
Utilities								
15-04 Fuel	60,000.00	43,725.00	15,000.00	0.00	15,000.00	0.00	.00%	
To accommodate for fluctuations in the volatile petroleum product markets.								
Miscellaneous								

Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 37-07 Unclassified / Contingency CONT'D								
50-01 Miscellaneous	30,000.00	22,527.00	50,000.00	13,984.91	50,000.00	0.00	.00%	
To cover the cost of unanticipated expenses.								
Contingency	115,000.00	76,252.00	90,000.00	32,820.96	481,990.00	391,990.00	435.54%	

CONTINGENCY



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KENNEBUNKPORT
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Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 38-01 Miscellaneous Agencies / Miscellaneous Agencies									
Miscellaneous									
203	50-16 Memorial Day Contribution to the American Legion for the Memorial Day Parade.	1,600.00	0.00	1,600.00	0.00	1,600.00	0.00	.00%	
	50-17 Dock Square Monument Plantings for the Dock Square monument provided and maintained by the Seacoast Garden Club.	2,000.00	1,893.66	2,000.00	815.80	2,000.00	0.00	.00%	
	50-18 4th of July Kennebunkport's share of the fireworks (split with Kennebunk). Increase reflects the cost of shared 4th of July fireworks with Kennebunk.	4,125.00	4,500.00	4,500.00	4,125.00	5,000.00	500.00	11.11%	
	50-88 So ME Veteran's Memorial Beautification projects for the veterans cemetery. There are currently 21 veterans and/or spouses from Kennebunkport laid to rest in the cemetery.	500.00	500.00	500.00	0.00	500.00	0.00	.00%	
	Social Services								
	55-08 Senior Center Lower Villa This agency provides various programs and services for local senior citizens.	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	0.00	.00%	
	Miscellaneous Agencies	10,475.00	9,143.66	10,850.00	7,190.80	11,350.00	500.00	4.61%	

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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-01 Capital Outlay / Administration								
Miscellaneous								
50-20 Historical Preservation	6,500.00	0.00	7,000.00	0.00	7,000.00	0.00	.00%	
Ongoing preservation of records.								
50-23 Transfer Out	0.00	406,500.00	0.00	22,000.00	0.00	0.00	.00%	
50-86 Special Projects	400,000.00	0.00	15,000.00	0.00	230,000.00	215,000.00	1433.33%	
New software package to automate services and create online flexibility for citizens (\$200,000). The total estimated cost is \$440,000, and this would create a reserve to start the project. First phase of digitization of documents (\$30,000).								
Administration	406,500.00	406,500.00	22,000.00	22,000.00	237,000.00	215,000.00	977.27%	

Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-02 Capital Outlay / Police								
Supplies/Equipment								
30-03 Equipment	6,800.00	0.00	19,000.00	0.00	0.00	-19,000.00	-100.00%	
30-09 Vehicles/Reserve	86,000.00	0.00	41,000.00	0.00	55,000.00	14,000.00	34.15%	
Replace 2019 cruiser.								
Miscellaneous								
50-23 Transfer Out	0.00	92,800.00	0.00	60,000.00	0.00	0.00	.00%	
Police	92,800.00	92,800.00	60,000.00	60,000.00	55,000.00	-5,000.00	-8.33%	

Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-03 Capital Outlay / Communications								
Miscellaneous								
50-23 Transfer Out	0.00	37,000.00	0.00	15,000.00	0.00	0.00	.00%	
50-46 Building Improvements	0.00	0.00	15,000.00	0.00	15,000.00	0.00	.00%	
To repair roof line and replace gutters.								
50-86 Special Projects	37,000.00	0.00	0.00	0.00	0.00	0.00	.00%	
Communications	37,000.00	37,000.00	15,000.00	15,000.00	15,000.00	0.00	.00%	

Budget Request

02/27/2024

		Expense							
		2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-04 Capital Outlay / Fire Reserve									
Supplies/Equipment									
30-03 Equipment		35,000.00	0.00	40,000.00	0.00	46,000.00	6,000.00	15.00%	
Replacement program for SCBAs. Year 6 of 8 years to replacement.									
30-09 Vehicles/Reserve		65,000.00	0.00	0.00	0.00	0.00	0.00	.00%	
Replacement of Car 1 (2015 Ford F-150).									
Miscellaneous									
208	50-23 Transfer Out	0.00	295,000.00	0.00	248,000.00	0.00	0.00	.00%	
	50-46 Building Improvements	0.00	0.00	0.00	0.00	30,000.00	30,000.00	100.00%	
	Replacement of 4 overhead door motors.								
	50-51 Apparatus Reserve	175,000.00	0.00	75,000.00	0.00	75,000.00	0.00	.00%	
	Funding for future replacement of apparatus.								
	50-67 Firefighter PPE	20,000.00	0.00	23,000.00	0.00	0.00	-23,000.00	-100.00%	
Annual personal protective equipment (PPE) replacement for staff (7-10 sets).									
50-86 Special Projects		0.00	0.00	110,000.00	0.00	0.00	-110,000.00	-100.00%	
Fire Reserve		295,000.00	295,000.00	248,000.00	248,000.00	151,000.00	-97,000.00	-39.11%	

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-06 Capital Outlay / Highway								
Supplies/Equipment								
30-03 Equipment	0.00	0.00	4,500.00	0.00	0.00	-4,500.00	-100.00%	
30-09 Vehicles/Reserve	284,000.00	0.00	348,000.00	0.00	310,000.00	-38,000.00	-10.92%	
Replace 2007 Trackless (\$220,000) and replace Truck #8 (\$90,000).								
Miscellaneous								
50-23 Transfer Out	0.00	284,000.00	0.00	352,500.00	0.00	0.00	.00%	
Highway	284,000.00	284,000.00	352,500.00	352,500.00	310,000.00	-42,500.00	-12.06%	

Public Works Equipment

ID	Year	Mfr	Type	Replace FY
1	2023	Ford	F250 4X4	2035
2	2016	INT	Workstar SA	2028
3	2012	INT	Workstar SA	2024
4	2014	INT	Workstar SA	2027
5	2023	Western Star	4800	2035
6	2009	FORD	F-350 2X4 Dual Rear	2023
7	2019	Western Star	4700	2031
8	2003	INT	4300 SA	2025
9	2016	FORD	F350 4X4 Dual Rear	2029
10	2020	Ford	F350 4x4	2032
11	2022	Ford	F350 DRW	2034
	2013	JD	544K Loader	2029
	2018	Trackless	MT7	2028
	2016	Tymco	435	2029
	2017	Graco	Line Striper	Future
	2018	Case	580 T4F	2030
	2001	TITAN 5000 PLR	Line Striper	Reserve
	2007	Trackless	MT5T	2025

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-09 Capital Outlay / Road Improvement								
Miscellaneous								
50-23 Transfer Out	0.00	472,000.00	0.00	716,000.00	0.00	0.00	.00%	
50-47 Road Improvements	472,000.00	0.00	716,000.00	0.00	868,000.00	152,000.00	21.23%	
Continuation of road rehabilitation program to include Wildes District Road reclaim and base pave (\$600,000), West Street shim and overlay (\$97,000), Oak Street shim and overlay (\$19,000), Locke Street shim and overlay (\$19,000), Firefighters' Park overlay (\$9,000), Summit Avenue shim and overlay (\$39,000), Central Avenue shim and overlay (\$15,000), Edgewood Avenue shim and overlay (\$16,000), shoulder gravel allocation (\$20,000) drainage allocation (\$15,000), and excavator lease (\$19,000).								
Road Improvement	472,000.00	472,000.00	716,000.00	716,000.00	868,000.00	152,000.00	21.23%	

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-11 Capital Outlay / Sidewalk Construction								
Miscellaneous								
50-01 Miscellaneous	80,000.00	0.00	125,000.00	0.00	95,000.00	-30,000.00	-24.00%	
Continuation of sidewalk improvements to include reconstruction of 550 feet of sidewalk on Maine Street.								
50-23 Transfer Out	0.00	80,000.00	0.00	125,000.00	0.00	0.00	.00%	
Sidewalk Construction	80,000.00	80,000.00	125,000.00	125,000.00	95,000.00	-30,000.00	-24.00%	

FY25 Road and Sidewalk Projects	
Wildes District Road – Reclaim and base pave	\$ 600,000
West Street Shim and Overlay	\$ 97,000
Oak Street Shim and Overlay	\$ 19,000
Locke Street Shim and Overlay	\$ 19,000
Firefighter's Park – Overlay	\$ 9,000
Summit Street – Shim and Overlay	\$ 39,000
Central – Shim and Overlay	\$ 15,000
Edgewood Avenue – Shim and Overlay	\$ 16,000
Drainage Allocation	\$ 15,000
Shoulder Gravel Allocation	\$ 20,000
Excavator Lease	\$ 19,000
Total:	\$ 868,000

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Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-12 Capital Outlay / Emergency Management								
Supplies/Equipment								
30-03 Equipment	0.00	0.00	10,000.00	0.00	0.00	-10,000.00	-100.00%	
Miscellaneous								
50-70 FEMA	0.00	0.00	0.00	0.00	85,000.00	85,000.00	100.00%	
10% of estimated repairs from January 2024 storm; 80% covered by federal government; 10% covered by the state.								
Emergency Management	0.00	0.00	10,000.00	0.00	85,000.00	75,000.00	750.00%	

Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-13 Capital Outlay / Recreation								
Miscellaneous								
50-23 Transfer Out	0.00	75,000.00	0.00	20,000.00	0.00	0.00	.00%	
50-77 Rec & Park Improvements	75,000.00	0.00	20,000.00	0.00	55,000.00	35,000.00	175.00%	
Basketball/Tennis/Pickleball Court Resurfacing (\$55,000).								
Recreation	75,000.00	75,000.00	20,000.00	20,000.00	55,000.00	35,000.00	175.00%	

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-20 Capital Outlay / Special Projects								
Miscellaneous								
50-01 Miscellaneous	285,000.00	0.00	535,000.00	0.00	550,000.00	15,000.00	2.80%	
Resiliency Construction - proposed resiliency projects include match for reconstruction of Ocean Avenue by Wandby Beach (\$120,000); 5% match for resiliency study for Kennebunk River (\$150,000); design of Dyke Road resiliency (\$100,000); design of Head of the Harbor Pier Road (\$100,000); analysis of dune restoration and armoring at Goose Rocks Beach (\$unknown); analysis of design modification to Colony Beach parking lot (\$50,000), and purchase of LED street light fixtures (\$50,000).						-		
50-23 Transfer Out	0.00	285,000.00	0.00	535,000.00	0.00	0.00	.00%	
Special Projects	285,000.00	285,000.00	535,000.00	535,000.00	550,000.00	15,000.00	2.80%	

Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 39-39 Capital Outlay / Piers								
Miscellaneous								
50-23 Transfer Out	0.00	153,000.00	0.00	107,500.00	0.00	0.00	.00%	
50-48 Reserve	153,000.00	0.00	107,500.00	0.00	0.00	-107,500.00	-100.00%	
Piers	153,000.00	153,000.00	107,500.00	107,500.00	0.00	-107,500.00	-100.00%	

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 41-01 Debt Service / Debt Service								
Debt Service								
45-03 Sewer Bond 2003	33,882.00	0.00	34,152.00	0.00	0.00	-34,152.00	-100.00%	
45-07 Interest Sewer Bond 2003	1,605.00	0.00	1,242.00	0.00	0.00	-1,242.00	-100.00%	
45-11 Police Bldg 2017	40,372.00	40,337.05	41,293.00	41,256.53	42,227.00	934.00	2.26%	
\$400,000/10 yrs @ 2.25% (maturity in FY27).								
45-12 Sewer 2021	59,331.00	0.00	59,331.00	0.00	59,331.00	0.00	.00%	
MMBB: \$2,000,000/20 yrs @ 1%. This reflects 60% of the total debt service expense, with the remaining 40% paid by sewer users (maturity in FY41).								
45-13 P&R Bldg 2018	45,000.00	45,000.00	45,000.00	0.00	45,000.00	0.00	.00%	
\$450,000/10 yrs @ 3.27% (maturity in FY28).								
45-14 Radio Tower 2022	200,000.00	0.00	200,000.00	200,000.00	200,000.00	0.00	.00%	
\$1,000,000/5 yrs @ 4% placeholder.								
45-15 Prinicipal Ocean Ave Seawall	105,000.00	105,000.00	105,000.00	105,000.00	105,000.00	0.00	.00%	
\$955,000/10 yrs @ 5% (maturity in FY29).								
45-17 Prin Village Parcel	375,000.00	375,000.00	375,000.00	385,000.00	395,000.00	10,000.00	2.60%	
\$1,300,000/20 yrs @ 4% (maturity in FY40). Includes the balloon payment of \$7,280,000 being refinanced over 15 yrs @ 4% (maturity in FY40).								
45-21 Interest PD Bldg 2017	4,820.00	4,853.99	4,853.99	3,934.51	2,965.00	-934.00	-23.95%	
\$400,000/10 yrs @ 2.25% (maturity in FY27).								

Budget Request

02/27/2024

Expense

	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 41-01 Debt Service / Debt Service CONT'D								
45-22 Interest Sewer 2021 MMBB: \$2,000,000/20 yrs @ 1%. This reflects 60% of the total debt service expense, with the remaining 40% paid by sewer users (maturity in FY41).	14,492.00	0.00	13,869.00	0.00	13,246.00	-623.00	-4.49%	
45-23 Interest P&R Bldg 2018 \$450,000/10 yrs @ 3.27% (maturity in FY28).	8,829.00	8,264.93	7,237.00	3,016.58	5,806.00	-1,431.00	-19.77%	
45-24 Interest Radio Tower 2022 \$1,000,000/5 yrs @ 4% placeholder.	25,000.00	21,264.10	23,109.00	23,517.26	18,026.00	-5,083.00	-22.00%	
45-25 Interest Ocean Ave Seawall \$955,000/10 yrs @ 5% (maturity in FY29).	34,125.00	34,125.00	28,875.00	15,750.00	23,625.00	-5,250.00	-18.18%	
45-27 Interest Village Parcel \$1,300,000/20 yrs @ 4% (maturity in FY40). Includes the balloon payment of \$7,280,000 being refinanced over 15 yrs @ 4% (maturity in FY40).	299,475.00	299,475.00	283,625.00	145,825.00	294,675.00	11,050.00	3.90%	
45-29 Sewer 2023 Interest MMBB: \$6,000,000/20 yrs @ 1% (placeholder). This reflects 60% of the total debt service expense, with the remaining 40% paid by sewer users (maturity in FY45).	0.00	0.00	7,000.00	0.00	41,296.00	34,296.00	489.94%	
45-30 Fire Truck Lease Principal Lease payment for fire truck. \$487,000/5 years @ 3.735%.	0.00	0.00	93,938.00	93,938.01	92,908.00	-1,030.00	-1.10%	
45-31 Fire Truck Lease Interest Lease payment for fire truck. \$487,000/5 years @ 3.735%.	0.00	0.00	13,710.00	13,709.38	14,740.00	1,030.00	7.51%	

Budget Request

02/27/2024

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 41-01 Debt Service / Debt Service CONT'D								
Miscellaneous								
50-23 Transfer Out	0.00	109,310.00	0.00	0.00	0.00	0.00	.00%	
Debt Service	1,246,931.00	1,042,630.07	1,346,280.00	1,030,947.27	1,353,845.00	7,565.00	.56%	

Debt Service Schedule General Fund

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	869,213.56	424,854.52	1,294,068.08
2025	846,557.17	418,190.98	1,264,748.15
2026	1,037,528.56	412,198.94	1,449,727.50
2027	1,058,513.97	378,349.16	1,436,863.13
2028	829,330.89	343,051.26	1,172,382.15
2029	799,330.89	312,203.73	1,111,534.63
2030	709,330.89	286,655.77	995,986.66
2031	724,330.89	263,782.79	988,113.68
2032	744,330.89	240,859.81	985,190.70
2033	759,330.89	217,236.83	976,567.72
2034	779,330.89	192,913.86	972,244.75
2035	799,330.89	167,790.88	967,121.78
2036	819,330.89	141,867.91	961,198.80
2037	839,330.89	115,144.94	954,475.83
2038	864,330.89	87,521.96	951,852.85
2039	884,330.89	58,998.99	943,329.88
2040	909,330.89	29,576.01	938,906.91
2041	239,330.89	12,728.03	252,058.93
2042	180,000.00	6,300.00	186,300.00
2043	180,000.00	3,150.00	183,150.00
2044	180,000.00	0.00	180,000.00
2045	180,000.00	0.00	180,000.00
	<u>15,232,445.75</u>	<u>4,113,376.38</u>	<u>19,345,822.13</u>

This schedule includes the following:

2003 \$1,000,000 Wastewater maturing in 2024
 2016 \$400,000 Police Building maturing in 2027
 2022 Radio Tower maturing in 2027
 2018 \$450,000 Parks & Recreation Building maturing in 2028
 2019 \$955,000 Ocean Ave Seawall maturing in 2029
 2019 \$1,300,000 Village Parcel (exempt) maturing in 2040
 2019 \$8,500,000 Village Parcel (taxable) maturing in 2040
 2021 Wastewater maturing in 2041
 2024 Wastewater maturing in 2045

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 50-01 Assessment / Education								
Miscellaneous								
50-01 Miscellaneous	11,349,467.00	11,349,467.00	11,817,798.00	7,878,532.00	12,526,865.00	709,067.00	6.00%	
RSU Assessment - These are projected amounts only (6% increase).								
Education	11,349,467.00	11,349,467.00	11,817,798.00	7,878,532.00	12,526,865.00	709,067.00	6.00%	

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RSU 21



Fiscal Year 2025 Budget

Presented to the Finance Committee
February 12, 2024

Maine Regional School Unit 21

The Schools of Arundel, Kennebunk, and Kennebunkport

*"Developing productive global citizens by building knowledge and character."***FY25 Budget Schedule**

January 3, 2024	Last day for budget data entry	
January 8 - 19, 2024	Administrative Review (CO)	All cost centers
February 12, 2024	Finance Committee Review (KES/A102)	Zoom and Live Streamed
	Overview	7:30 AM
	Elementary Schools (MLD, KCS, KES, SRS)	7:45 AM
	Middle School	8:30 AM
	High School	9:00 AM
	Athletics	9:30 AM
	Technology	9:45 AM
	Nutrition	10:15 AM
February 13, 2024	Special Services	7:30 AM
	Facilities	8:30 AM
	Transportation	9:30 AM
	Central Office/Board/Curriculum Superintendent, Assistant Superintendent Fiscal Services, Human Resources, Communications	10:00 AM
February 14, 2024	Review	7:30 AM - 10:00 AM
March 14, 2024	Finance Committee's Approval for Board First Reading	8:15 AM
March 18, 2024	Board Meeting - First Reading	6:00 PM
April 1, 2024	Board Meeting - Public Forum	6:00 PM
April 22, 2024	Board Meeting - Second Reading	6:00 PM
May 6, 2024	District Budget Meeting	7:00 PM (KES/GYM)
June 11, 2024	Budget Validation Referendum	Town Halls

Maine Regional School Unit 21

The Schools of Arundel, Kennebunk, and Kennebunkport

"Developing productive global citizens by building knowledge and character."

TO: RSU 21 Finance Committee
FROM: Dr. Terri Cooper, Superintendent of Schools
RE: FY 25 Proposed Superintendent Budget
DATE: February 12, 2024

This budget summary guides you through the 2024-2025 budget for Maine Regional School Unit 21. It is our goal to provide meaningful financial and budgetary information to our residents and the general public. Our sincere intent is to provide an effective tool for greater understanding of the district's budget and how schools are funded and operated.

My proposed fiscal year 2025 budget continues to focus on the Maine Regional School Unit 21 workforce, student needs and infrastructure. Given our current climate and circumstances, we must take the necessary steps to provide a competitive compensation and benefits package to our staff, provide the staffing levels our student population need and provide facilities that are maintained, improved and can accommodate our student growth.

The proposed operating budget presented to the School Board totals \$59,078,187. The Maine Regional School Unit 21 requires a significant investment. We have an excellent school system and people move to the community to be a part of it.

This proposed budget would fund our operational costs for the 2024-25 school year while providing the needed resources to meet our many state requirements and guidelines, reach community expectations, address growth in student enrollment, recruit and retain a high-quality workforce and align staffing with current student and school needs.

The Board of Directors have established goals that describe the desired outcomes for Maine Regional Maine School Unit 21 students and staff. Attached you will find an overview of the RSU 21 Superintendent of Schools recommended educational budget for FY24.

Focus Area 1: Strong Teaching and Learning

- 1a. Key Objective: Challenge and support each student by providing equitable access to a rigorous and relevant curriculum that is aligned with district standards.
- 1b. Key Objective: Establish consistent structures to support academic growth.
- 1c. Key Objective: Communicate curriculum expectations and reports of student progress in a clear and consistent manner.

Focus Area 2: Positive Student Outcomes

- 2a. Key Objective: Expand pathways for learning including community partnerships and enrichment programs.
- 2b. Key Objective: Ensure all staff empower students to be responsible citizens.

Focus Area 3: Healthy Learning Environments

- 3a. Ensure that all of our facilities are safe and accessible. Implement consistent protocols and resources for school safety in each building.

- 3b. Foster an inclusive, positive environment for all staff and students.
- 3c. Attend to the social and emotional well-being of our students.

Focus Area 4: Unified Schools and Communities

- 4a. Promote district-wide equity in our schools.
- 4b. Strengthen relationships among students, families, staff and community partners to support student success.
- 4c. Build upon a culture of collaboration and positive school climate.

RSU21 FY25 PROPOSED BUDGET

SUMMARY AND DISCUSSION OF BUDGETARY ASSUMPTIONS

Prepared for Finance Committee Meetings on February 12-14, 2024

Overall, the proposed FY25 budget is currently projected to increase by \$3,261,177, which is a 5.8% increase in FY24 total budgeted expenditures. The resultant increase in expenditures is projected to increase the total taxes raised by \$2,661,520, which is a 5.63% increase in total taxes raised in FY24.

This budget continues to move the District forward in terms of maintaining existing staffing among the elementary Allied Arts; providing additional resources to meet state requirements and guidelines; continuing professional development to maximize use of new curriculum resources; providing facilities that are safe, clean and conducive to student learning; and providing a competitive compensation and benefits package to current and prospective staff.

It is important to note that this budget is under review as several cost factors may need adjustment. Of note, as discussed later, is our assumption regarding the potential increase in the District's MEA Anthem health insurance premiums. Other factors that may need adjustment include possible increases in various insurance coverages including workers' compensation, changes in employee health benefit elections, changes in stipend amounts, and the District's projected need for substitute teachers.

The remainder of this summary will address the assumptions made for revenue and expenditures as well as a review of the District's supplemental budgetary requests for FY25.

Revenue Assumptions

The revenue projections used are listed in the table below.

Category	FY24 Amount	FY25 Amount	FY24 to FY25 Change
Non-Debt GPA	\$4,811,820	\$5,628,503	\$816,683
Debt GPA	682,748	652,973	(29,776)
MaineCare	63,000	25,000	(38,000)
State Agency Client	10,250	15,000	4,750
Interest	50,000	300,000	250,000
Tuition Income	7,000	0	(7,000)
Other	2,000	5,000	3,000
Starting Fund Balance	2,900,000	2,500,000	(400,000)
Need from Taxes	47,290,192	49,951,712	2,661,520
Total	55,817,010	59,078,187	3,261,177

The revenue picture for non-tax/non-starting-fund-balance amounts is quite positive. Non-debt GPA has increased over \$800,000, and with the change in our banking relationship and the overall market, we are projecting \$250,000 more in interest income. Tuition revenue is projected to be zero as the students currently paying tuition will no longer be with the District. To be conservative, MaineCare and State Agency Client revenue has also been reduced to amounts more in line with historical activity. The District is seeking to increase MaineCare

revenue, but as the District nets only 66% of every dollar received, using a conservative estimate seems appropriate at this time.

The biggest issue for the District's revenues, other than the increase in taxes, is the need to significantly lower the District's Starting Fund Balance. It has been reduced at this point by \$400,000, but ideally would be reduced by at most another \$500,000. The rationale is that based on the FY23 audit, the District has a net Fund Balance of \$6,830,713, of which \$2.9M has been allocated to FY24. If the District is able to return between \$1 and \$1.5M of that Starting Fund Balance, the District will have between \$4.9 and \$5.4M to fund FY25 and thereafter. With a Starting Fund Balance of \$2.5M in FY25, the District could potentially have between \$2.5 and \$3.0M for FY26 and thereafter. Thus, the continuance of a large Starting Fund Balance is truly not sustainable after several more fiscal years.

Expenditure Assumptions

On the expenditure side, the wage increases for all collective bargaining staff with continuing contracts have been incorporated into the budget. At this point, two contracts remain to be finalized – the contract with KAKEA (teachers) and the TEA (transportation). An assumption has been made with regard to the possible increase in salaries and wages for each contract.

Other than salaries, the benefit cost with the largest impact on the budget is the possible increase in health insurance premiums. The table below shows the data we have on District loss ratios, District health insurance rate increases, and the range of increase among MEABT members. As shown, the District again had a favorable loss ratio for calendar year 2023, although not as good as the prior year. Nonetheless, based on this loss ratio and the data from previous years, it would seem possible that the District may receive a rate maximum increase in the two to three percent range. However, the District's rate is also dependent upon MEABT's overall book of business. Given that other districts have been indicating that they are expecting large premium increases this year, this budget includes a conservative six percent increase in health premiums for FY25. It is important to note that each percent increase in health insurance premiums results in an approximate \$66,000 increase in District costs. Thus, a rate increase in the two to three percent range would potentially reduce projected expenditures between \$130-200k.

RSU21's Health Insurance Premium Increase History

Plan Year	Year End	Loss Ratio at Year End	RSU 21's Increase	MEABT Range
July 1, 2016	2015		2.11%	0%-9%
July 1, 2017	2016	90.4%	9.09%	0%-9.65%
July 1, 2018	2017	89%	2.65%	0%-9%
July 1, 2019	2018	87.4%	5.90%	0%-7%
July 1, 2020	2019	103.3%	5.92%	0%-6%
July 1, 2021	2020	90%	3.95%	0%-4.2%
July 1, 2022	2021	95.75%	7.91%	0%-8%
July 1, 2023	2022	73.87%	0.00%	0%-6%
July 1, 2024	2023	81.01%	?	?

In addition, the enactment of Maine's Paid Family and Medical Leave Program has increased the District's benefit expenditures. For the first half of calendar year 2025, the District may need to expense approximately \$80,000 as its share of the overall contribution to this program.

Beyond salary and benefits costs that are largely out of their control, every school and departmental administrator has attempted to keep their budget either flat or with a minimal increase. There are a few exceptions as discussed below.

MSK and KHS – MSK and KHS have reduced their operating budgets, largely because significant curriculum related expenditures no longer need to be made. The schools' combined operating budgets have decreased by \$106,000.

Finance – The Finance Department budgets for regular tuition expenses paid on behalf of Arundel residents who elect not to attend MSK or KHS. The FY24 budget, unfortunately, underestimated the number of students who would elect to attend TAMS. For this reason, we have budgeted more conservatively, causing out-of-district tuition expenses to increase by \$391k. Thankfully, this increase has been largely offset by the reduction in the District's bond principal and interest payments, which will be \$266k lower than in FY24.

Special Services – The District has experienced an increase in ELL students bringing the total number over 30 students. To comply with federal guidelines, the District has hired an additional ELL teacher. This teacher is funded in FY24 through identified salary savings, but must be added to the budget for FY25 (as included in the Supplemental Budgetary Requests).

In addition, Special Services is being required to pay a greater amount of tuition for TAMS and TA students and has more students enrolled than had been projected for FY24. This, in conjunction with other changes in out-of-district placements, has resulted in a \$300,000+ increase in out-of-district expenditures.

Facilities – The Facilities budget has increased in several areas. General operational costs have increased, in part because the operational expenses related to the Transportation Building have been moved to Facilities. Also, the anticipated expense for SROs has increased by \$50k. In addition, the amount of repair and maintenance work required within the District only increases as the District's facilities age, and addressing issues as quickly as possible is not only beneficial to the students and staff but also reduces future costs. As such, the Facilities Department has increased its projected budget for Capital Improvement Projects (CIP) from almost \$400k in FY24 to \$555K in FY25. Note that this increase includes an \$80,000 transfer to a reserve fund to be established that will hold the funds necessary to replace the turf field at the Athletic Complex. The field is expected to last 10 years and cost at least \$800k to replace, hence the need to set aside necessary funds in advance of this large expense.

Technology – The Technology Department's budget has increased approximately \$90k. Part of this expense is related to a payment towards the District's copy machines, whereby a new lease/purchase agreement was signed in FY23. In addition, the Technology Department is planning to refresh all the Wifi devices in the District. The total cost of this project may exceed \$400k, but thankfully the E-Rate program will cover half the cost.

Budgetary Supplemental Requests

The following table summarizes the supplemental requests identified by the District's administrative team that would lead to an increase in the budget. For each request, the rationale for the request, its approximate cost, and an indication of whether the request has been included in the budget is provided.

School/ Department	Request Category	Request	Rationale	Approx. Cost	Included
MLD	Personnel	1.0 FTE Allied Art Teacher	Move from ESSER III to preserve Allied Arts staffing at all elementary schools	110,000	Yes
MSK	Personnel	1.0 Instructional Strategist	Move from ESSER III to maintain an Instructional Strategist at all schools	120,000	Yes
Special Services	Personnel	1.0 ELL Teacher	Additional ELL enrollment has required an additional teacher	93,000	Yes
KES	Personnel	1.0 Pre-K Teacher	Increasing Pre-K enrollment has required the addition of another classroom bringing the total to 9	88,000	Yes
KES	Personnel	1.0 Pre-K Ed Tech	An additional Ed Tech is required to maximize enrollment in the new Pre-K classroom	60,000	Yes
District Wide	Personnel	Increase the Number of Days Worked by Ed Techs	With additional paid days, Ed Techs could work the staff day before school starts or attend monthly staff meetings	21,000 per day	No
KCS	Facilities	CIP Work	Front vestibule safety film - \$10k; front vestibule intercom - \$3k; replace front inside doors - \$10k; repaint exterior siding - \$5k; replace trim boards on backside of building - \$3k; fix inside hallway doors that do not close properly - \$10k; replace playground equipment - \$40k; repair outside shed - \$1k	87,000	Yes

Tab A

School/ Department	Request Category	Request	Rationale	Approx. Cost	Included
SRS	Facilities	CIP Work	Replace leaking shingles on library dormer - \$38k; trim tree branches - \$1.5k; repair and paint dormer - \$5k; paint inside of school - \$20k; paint exterior trim - \$4k; fix loading dock - \$4k; soundproof music room - \$4k; fix ADA door to work with door controller - \$1.5k; repair and paint gazebo - \$1.5k; upgrade outside light pol - \$5k	84,500	Yes
KES	Facilities	CIP Work	Replace gas water heater - \$23k; front vestibule safety film - \$10k; front vestibule intercom - \$3k	36,000	Yes
MLD	Facilities	CIP Work	Front vestibule safety film - \$10k; front vestibule intercom - \$3k; replace old gray tile in four classrooms - \$20k; replace camera system hard drive - \$6k; replace cracking tiles with vinyl flooring - \$12k; replace carpet in music room - \$6.1k; replace playground equipment - \$40k	97,100	Yes
MSK	Facilities	CIP Work	Front vestibule safety film - \$10k; front vestibule intercom - \$3k; door post replace glass hallway - \$3k; replace half of 7 th grade furniture - \$47,500	63,500	Yes

Tab A

School/ Department	Request Category	Request	Rationale	Approx. Cost	Included
KHS	Facilities	CIP Work	Courtyard work - \$30k; parking lot painting - \$5k; safety film in administrative offices - \$10k; hallway painting - \$5k; replacement cafeteria tables - \$7.5k; roof door replacement - \$5k; front entry cameras - \$3k; replacement of cracked tiles - \$4k	69,500	Yes
Athletic Complex	Facilities	Reserve Funding	Transfer \$80k to a reserve fund (to be established) for replacement of the turf field in 10 years	80,000	Yes
Transportation Building	Facilities	CIP Work	Replace septic field to bring it up to code	38,000	Yes
KCS	Facilities	CIP Work	Upgrade the kitchen per Harriman drawings	400,000	No
KES	Facilities	CIP Work	Replace shingle roof	200,000	No
MLD	Facilities	CIP Work	Install a generator so school can remain in session if power is lost for a significant amount of time	100,000	No

FY24 vs FY25 Summary

Following this document is a summary of revenues and expenditures for FY24, and those proposed for FY25, along with the variance between amounts for FY24 and those proposed for FY25. Revenue and expenditures are broken down by relevant budgetary categories.

Note that for the expenditures, an apples-to-apples comparison cannot be made accurately for salaries and benefits for the schools and several of the departments. This is normally the case given the changes in personnel from one budget year to another as well as changes in staff benefit selections. Added to this dynamic is that the FY24 salary and benefit figures include stipended positions and tuition reimbursement amounts for each school and some departments such as SPED and the Assistant Superintendent. For FY25, all-non athletic stipends and tuition reimbursement amounts have been grouped into their own, respective cost line. This was done for the sake of simplicity as well as for accuracy in budgeting for all stipends.

Note that this summary is the only document detailing salary and benefit costs for each school and department. In the following budget book tabs for each cost center, you will find a cost center review memo written by the applicable administrator, a listing of proposed operating (non-labor) expenses, and a list of the staff who work in the school or for the department. Given almost all salaries and wages are established through collective bargaining agreements or other

Tab A

wage agreements, total salaries/wages and total compensation for each employee are not listed as the Finance Committee cannot adjust these amounts on an individual basis.

Summary of Proposed FY25 Budget Compared to FY24 Budget

[illegible]

Budget Request

Expense								
	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	2025 Committee
Dept/Div: 50-02 Assessment / County								
Miscellaneous								
50-01 Miscellaneous	1,302,970.00	1,302,969.92	1,412,019.00	1,412,019.27	1,454,380.00	42,361.00	3.00%	
County Taxes - These are projected amounts only (3% increase).								
County	1,302,970.00	1,302,969.92	1,412,019.00	1,412,019.27	1,454,380.00	42,361.00	3.00%	
Expense Totals:	25,285,005.00	23,821,024.82	26,491,717.00	18,043,512.97	28,294,587.00	1,802,870.00	6.81%	

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Fiscal Year 2025 Non-Profit Social Service Agency Requests and Recommendations

<u>FY 2024 Applications</u>	<u>Agency Type*</u>	<u>FY 2024 Requested</u>	<u>FY 2024 Approved</u>	<u>FY 2025 Requested</u>	<u>FY 2025 Reoomended</u>	<u>Comments</u> Compared to last years approved
<u>Social Service Agencies</u>						
American Red Cross	A	\$500	\$500	\$500	\$500	Same as approved last year
Caring Unlimited	A	\$1,089	\$1,089	\$1,089	\$1,089	Same as approved last year
Church Comm. Outreach	A	\$4,000	\$3,300	\$4,000	\$3,300	Same s approveds last year
Maine Health Care at Home	A	\$1,000	\$1,000	\$1,000	\$1,000	Same as approved last year
Kids Free to Grow	A	\$850	\$825	\$850	\$0	Decided not to support
Maine Behavioral Health Care (CSI)	A	\$5,000	\$3,850	\$5,000	\$4,000	Increased \$150 over last year
Sexual Response Services	A	\$1,500	\$1,100	\$1,500	\$1,100	Same as apprpved last year
Southern Maine Agency on Aging	A	\$2,750	\$2,200	\$2,750	\$2,200	Same asapprpved last year
York County Community Action	A	\$4,000	\$4,000	\$4,000	\$4,000	Same as apporved last year
York County Shelter	A	\$5,000	\$5,000	\$5,000	\$5,000	Same as apprved last year.
Day One	A	\$0	\$0	\$500	\$500	Renewed request of \$500
<u>The Lifeflight Foundation</u>	A	<u>\$908</u>	<u>\$908</u>	<u>\$908</u>	<u>\$908</u>	Same as approved last year
Total of Social Service Agencies		\$26,597	\$23,772	\$27,097	\$23,597	\$175 decrease from last year
<u>Miscellaneous Other Agencies</u>						
The Center @ Lower Village	B	\$5,000	\$2,250	\$5,000	\$2,250	Same as approved last year
<u>So. Maine Veterans Memorial</u>	B	<u>\$500</u>	\$500	<u>\$500</u>	\$500	Same as approved last year
Total of Miscellaneous Agencies		\$5,500	\$2,750	\$5,500	\$2,750	Same as apprpved last year
Total Social Service / Miscel Agencies		\$32,097	\$26,522	\$32,597	\$26,347	\$175 decrease from last year.

* Type A: Provide services essential to life-support.

Type B: Provide services that may enhance quality of life but are not essential to life support.

** Bold numbers Indicate requests for increaed funding level

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Recommendations of the Kennebunkport Municipal Social Services Review Sub-Committee for Fiscal Year 2025

(Submitted: December 22, 2023)

As a reminder, in the fall of 2021, a standardized application form for requesting Municipal Financial Support from the Town of Kennebunkport to social service agencies who previously had requested support from Kennebunkport, were mailed to twelve Non-Profit Social Service Agencies and two Miscellaneous Agencies.

Completed applications, along with supporting documentation, were received this month from all twelve Social Service Agencies and two Miscellaneous Agencies.

The Social Services Review Sub-Committee has completed its review of these applications and makes its recommendations for the FY-25 budget. All votes were unanimous.

The attached spreadsheet shows both the requested amounts and the Sub-Committee recommendations for FY 25 funding for the twelve Social Service Agencies as well as the two Miscellaneous Agencies. For reference, the same information is included for FY 24.

Although the Review Sub-Committee has not been charged with evaluating requests from the two Miscellaneous Agencies, we offer our recommendations for consideration by the Budget Board and the Board of Selectmen, as an addendum to this report.

For FY 25, the Sub-Committee recommends a funding level of \$23,597 for eleven of the twelve Non-Profit Social Service agencies requesting support. This is a \$175 decrease compared to the \$23,722 approved for FY 24. Details follow:

- 1. Six of the twelve agencies have requested funding levels for FY 25 at the same level as that approved for FY 24. They are as follows:**

American Red Cross requests \$500

Caring Unlimited requests \$1089

Maine Health Care at Home requests \$1000

York County Community Action requests \$4000

York County Shelter requests \$5000

Life Flight Foundation requests \$908

That's a total of \$12,497, the same as approved in FY 24.

The Sub-Committee recommends approving these six requests.

2. The other six agencies have requested funding levels totaling \$14,600. That's an increase of \$3,325 more than the \$11,275 approved for these six agencies last year.

The Sub-Committee does not support that level of increase and recommends the following:

Fund Community Outreach, Sexual Response & Southern Maine Agency on Aging at the same levels as last year, for a total of \$6,600.

Eliminate any funding for Kids Free to Grow. (-\$825)

Fund Maine Behavioral Health Care at \$4,000, an increase of \$150 over last year.

Fund Day One at \$500, the same level as funded in previous years.

Community Church Outreach: \$3,300

Kids Free to Grow: \$0

Maine Behavioral Health Care: \$4,000

Sexual Response Services 1,100

Day One: \$500

Southern Maine Agency on Aging: \$2,200

That's a total of \$11,110

This reduces the total amount recommended for these six agencies by \$175 compared to last years approved amount.

Bottom line is that the total amount recommended for eleven of the social service agencies for FY 25 is \$23,597, compared to \$23,772 approved in FY 24, a decrease of \$175.

The eleven agencies recommended for funding in FY 25 continue to provide a generous and adequate level of support to Kennebunkport residents, and the Sub-Committee unanimously supports the recommended amounts for FY 25.

The committee unanimously agreed that Kids Free to Grow provides duplication of services provided by other agencies supported and therefore we advise to stop funding. The committee has recommended that some of the funds be added to Maine Behavioral health as mental health services are more utilized and needed by our community.

ADDENDUM:

With regard to the two Miscellaneous Agencies, the Sub-Committee offers the following comments for consideration by the Board of Selectmen.

The Center in Lower Village requests \$5000 from Kennebunkport for FY 2025, an increase of \$2,750 over the \$2,250 approved in FY-24. The Sub-Committee unanimously rejects this request and approves a donation in the amount of \$2,250, the same as for FY 24

Southern Maine Veterans' Memorial Cemetery Association requests \$500 from Kennebunkport for FY 25, the same amount as requested and approved for FY 24. The Sub-Committee unanimously supports this request.

The combined amount of \$23,597 for the social service agencies and \$2,750 for the miscellaneous agencies recommended by the Sub-Committee for FY 25 totals \$26,347.

That's a decrease of \$175 compared to the approved amount of \$26,522 in FY 24.

The Sub-Committee will be happy to answer any questions the Budget Board, the Board of Selectmen or the Town Manager may have.

Respectfully Submitted,

Dan Beard, David James, Alison Kenneway & Ki Leffler

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025

Please complete the following information and return six hard copies to the Town of Kennebunkport. (In order to process your request in a timely manner, it is imperative that we receive six copies in this order. Please do not send additional brochures). Only those individuals returning this completed application no later than November 15, 2023, will be considered for FY 2025 funding. Applications that are not legible will not be accepted.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name:	American Red Cross of Northern New England
Principal Address:	2401 Congress St. Portland, ME 04102
Executive Director:	Stephanie Couturier
Contact Person/Phone #:	Lauren Jordan 207-233-4217
E-mail & Web Site URL:	supportnne@redcross.org www.redcross.org/nne
Total Agency Budget for FY 23:	8,249,897
Amount received from Kennebunkport for FY 23:	\$500.00
Amount requested from Kennebunkport for FY 24:	\$500.00
What % of your annual budget does this request equal?	>.01%

SECTION II. PROGRAM DESCRIPTION

- ◆ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.**

The American Red Cross provides disaster response support, after people experience things like home fires. We provide people with the food, shelter, and financial assistance that they need as they begin the journey to recovery.

- ◆ **How is that need determined or measured?**

One of our primary measures for success is that we continue to respond to 100% of the calls we receive.

- ◆ **How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)**

We work to establish trust in the communities we serve, we build relationships with emergency responders, and we recruit local volunteers. It is our hope that individuals, families, and emergency response teams know to call the Red Cross any time there is a disaster such as a home fire so that we may respond. Once we are on the ground, we canteen for firefighters and offer an array of supportive services, such as shelter, financial aid, referrals, and emotional support, to the victims of the disaster.

- ◆ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

The national headquarters of the Red Cross reviews our performance to ensure that we are meeting appropriate goals, but we know that disasters are unpredictable by nature and so it's difficult to establish those goals. We also look very closely at client surveys to ensure that the service provided by our staff/volunteers is of the highest quality.

- ◆ **What are the client eligibility criteria?**

Our services are available to anyone who needs them regardless of any demographic status.

♦ **Describe the Fee for Service Structure if one exists:**

N/A

♦ **What accommodations are made to those applicants unable to pay for service?**

N/A

♦ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.**

We do not have an office building in Kennebunkport, but our mission is delivered in the field. We have 117 volunteers in York County who are prepared to respond in Kennebunkport at a moment's notice.

♦ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

While we do partner with other nonprofits for necessary service referrals for individuals and families in the immediate aftermath of a disaster such as a home fire, the scope of our work is very specific and therefore our mission delivery is not something we can outsource. We maximize our donor dollar by mobilizing 591 volunteers throughout the state of Maine.

♦ **How often are your financial records audited by an accounting firm or third party?**

Annually. These records are maintained and audited at the national level.

♦ **Long-range objectives and plans:**

We hope to continue to serve our communities as we have for more than 100 years.

♦ **Cutbacks or additions to last year's program:**

N/A

Please see the attached FY24 Budget for Northern New England.

SECTION III. INCOME & EXPENSES (Estimated for FY 2024)

INCOME:

Fees from clients:

Contributions:

Government Funding:

Federal:

State:

Towns & Cities:

Endowments:

Grants:

Other:

TOTAL INCOME:

EXPENSES:

Salaries, benefits & employee taxes:

Rent or mortgage:

Insurance:

Office supplies, postage, telephone:

Heat & electricity:

Travel costs:

Cost of services delivered:

Administrative expenses:

Contingencies or depreciation:

Other:

TOTAL EXPENSES:

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided:

700 Homes made safer in the region

Total number of individuals served (unduplicated)*

1,611

Total number of Kennebunkport residents served:

0

Percent of total client count that are Kennebunkport residents:

0%

- * If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies **REQUIRED** to file yearly audits (Include a copy of the last audited financial statement.)
- What is the average % salary increase for your employees anticipated for FY 2025?
- Has your 501 C-3 status been revoked within the past five years for any reason?
If yes, explain. No, our 501 C-3 status has not been revoked.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? No.

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Lauren Jordan, of American Red Cross of Northern New England
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my

capacity as Development Coordinator
(title)

Lauren Jordan Development Coordinator
Signed/Title

November 15, 2023
Date



**North New England Region
For the Year Ended June 30, 2024
Budget**

		<u>Agency</u>
REVENUE		
Federated		
Monetary Contributions	\$	32,405
Corporate Contributions		1,052,889
Foundation Contributions		313,797
Individual Contributions		1,558,667
Net Special Events		-
Legacies & Bequests		613,827
In-Kind Contributions		308,063
Income From Endowments		121,778
Contracts		226,890
Products & Services		1,586,873
Other Revenues		70,423
TOTAL LOCAL REVENUE	\$	5,885,612
Support from other ARC units		2,364,285
TOTAL REVENUE	\$	8,249,897
EXPENSES		
Compensation	\$	4,193,163
Employee Benefits		1,017,102
Payroll Taxes		320,777
Travel		168,193
Conference & Meetings		2,415
Financial Assistance		1,045,442
Supplies and Materials		68,493
Printing and Promotionals		75,061
Equipment Maintenance & Rentals		107,072
Rent		52,319
Utilities		52,109
Building Maintenance		76,804
Professional Fees		425,876
Contractual Services		
Insurance		55,517
Communications		71,764
Postage & Shipping		67,686
Other Contractual Services		303,076
Depreciation		147,028
TOTAL LOCAL EXPENSES	\$	8,249,897
Support to other ARC units		-
TOTAL EXPENSES	\$	8,249,897
SURPLUS (DEFICIT)		-

**Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046**

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

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A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: Caring Unlimited

Principal Address: PO Box 590 (965 Main St.) Sanford, ME 04073

Executive Director: Susan Giambalvo

Contact Person/Phone #: Emily Gormley/ 207-490-3227 x107

Contact Email Address: egormley@caring-unlimited.org

Website: www.caring-unlimited.org

Total Agency Budget for FY24: \$2,929,475

Amount received from Kennebunkport for FY23: \$1089

Amount requested from Kennebunkport for FY23: \$1089

What percentage of your budget does this request equal? .04%

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

Caring Unlimited meets basic needs and provides life supporting aid for victims of domestic violence in York County. Services include emergency shelter and transitional and supportive housing programs; emergency financial support for food, rent and utility assistance, and transportation, and; individualized safety planning, danger assessments, and other advocacy to help people get and stay safe from abuse.

How is that need determined or measured?

It is estimated that 1 in 4 women and 1 in 7 men will be a victim of domestic violence in their life time. At CU we serve approximately 2,000 people each year who are referred to us by community partners or find us through our awareness raising efforts. Domestic violence can and does impact all areas of an individual's life: their safety, well-being, and economic self-sufficiency. The comprehensive, survivor-centered services we provide are critical for survivors' immediate safety and support and long term safety and well-being.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

We provide a comprehensive array of direct services to meet the individualized needs of each person who reaches out for help. Services, usually accessed first through our 24 hour helpline, include: emergency shelter, transitional and supportive housing services, civil legal assistance, emergency financial assistance, individual and group support and education, and individualized safety planning. We also offer prevention education including youth-focused education and collaborative partnerships for youth throughout York County. Our organizational goals are to increase the safety of people experiencing domestic violence, and increase access to community resources. A unit of service is equal to one hour of contact with or on behalf of a victim, one hour of education, or one shelter bed night.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Caring Unlimited uses qualitative and quantitative data for evaluation. We regularly survey clients to determine the effectiveness of services; we track statistics and demographics and review this information for trends. We are monitored by the Maine Coalition to End Domestic Violence and meet or exceed their quality assurance standards.

What are the client eligibility criteria?

Clients must be located in York County and be a victim of domestic violence.

Describe the Fee for Service Structure if one exists:

All services are provided free of charge.

What accommodations are made to those applicants unable to pay for service?

All services are provided free of charge.

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

Caring Unlimited does not maintain a facility in Kennebunkport. All services are accessible 24 hours through the 24 Hour Helpline, and most services, including Helpline services, are provided over the phone or via teleconference. Outreach advocates may meet with an individual at a safe public location, and court advocates and attorneys meet with clients at York County District Court in addition to at our main office location.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Yes, CU routinely collaborates with other organizations. We currently have two federal grants one of which pays for a Domestic Violence Investigator at the York County Sheriff's Office, and the other supports a York County youth educator at Sexual Assault Response Services of Southern Maine (SARSSM). Sanford Housing Authority provides project based rental vouchers for our 11 unit transitional housing program.

How often are your financial records audited by an accounting firm or third party?

Financial records are audited annually by an independent third party accounting firm.

Long-range objectives and plans:

Long-range plans include: continue to meet the needs of victims of domestic abuse and violence in York County, expand and/or improve accessibility for people from underserved or marginalized populations, complete significant updates to our emergency shelter facility to improve safety, accessibility, and comfort for survivors with disabilities, expand services to youth and collaborations with youth-serving agencies.

Cutbacks or additions to last year's program:

We are preparing for decreases as a result of the end of COVID relief funds including those which enabled us to offer emergency assistance to prevent homelessness and expand our ability to utilize moteling as a safe emergency shelter option. A federal grant from the Office of Violence against Women has enabled us to expand our programming for youth and youth-serving agencies, and we received an increase to our federal grant from the Office of Violence against Women which supports our Transitional Housing program based on program effectiveness.

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

Fees from clients:	0
Contributions:	258,000
Government Funding:	
Federal:	1,535,767
State:	394,111
Towns & Cities:	40,000
Endowments:	0
Grants:	217,682
Other:	483,915
TOTAL INCOME:	2,929,475

EXPENSES:

Salaries, benefits & other employee taxes:	2,259,440
Rent or mortgage:	382
Insurance:	26,982
Office supplies, postage, telephone:	26,799
Heat & electricity:	78,600
Travel costs:	38,250
Cost of services delivered:	382,884
Administrative expenses:	50,250
Contingencies or depreciation:	60,690
Other:	5,198
TOTAL EXPENSES:	2,929,475

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 11,121 hours of service

Total number of individuals served (unduplicated)*: 1872

Total number of Kennebunkport residents served: 1 individual, 370 students

Percent of total client count that are Kennebunkport residents: <1%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- **Agencies REQUIRED to file yearly audits** (Include a copy of the last audited financial statement.) ATTACHED
- **What is the average % salary increase for your employees anticipated for FY 2025?** 3.5% cost of living increase
- **Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain.** No
- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application?** No.

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Emily Gormley of Caring Unlimited
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my
capacity as Director of Development and Community Engagement
(Title)

Emily Gormley
Signed/Title

November 6, 2023
Date



1001 York Road, Suite 100, York, PA 17403
Phone: 717-490-1221 Fax: 717-490-1222
www.caring-unlimited.org

Mission Statement

Caring Unlimited works with the community to end domestic violence in York County. This includes providing support and safe haven to adults and children whose lives have been affected by domestic abuse. We provide services in a manner that honors individuals' essential worth, nurtures their inherent strengths, and respects their right of self-determination.

**Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046**

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

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A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: *Community Outreach Services, Inc.*

Principal Address: PO Box 1175, Kennebunk, ME 04043 (Our Food Pantry is located at 19 Park Street, Kennebunk)

Executive Director: Mark Jago

Contact Person/Phone #: 207-604-0445

Contact Email Address: mark@coskennebunks.org

Website: www.coskennebunks.org

Total Agency Budget for FY24: \$452,500

Amount received from Kennebunkport for FY23: \$3,300

Amount requested from Kennebunkport for FY23: \$4,000

What percentage of your budget does this request equal? 1%

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

COS provides food, fuel and financial help with specific needs like utility bills, car repairs, and emergency housing to name just a few for those with insecurities in those basic necessities. Our largest resourced program involving costs and volunteers is the provision of food. With over 50 households a week we serve coming through our Food Pantry, the money our neighbors are able to not spend on the food items they get with us can be used for other things like medication, clothing and personal toiletries. We are also seeing an increase in homeless people coming to our Pantry. They are living out of their cars and need to come quite frequently to shop since they have no means of refrigeration. Our Specific Needs program keeps residents from having to choose between paying their electric bill or buying essentials like food, or paying for rent. The fuel we provide for our neighbors in need help keep them warm during the Winter and having to make those choices between food and heat for their dwelling place.

How is that need determined or measured? For the Specific Needs and Fuel Assistance we provide, most of the referrals come from the Town GA's of Kennebunk, Kennebunkport, and Arundel. The neighbors requesting assistance with Specific Needs are vetted through their system. On occasion, COS does help without the vetting of the GA, and I manage those systems. Neighbors who shop at the Food Pantry do not need to validate their needs. We go on an honor-based system. If they come to our Food Pantry and sign up to shop, we take some information from them, but they do not need to show any financial paperwork to support their need to shop.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible) The services we provide as stated previously are food, fuel and specific needs. During the shopping experience at the Food Pantry, we do have identified amounts of food they are permitted to take. Our Assistant Food Pantry shoppers walk with the shopper and make sure they are getting what they need and within the allotted amounts. Most leave the Food Pantry with at least 3-5 shopping bags depending upon the size of their household. Those receiving fuel assistance can get 100 gallons of fuel oil up to three times a heating season. We track those that the Town GA refers to COS so they are within their limit. The relationship and collaboration we have with the social services departments of the three towns we serve allows us to know we are serving those who really do have needs and it also allows our neighbors to receive more access to the knowledge of resources that we do not have.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)? We solicit feedback from the neighbors we serve, the GA's, the ED, Admin Team, our Volunteers and the Board of Directors.

What are the client eligibility criteria? At the recommendation of the Good Shepherd Food Bank agency, we do not require any validation for anyone to shop at the Food Pantry. We make sure they are residents of Kennebunk, Kennebunkport, and Arundel and we get general contact information from them like how many are in their household, household income, allergies, address and phone number.

Describe the Fee for Service Structure if one exists: There is none.

What accommodations are made to those applicants unable to pay for service? N/A

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available. We do not. We provide all that information through the Town GA, social media avenues, general publications, and word of mouth. Having been in operation in all three towns for over 30 years, we have been able to have public awareness.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

For requests that come under the Specifics Needs umbrella, we do whenever possible partner with local non-profits; e.g., *Community Harvest* out of Kennebunk - to help finance a need that a neighbor has that exceeds typically \$500. We also encourage residents who call us asking for help to first go through their own Town's social service administrator. Where there is a request for clothing or wheelchair or other medical equipment, we direct them to the local organizations that provide such things. We are always looking to collaborate and partner with other local agencies for the purpose of helping our neighbors in need.

How often are your financial records audited by an accounting firm or third party? Each year our Treasurer files a 990. We do not have a regular audit every year from an auditing company.

Long-range objectives and plans:

Three months ago, we were awarded a grant we applied for to provide the funds for our mobile food pantry program. We recognize there are many who cannot come to the Food Pantry for reasons of immobility or mental health concerns. We wanted to reach that population in trying to eliminate food insecurity. After much planning and preparation, we began our first project in a local Section 8 housing complex. It has gone well so far. We learned some things along the way and had to adjust. We feel we are very close now to adding another location in Arundel and then once we feel we have the funding and the operation smooth-running, we want to add an accessible location to Kennebunkport. This service will be for those residents who are able to identify that they are unable to shop at the Food Pantry. We are excited about the opportunity we have to go beyond the centrality of our current Food Pantry and take a "food pantry" to our neighbors to shop. Our goal is to increase this program to accessible locations to all three Towns.

Cutbacks or additions to last year's program:

Recent startup (July, 2023) of our mobile food pantry program operated on wheels to accessible and heavily populated areas of food insecurity locations in Kennebunk, Kennebunkport, and Arundel in a 30' trailer fully heated, and air-conditioned with the volunteer service of 3-4 COS volunteers..

SECTION III. INCOME & EXPENSES (Estimated for FY 2025) INCOME:

Fees from clients: \$0
Contributions: \$232,000
Government Funding: \$0
Federal: 0
State: 0
Towns & Cities: \$18,000
Endowments: \$0
Grants: \$30,000
Other: food donations \$200,000
TOTAL INCOME: \$480,000

EXPENSES:

Salaries, benefits & other employee taxes: \$185,000
Rent or mortgage: \$10,000
Insurance: \$4000
Office supplies, postage, telephone: \$2000
Heat & electricity: \$13,000
Travel costs: 0
Cost of services delivered: \$2000
Administrative expenses: \$25,000
Contingencies or depreciation:
Other: Specific Needs- \$20,000; Fuel - \$15,000; Food Expenses \$204,000=\$240,000
TOTAL EXPENSES: \$480,000

SECTION IV. INDIVIDUALS SERVICED IN FY 2022-2023

Total number of service units provided: 320+ unduplicated individuals through all programs (food, fuel, and specific needs)

Total number of individuals served (unduplicated)*: 250 unduplicated served in Food Pantry alone

Total number of Kennebunkport residents served: 35 unduplicated in Food Pantry

Percent of total client count that are Kennebunkport residents: 15%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

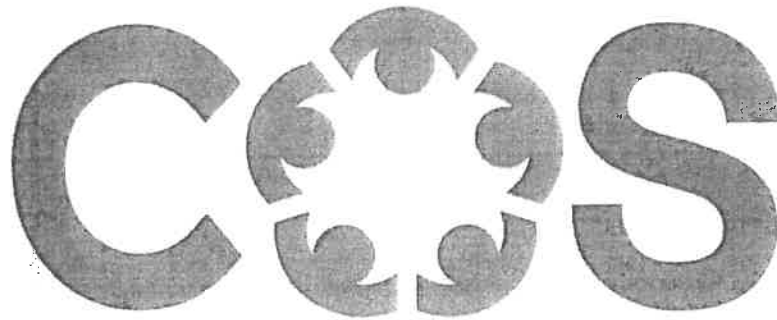
- Agencies **REQUIRED** to file yearly audits (Include a copy of the last audited financial statement.) COS is not required to be audited.
- What is the average % salary increase for your employees anticipated for FY 2025? 3%
- Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain. No
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? No

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Mark Jago of Community Outreach Services, Inc. acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Executive Director.



Executive Director.
October 20, 2023



Neighbors Helping Neighbors

of Kennebunk, Kennebunkport, and Arundel

Our Mission

Our mission is to extend a helping hand to our neighbors who face challenges with food, fuel or specific needs.

As a 501c3, non-profit organization, we serve the individuals and families in the towns of Kennebunk, Kennebunkport and Arundel, Maine.

**Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046**

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

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A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: MaineHealth Care at Home

Principal Address: 15 Industrial Park Rd., Saco, ME 04072

Executive Director: Patsy Aprile

Contact Person/Phone #: Roy Garland / 207-391-6513

Contact Email Address: roy.garland@mainehealth.org

Website: homehealth.org

Total Agency Budget for FY24: \$34,306,034

Amount received from Kennebunkport for FY23: \$1,000

Amount requested from Kennebunkport for FY23: \$1,000

What percentage of your budget does this request equal? ~0.003%

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

Our program addressed the medical needs of individuals through home health care. We provide nursing services, rehabilitative therapies, social work, and other support services that are integrated the patient's larger plan of care directed by their physician. These are essential services as all patients must be deemed homebound by their physician to receive care.

How is that need determined or measured?

Home health services are provided under physician order through a physician referral. The need for our services is determined and measured by the thousands of home health referral sent to, and received by, our agency and a number of others in the Southern Maine region. A portion of this care is provided to patients who cannot pay fully, if at all.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

We offer the aforementioned nursing, rehabilitative therapy, social work, and aide services through in-home visits. Additional services include telehealth care which allows our nurses in the office to remotely monitor at-risk patients. Ideally, a positive outcome in home health would be a discharged patient who met their care plan goals of independence.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Our program is evaluated through a robust quality improvement process headed by our Director of Quality, Safety, and Innovation and his team. Additionally, we have a Quality Assessment & Performance Improvement Program made up of community members. Our agency is also mandated to report data to CMS for certain quality measures.

What are the client eligibility criteria?

Patients with at least one clinical health care need and a homebound determination made by a physician qualify for home health. Our *Compassionate Care* program assists in the payment for services for patients based on the Federal Poverty Guidelines. This process adjusts charges and is standard across the MaineHealth system.

Describe the Fee for Service Structure if one exists:

We have a published Charge Schedule which summarizes the hourly cost of services delivered by each discipline. Based on a determination of need for each patient, charges are adjusted, with services ultimately paid for either by an insurance provider, Medicare/Medicaid, private pay, or some combination of the listed payors.

What accommodations are made to those applicants unable to pay for service?

For patients without the resources or coverage to afford care, we offer a sliding fee structure that allow them to receive care at no charge, or at a reduced rate. No patient is turned away as a result of their inability to pay, which is not the case at many for-profit home health service providers.

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

No. Our main office is in Saco, but we do have an office in Kennebunk. Our services are delivered through our staff of visiting clinicians that travel to the homes of our patients.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

We work on a number of projects with other area organizations. We are also fortunate to receive funding from various foundations and grantmaking organizations for projects across our service area. Additionally, our clinicians work to connect patients with other social service organizations that may assist them.

How often are your financial records audited by an accounting firm or third party?

We are audited annually by BerryDunn.

Long-range objectives and plans:

Long-term, we are looking to strengthen our service delivery in Southern and MidCoast Maine and maintain or extend our staffing despite challenges across health care, particularly with nursing. We look forward to working closely with our partners within the MaineHealth system to achieve this.

Cutbacks or additions to last year's program:

There have been no significant cutbacks to our program over the last year.

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

Fees from clients:	2,000,000
Contributions:	80,000
Government Funding:	
Federal:	28,000,000
State:	-
Towns & Cities:	65,000
Endowments:	-
Grants:	40,0000
Other:	-
TOTAL INCOME:	30,185,000

EXPENSES:

Salaries, benefits & other employee taxes:	24,018,268
Rent or mortgage:	1,973,084
Insurance:	-
Office supplies, postage, telephone:	1,300,464
Heat & electricity:	-
Travel costs:	-
Cost of services delivered:	3,276,070
Administrative expenses:	-
Contingencies or depreciation:	222,475
Other:	5,936,832
TOTAL EXPENSES:	36,757,193

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 104,085

Total number of individuals served (unduplicated)*: 6,874

Total number of Kennebunkport residents served: 44

Percent of total client count that are Kennebunkport residents: ~0.0064%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.


SECTION V. AGENCY CERTIFICATION

- **Agencies REQUIRED to file yearly audits** (Include a copy of the last audited financial statement.)
- **What is the average % salary increase for your employees anticipated for FY 2025?**
- **Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain.**
- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application?**

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Roy Garland of MaineHealth Care at Home
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my
capacity as Development & Marketing Coord.
(Title)


Signed/Title

11/8/2023
Date

**Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046**

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

Please complete the following information and return six hard copies to the Town of Kennebunkport. (In order to process your request in a timely manner, it is imperative that we receive six copies in this order. Please do not send additional brochures). Only those individuals returning this completed application no later than November 15, 2023, will be considered for FY 2025 funding. Applications that are not legible will not be accepted.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: Kids Free to Grow

Principal Address: 57 Portland Rd Kennebunk, ME 04043

Executive Director: Genevieve Gardner

Contact Person/Phone #: 207 - 985 - 5975

Contact Email Address Genevieve G @ connections for kids . org

Website: www. kids free to grow . org

Total Agency Budget for FY24: 303,209.28

Amount received from Kennebunkport for FY24: 850

Amount requested from Kennebunkport for FY25 850

What percentage of your budget does this request equal? > 5%

Kids Free to Grow mission is to prevent child abuse and neglect by empowering children and families in York County.

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

Kids Free to Grow is the prevention council for child abuse and neglect in York County. Provides prevention education to adults, children and professional adults.

How is that need determined or measured?

Need is determined by annual data received from DHS/OCS for York County.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

Prevention Education Services are provided through evidence base programs to children in schools/childcare centers, Adults in person & through Zoom & Professional Mandated Reporter Training. In person - 1 unduplicated Individual is a unit of service.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

We are annually evaluated by the State and Maine Children's Trust.

What are the client eligibility criteria?

York County resident

Describe the Fee for Service Structure if one exists:

There is no fee for service

What accommodations are made to those applicants unable to pay for service?

all services are at no cost to participants

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

Services are provided online and in the community on public property ie: schools, library, community center.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Kids Free to Grow collaborates with Schools, libraries, community centers, domestic violence services (Caring/In limited), recovery centers (Layman Way) municipalities and police department

How often are your financial records audited by an accounting firm or third party?

Annually

Long-range objectives and plans:

To reduce the number of occurrences of child abuse and neglect in Gloucester County through positive parent programs, evidence based school programs and professional trainings

Cutbacks or additions to last year's program:

program is flat funded.

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: Over 5,000 Individuals of York County
Total number of individuals served (unduplicated)*: 5,000
Total number of Kennebunkport residents served: 15
Percent of total client count that are Kennebunkport residents: > 5%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- **Agencies REQUIRED to file yearly audits** (Include a copy of the last audited financial statement.)
- **What is the average % salary increase for your employees anticipated for FY 2025?**
- **Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain.**
- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application?**

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Patricia Leamy Ferry of Kids Free to Grow
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Director.
(Title)

Patricia Leamy Ferry
Signed/Title

11/3/2023
Date

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

*please see attached document
provided by KidsFree to Grow
Executive Director*

Fees from clients:

Contributions:

Government Funding:

Federal:

State:

Towns & Cities:

Endowments:

Grants:

Other:

TOTAL INCOME:

EXPENSES:

Salaries, benefits & other employee taxes:

Rent or mortgage:

Insurance:

Office supplies, postage, telephone:

Heat & electricity:

Travel costs:

Cost of services delivered:

Administrative expenses:

Contingencies or depreciation:

Other:

TOTAL EXPENSES:

**Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046**

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

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A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: Maine Behavioral Healthcare

Principal Address: 78 Atlantic Place

South Portland, ME 04106

Executive Director: Kelly Barton, MPH, FACHE, President

Contact Person/Phone #: Megan Bagdasarian / 207-661-6046

Contact Email Address: Megan.Bagdasarian@MaineHealth.org

Website: <https://www.mainehealth.org/maine-behavioral-healthcare>

Total Agency Budget for FY24: \$69M (million) excludes Spring Harbor Hospital (SHH)

Amount received from Kennebunkport for FY23: \$3,500

Amount requested from Kennebunkport for FY23: \$5,000

What percentage of your budget does this request equal? Less than 1%

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

As the behavioral health division of MaineHealth, Maine Behavioral Healthcare (MBH) is an integrated system of behavioral health care services serving Maine and parts of New Hampshire. Services include inpatient and outpatient psychiatric care, community-based treatment programs, and integrated behavioral health care in MaineHealth primary care practices.

How is that need determined or measured?

Each individual's need for services is determined during the intake and assessment process.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

We operate clinical office buildings in Biddeford and Springvale, a peer support center in Biddeford, and long- and short-term residential programs in Biddeford, Belfast, Berwick, Owls Head, Rockland, Sanford, and York. Other services include, but are not limited to, community support services, outpatient mental health and substance abuse counseling, psychiatric services, medication management, case management services, managed care services, an independent living skills program, and complementary therapies. Our wide range of comprehensive mental health, substance use treatment and recovery-oriented support services have the goal of crisis stabilization, hospital diversion and improved quality of life for our clients. Expected outcomes are highly dependent on the individual diagnosis, ranging from immediate crisis stabilization to long-term recovery from substance abuse.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Program evaluation is ongoing and includes client satisfaction surveys and record reviews.

We are also subject to state and federal licensing and accreditation requirements.

What are the client eligibility criteria?

Maine Behavioral Healthcare serves clients of all ages and socioeconomic backgrounds, regardless of ability to pay. The majority of our clients are low income individuals who are MaineCare-eligible.

Describe the Fee for Service Structure if one exists:

Our fees are calculated based on units of service and service provided.

What accommodations are made to those applicants unable to pay for service?

Maine Behavioral Healthcare provides mental health services regardless of an individual's ability to pay. We serve a high percentage of individuals with incomes that fall well below state and federal poverty guidelines, and many who are uninsured or under-insured. We have long-term collaborative relationships with state, federal, municipal, and other social service agencies. With these connections in place, we are able to leverage affordable resources for our clients. Additionally, grants and fundraising help us provide services to those who could not otherwise afford it.

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

We do not maintain a facility in Kennebunkport; however we offer numerous services within a thirty-minute radius of the town.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Yes, MBH works closely with local hospitals, local police and other human service agencies in dealing with mental health crisis situations.

How often are your financial records audited by an accounting firm or third party?

Annually.

Long-range objectives and plans:

MBH has a five year strategic plan which includes:

- Behavioral health service line integration throughout the MaineHealth system, including a hub-and-spoke system of opioid use disorder treatment;
- Clinical excellence, including evidence-based care that leads to measurable improvements in patients' well-being;
- Population health, including establishing and growing collaborations with other providers, organizations and community agencies to help achieve partnerships to improve the health of the communities we serve;
- Create a culture of engagement that attracts top talent, improves retention and fosters a supportive environment for all employees;
- Financial excellence, including meeting revenue and expense targets.

Cutbacks or additions to last year's program:

Additions to last year's program include but are not limited to:

- Added 8 inpatient adolescent beds at Spring Harbor Hospital
- Established Certified Community Behavioral Health Clinic in York County to enhance services that will transform community based care for children, teens, adults and seniors.
- Expanded partnership with Treatment and Recovery Courts across 10 Maine counties.
- Launched Alcohol Ambulatory Withdrawal Management pilot program.

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME: See attached most recent audited financial statement.

Fees from clients: _____

Contributions: _____

Government Funding: _____

 Federal: _____

 State: _____

 Towns & Cities: _____

Endowments: _____

Grants: _____

Other: _____

TOTAL INCOME: _____

EXPENSES:

Salaries, benefits & other employee taxes: _____

Rent or mortgage: _____

Insurance: _____

Office supplies, postage, telephone: _____

Heat & electricity: _____

Travel costs: _____

Cost of services delivered: _____

Administrative expenses: _____

Contingencies or depreciation: _____

Other: _____

TOTAL EXPENSES: _____

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 2,114 units/hours of service

Total number of individuals served (unduplicated)*: Most recent fiscal year, FY22, MBH clients served 9,308
(excludes crisis clients seen in the Emergency Depts.)

Total number of Kennebunkport residents served: 48

Percent of total client count that are Kennebunkport residents: 0.005%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- **Agencies REQUIRED to file yearly audits** (Include a copy of the last audited financial statement.)
- **What is the average % salary increase for your employees anticipated for FY 2025?** To be determined.
- **Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain.** No.
- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application?** No.

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Megan Bagdasarian of Maine Behavioral Healthcare
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my
capacity as Annual Giving Officer
(Title)


Signed/Title Annual Giving Officer

November 13, 2023
Date

**Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046**

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

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A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: SEXUAL ASSAULT RESPONSE SERVICES OF SOUTHERN MAINE

Principal Address: 222 AUBURN ST, STE G1, PORTLAND, ME 04103

Executive Director: ERIN FLOOD

Contact Person/Phone #: JENNIFER UCCI 207-828-1035 X 102

Contact Email Address: JENNIFERU@SARSSM.ORG

Website: WWW.SARSSM.ORG

Total Agency Budget for FY24: \$1,143,535.00

Amount received from Kennebunkport for FY23: \$1000

Amount requested from Kennebunkport for FY23: \$1500

What percentage of your budget does this request equal? 1%

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

SARSSM provides free, confidential supportive services to people impacted by sexual violence, child sexual abuse, sexual harassment, and trafficking in York and Cumberland counties. Our services are wraparound and designed to provide immediate crisis response and safety planning, as well as address longer-term needs and resource provision such as shelter, food, clothing, and other basic needs as identified.

How is that need determined or measured?

The need is continuously measured by the numbers we serve annually, through statistical data captured at the state, regional and national level, as well as feedback from community partners, stakeholders and clients.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

In FY23, we provided services for 783 clients totaling 2,791 sessions of advocacy and support, with 270 referrals to community partners and \$16,734 in emergency funds provided to clients in need ranging from rent to medical needs. Our Children's Advocacy Center performed 430 hours of forensic interviewing with 270 families.

The outcome we seek is to end sexual violence in our communities. We work towards that goal by providing prevention education to youth, community-level advocacy, outreach and training, as well as providing 24/7 crisis response services through our helpline.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

SARSSM is a member center of the Maine Coalition Against Sexual Assault (MECASA) who conducts yearly audits of our programming, service provision, and data tracking. MECASA's Quality Assurance Standards are also guided by our grant funders. The Children's Advocacy Center of York County is separately nationally accredited by the National Children's Alliance. This certifies that the CAC meets ten best practice standards and provides comprehensive services. Each program also has mechanisms in place to survey clients and providers we serve on the effectiveness of our services.

What are the client eligibility criteria?

Anyone impacted by sexual violence in Cumberland and York Counties is eligible for our services, including survivors, their loved ones, or concerned others.

Describe the Fee for Service Structure if one exists:

All services are free.

What accommodations are made to those applicants unable to pay for service?

N/A

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

We do not have a facility in Kennebunkport. Kennebunkport citizens wishing to access our services can call our help line 24 hours a day, 7 days a week to be linked with an advocate for phone support or accompaniments to the hospital, court, or to make a police report. The Children's Advocacy Center of York County has a signed Memorandum of Understanding with the Kennebunkport Police Department who make referrals for children involved in sexual abuse investigations.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Our agency collaborates with many other non-profits. We coordinate to run support groups and make warm referrals of clients with domestic violence services providers Through These Doors and Caring Unlimited. Our Children's Advocacy Center is guided by a multidisciplinary advisory board including non-profits such as Spurwink, Pine Tree Legal Aid, Preble Street, and others. All of our sexual assault advocates on staff are trained in the local resources we can refer clients to and we maintain positive relationships with non-profit providers across both counties.

How often are your financial records audited by an accounting firm or third party?

We are audited annually.

Long-range objectives and plans:

Some of SARSSM's long-range goals are to maintain free services 24/7, explore new partnerships to reach underserved clients such as those in rural areas, veterans, elderly and the disabled, and to add staffing so our programs can expand capacity.

Cutbacks or additions to last year's program:

N/A

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

Fees from clients:	0.00
Contributions:	50,000
Government Funding:	
Federal:	955,000
State:	25,000
Towns & Cities:	7500
Endowments:	0
Grants:	40,000
Other:	
TOTAL INCOME:	1,077,500

EXPENSES:

Salaries, benefits & other employee taxes:	875000
Rent or mortgage:	65,000
Insurance:	15,000
Office supplies, postage, telephone:	5,000
Heat & electricity:	2500
Travel costs:	10,000
Cost of services delivered:	75,000
Administrative expenses:	15,000
Contingencies or depreciation:	5500
Other:	9500
TOTAL EXPENSES:	1,077,500

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 783

Total number of individuals served (unduplicated)*: 2,791

Total number of Kennebunkport residents served: 11 Confirmed, Full # unknown due to confidentiality rules.

Percent of total client count that are Kennebunkport residents: At least 1%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.



SECTION V. AGENCY CERTIFICATION

- **Agencies REQUIRED to file yearly audits** (Include a copy of the last audited financial statement.)
- **What is the average % salary increase for your employees anticipated for FY 2025? We anticipate a 3% COLA**
- **Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain. No**
- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? No**

**IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED
NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE
MUNICIPALITY OF KENNEBUNKPORT**

I, Jennifer Ucci of Sexual Assault Response Services of Southern Maine
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my
capacity as Director of Finance & Operations.
(Title)

Jennifer Ucci
Signed/Title

12/11/23
Date

Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

APPLICATION FOR FINANCIAL ASSISTANCE

FY 2025

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A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

* Applicant Agency Name:	Southern Maine Agency on Aging
* Principal Address:	30 Barra Road
	Biddeford ME 04005
* Executive Director:	Megan Walton, CEO
* Contact Person/Phone #/ E-mail & Web Site URL	Michelle Robinson 207-396-6500 mrobinson@smaaa.org Smaaa.org

Total Agency Budget for FY 2023:

\$7,800,000

Amount received from Kennebunkport
for FY 2022:

\$2,500

Amount requested from
Kennebunkport for FY 2024:

\$2,750

What % of your annual budget does
this request equal?

<1%

SECTION II. PROGRAM DESCRIPTION

- ♦ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?**

Rising rates of food insecurity: Much as we did last year, we continue to see high referral rates to SMAA's nutrition programs. Food security is a top priority for older adults and their families.

Caregiving challenges: Caregiving takes a toll on individuals' finances, emotional and physical well-being and social life. Many caregivers are leaving jobs early and/or turning down promotions due to the added stress.

Alzheimer's disease and related dementia: Alzheimer's disease is the 6th leading cause of death in the U.S. Currently 5.8 million Americans are living with the disease, but by 2050, that number is projected to rise to nearly 14 million. Towns, and their residents, are not prepared for the long-term toll this disease will have on their communities.

Financial exploitation: Financial exploitation is a fast-growing form of abuse of seniors and adults with disabilities. Financial exploitation commonly involves trusted persons in the life of vulnerable adults.

Health challenges: Additionally, 80% of Maine seniors have at least one chronic disease, and 77% have at least two. Just four chronic diseases—heart disease, cancer, stroke and diabetes—cause two thirds of all deaths each year. One-in-four seniors will experience a fall every year. Every time an older adult falls, they become less confident and are significantly more likely to fall again, often resulting in a spiraling decline in mobility and health.

♦ **How is that need determined or measured?**

SMAA staff track national and international trends using resources such as the National Association of Area Agencies on Aging, authorized research organizations, the Centers for Disease Control, and the National Institute on Aging, to stay up-to-date on trends and issues impacting our older population. Regionally, SMAA works with and gathers information from other community-based organizations, the Tri-State Learning Collaborative on Aging, local hospitals and healthcare entities, and through collaboration with other Area Agencies on Aging to track trends and evolving needs of Maine seniors.

SMAA also consults client surveys and analyses trends in client demographics and program growth. Staff use local tools such as regional Age-Friendly Community Surveys to help determine community-level needs and to help guide strategies for addressing those needs.

♦ **How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)**

Last year, **124** Kennebunkport residents received support and assistance from SMAA. The following is data summarizing the specific programs and services offered to Kennebunkport residents last year:

- **36** Kennebunkport residents received assistance through the Agency's Information and Resources program - staffed by Resources Specialists and Social Workers who work with seniors and their families by phone or in-person to provide information and support, and to increase access to available benefits. Those residents experienced **34** contacts with SMAA staff;
- **7** Kennebunkport residents received case management services from Resource Specialists and Social Workers. Staff assisted in connecting these residents to services such as coordinating transportation and appointments as well as application assistance. These meetings included direct assistance, a comprehensive needs assessment, and may include home visits. Staff provided **10** hours of support;
- **31** residents received Medicare and other insurance counseling. In addition to helping choose the best coverage for each individual, Agency volunteers assisted in saving participants hundreds and often thousands of dollars on yearly insurance and prescription costs;
- **3** Kennebunkport residents received guidance, participated in classes and/or support groups to help better understand and manage their caregiving role through the Family Caregiver Support Programs.

- 7 residents participated in SMAA's Community Café and/or "As You Like It" congregate dining programs through which they received 33 affordable and nutritious meals, and socialized, helping to reduce their risk of isolation and loneliness;
- 13 Kennebunkport residents participated in a total of 232 AgeWell Program classes designed to help people reduce their risk and fear of falls;
- 4 resident who is a caregiver received 297 hours of valuable respite through the Caregiver Respite Program;
- and 8 Kennebunkport residents, who are temporarily or permanently homebound and cannot shop for or prepare meals on their own, received 384 home-delivered meals, safety checks, and vital socialization through the Meals on Wheels and Simply Delivered for ME programs.

♦ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

For many programs, SMAA conducts yearly client surveys to collect feedback regarding client satisfaction, volunteer performance, suggestions for program improvement, and demographic information. Using a sophisticated database and software system, SMAA tracks the number of people served and the units of services provided for each program as well as trends and changes in participation levels.

Participation data and client survey information is regularly reviewed by program staff, the Agency's Board of Directors and Advisory Council. All groups meet monthly or more to ensure programs are working effectively and are progressing towards the performance measures identified in the Agency's strategic plan.

SMAA's area and strategic plans, and overall performance are closely evaluated by the State of Maine's Office of Aging and Disability Services (OADS) throughout the year.

♦ **What are the client eligibility criteria?**

SMAA's Money Minders program requires participants to live below a certain income level, and to have the mental capacity to direct their financial decisions. Participants of SMAA's traditional Meals on Wheels program must be 60 and older, and temporarily or permanently homebound and/or unable to prepare regular meals for themselves. Similarly, many of the services SMAA is connecting clients to through our Information and Resources department have mandated eligibility criteria such as age, income and/or asset level, and/or place of residence. Otherwise, as an Aging and Disability Resource Center, SMAA offers its services to all caregivers, adults 60 and older, and to people 60 and younger who are disabled in York and Cumberland counties of Maine.

*** Describe the Fee for Service Structure if one exists:**

SMAA's Sam L. Cohen Adult Day Center in Biddeford has an hourly participation fee that ranges between \$19 and \$25. The majority of members who attend the Center access subsidies that help them cover that cost.

As is mandated under the rules of the Older American's Act (OAA), SMAA is prohibited to charge for services it provides using OAA funds. We are however required to request a donation from all clients who receive services that are supported using OAA funding. No person is refused services based on their inability to contribute a donation.

♦ What accommodations are made to those applicants unable to pay for service?

The Agency's Adult Day Center requires participants to pay an hourly fee. In many cases, these payments are subsidized through programs such as the Veterans Association and MaineCare. Adult Day Center staff are trained and skilled to uncover potential funding sources, and work to distribute available funding to as many members as possible in order to maximize participation at the Center. All other SMAA programs are offered to individuals at no cost, and/or for a suggested donation.

♦ Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.

SMAA staff work hard to ensure its programs and services are available to seniors across all of York and Cumberland counties. Typically, Kennebunkport residents can access information and advice from an Agency Resource Specialist either in their home, on the phone, or at the Biddeford office by appointment. SMAA also offers many of its services at convenient locations in Kennebunkport and surrounding communities including the Kennebunkport Parks and Rec Building, the Kennebunkport Recreation Center, and The Center in Kennebunk.

♦ Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Last year, SMAA made over 12,000 total referrals to more than 700 community programs and organizations in order to provide needed wrap-around assistance, and greater depth of services, for our clients.

Some of the most referred to partners/collaborators include: Legal Services for the Elderly; AlphaOne; Catholic Charities Maine; Maine Senior FarmShare; Home Care

Assistance; DHHS; Opportunity Alliance Senior Companions program; Adult Protective Services; Social Security Office; local food pantries; and Salvation Army.

SMAA also uses its resource database of thousands of community partners to generate helpful "Resource Lists" for clients and families that summarize regional transportation services, affordable housing, home non-medical care resources, legal assistance, assisted living options, dental care, and independent housing options.

SMAA operates the Retired and Senior Volunteer Program (RSVP) in southern Maine which connects older adults with volunteer opportunities of their interest at non-profit organizations, including SMAA, throughout York and Cumberland counties. SMAA works with those organizations to help recruit and select volunteers that help them further their missions.

Collaborations with other area non-profits enable SMAA and local community-based organizations to increase the depth and quality of assistance provided, while also avoiding duplication of services.

♦ **How often are your financial records audited by an accounting firm or third party?**

Yearly.

♦ **Long-range objectives and plans:**

SMAA's 2021-2024 Strategic Plan includes five major objectives that will ensure the organization is meeting its mission of improving the quality of life for older adults, adults with disabilities, and the people who care for them: 1. Advance SMAA's work with diverse communities 2. Expand SMAA's role as a catalyst and convener for social connection for older adults in the community 3. Put the client at the center 4. Build community awareness and support 5. Grow SMAA's organizational capacity

♦ **Cutbacks or additions to last year's program:**

SMAA has been increasing our in-person programming in areas such as Medicare and Agewell classes. We have also been expanding our "As You Like It" and community cafe locations throughout both York and Cumberland counties. SMAA recently introduced a Memory Café program which provides a safe, non-judgmental space where caregivers and their loved ones living with memory impairment can socialize, learn, create, and more.

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

Fees from clients:	\$500,000
Contributions:	\$600,000
Government Funding:	
Federal:	\$4,200,000
State:	\$1,400,000
Towns & Cities:	\$200,000
Endowments:	
Grants:	\$300,000
Other:	\$600,000
TOTAL INCOME:	\$7,800,000

EXPENSES:

Salaries, benefits & employee taxes:	\$3,100,000
Rent or mortgage:	\$50,000
Insurance:	\$40,000
Office supplies, postage, telephone:	\$1,700,000 (including food)
Heat & electricity:	\$70,000
Travel costs:	\$90,000
Cost of services delivered: services)	\$1,700,000 (including third party

Administrative expenses:	\$300,000
Contingencies or depreciation:	\$140,000
Other:	\$310,000
TOTAL EXPENSES:	\$7,500,000

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 21.450

Total number of individuals served (unduplicated)*: 28,690

Total number of Kennebunkport residents served: 124

Percent of total client count that are Kennebunkport residents: <1%

- * If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

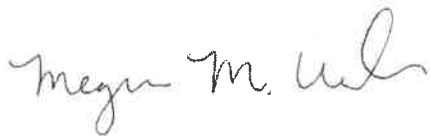
SECTION V. AGENCY CERTIFICATION

- Agencies **REQUIRED** to file yearly audits—Include a copy of last audited financial statement. Yes
- What is the average % salary increase for your employees anticipated for FY 2025? 5%
- Has your 501 C-3 status been revoked within the past five years for any reason? No
If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? No

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.**

I, Megan Walton, of Southern Maine Agency on Aging
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in
my capacity as Chief Executive Officer.
(title)



Signed/Title

11/15/2023

Date

**Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046**

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

Please complete the following application and return six hard copies to the Town of Kennebunkport. (In order to process your request in a timely manner, it is imperative that we receive six copies in this order. Please do not send additional brochures). Only those individuals returning this completed application no later than November 15, 2023, will be considered for FY 2025 funding. Applications that are not legible will not be accepted.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

◆ Applicant Agency Name:	York County Community Action Corp.
◆ Principal Address:	6 Spruce Street
	P.O. Box 72
	Sanford, ME 04073
◆ Executive Director:	Carter Friend
◆ Contact Person/Phone #/ E-mail & Web Site URL	Brad Bohon (207) 408-5625 BradB@yccac.org www.yccac.org

Total Agency Budget for FY 2024: \$27,010,706

Amount received from Kennebunkport for FY 2023: \$4,000

Amount requested from Kennebunkport for FY 2023: \$4,000

What % of your annual budget does this request equal? 0.015

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life.

York County Community Action Corporation (YCCAC) programs include:

- **WIC** (Women, Infants & Children—nutrition services);
- **Children's Services** (Head Start and Early Head Start—early education);
- **Energy Services**, which includes the Home Energy Assistance Program (HEAP), Energy Crisis Intervention Program (ECIP), Central Heating Improvement Program (CHIP), Weatherization and Home Audits—and, from March 2020 to 2023, Maine State Housing's **Rental Assistance Program**;
- **Transportation Services**, which offers Sanford Transit, WAVE Bus Program, Kennebunk In-Town Transportation (KITT), Shoreline Explorer, Southern Maine Connector, Connecting to Cancer Care Program, Local Rides, Orange Line, and Volunteer Driver Program;
- **Department of Economic Opportunity**, which houses Community Outreach, the VITA Free Tax Preparation Program, Housing Counseling, Foreclosure Counseling and Prevention, the Homebuyer Education Program, and York County CA\$H, which connects people with tools and opportunities to achieve credit repair and financial independence and security;
- **Nasson Health Care**, our Federally Qualified Community Health Center, which provides primary medical, dental, and behavioral health care to residents of York County and neighboring communities. Our services include preventive care as well as treatment for acute and chronic conditions. In addition, Nasson offers health education, care management, and referrals to specialists and other services.

YCCAC programs serve critical immediate needs while delivering to clients and patients vital services to help them become healthy, financially stable, and productive members of their communities.

Nasson Health Care—York County's only Community Health Center— is a nationally recognized Patient-Center Medical Home committed to offering people in York County high-quality, affordable primary care. Our team of compassionate and qualified professionals provide a fully-integrated range of services, including primary medical care, dental care and behavioral health. We also partner with many of the region's social service organizations and specialties to treat and care for the "whole-person."

Nasson Health Care was at the forefront of the fight against COVID-19 and its variants, providing COVID testing, tracking, vaccinations and treatments. While the global pandemic has largely faded from our daily lives, Nasson continues to make available COVID testing and vaccines—including the most recent booster vaccinations for those over age 65.

Nasson also offers health education, care management, and referrals to specialists and other services. Nasson health services are available to all York County residents, regardless of insurance or ability to pay.

Our **Energy Services** program provided home heating assistance (HEAP) to **12,355** York County residents in 2023—up from 9,261 in 2022, an increase of 33.4%. More than half of these households included “at risk” family members (persons susceptible to hypothermia: over age 60 or children under age 4). We also operate an emergency fuel assistance program: Emergency Crisis Intervention Program, or ECIP. HEAP-eligible households can get emergency fuel delivery when their tanks contain 1/8 or less fuel. Heating assistance is vital to many York County households, and ensures that these residents are safe during the coldest months of the year.

Both Nasson Health Care and the YCCAC Energy Services program provide **life support** for many, if not most, of the clients/patients we serve.

How is that need determined or measured?

YCCAC regularly conducts community needs assessments. Several YCCAC programs also conduct independent needs assessments; these programs include Children’s Services (Head Start and Early Head Start), the Economic Opportunity Department, and Nasson Health Care.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)

YCCAC programs provide a range of services, including early education through **Head Start** and **Early Head Start**; nutrition, breastfeeding, pregnancy and infant/child check-ups, through **WIC**; access to school, job training, work sites, health appointments, cancer care and shopping, through **Transportation Services**; home heating, emergency heating assistance, furnace repair and weatherization services, through **Energy Services**; and community outreach (individual and/or family counseling and referral services), free tax preparation, housing services, foreclosure prevention and counseling, and access to subsidized housing, through our **Economic Opportunity Department**—to name but a handful.

In partnership with other human service organizations, faith-based groups, and entities within our municipalities (e.g., Police, EMT’s), YCCAC strives to develop viable, pragmatic solutions to some of our communities’ most pressing—and most challenging—problems.

One example would be our continued work with Sanford Police Detective Eric Small. YCCAC Outreach Workers teamed up with Detective Small to—as noted in a commendation letter to Detective Small from Police Chief Tom Connally— “build a relationship with people who have been marginalized and ignored, to include people who

have no permanent home, and people suffering from substance use disorder.” Outreach workers have established **pop-up resource hubs** at the YCCAC home site in Sanford, to help coordinate services for York County residents experiencing homelessness. Health and housing assistance have been the primary goals for these events, and YCCAC staff—from Outreach to WIC and Nasson Health Care—have worked with community partners to offer services, treatment and care.

Again in 2023, we worked with families struggling to pay rent due to job loss from the COVID-19 pandemic. In Fiscal 2022/23 (11/1/22 to 10/31/23), YCCAC administered **more than \$31,370,000** in rental payments. These services meet the needs of underserved and vulnerable residents of York County. The outcomes we aim to achieve are twofold: to assist with an immediate need, which might be as simple as getting a person to school or work, or help getting a household a supply of home heating fuel; our secondary goal, which is equally important, is to provide the tools and resources for the client(s) to become financially stable, independent, and no longer in need of our services or programs.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Each program undergoes a rigid evaluation process annually, and reports findings to their respective funding sources, as well as to the YCCAC Board of Directors.

What are the client eligibility criteria?

Client eligibility for most YCCAC programs is income-based and determined by HHS Federal Poverty Guidelines.

Describe the Fee for Service Structure if one exists:

There are no fees for YCCAC Program services, with the exception of Nasson Health Care. Our Health Care Program offers a sliding-scale fee for low-income clients and those without insurance, based on household income. Clients/patients are provided services regardless of ability to pay. No one in need is turned away.

What accommodations are made to those applicants unable to pay for service?

All YCCAC programs and services are designed to assist those with low or no income. There are no fees for YCCAC services, with the exception of Health Services. For those with no income, a sliding-scale fee is available.

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.

York County Community Action Corporation maintains office sites in Sanford, Biddeford and Kittery. Kennebunkport residents in need of YCCAC services are generally served through the Biddeford office. Homebound residents are eligible for visits from staff from all YCCAC office sites. Most YCCAC programs operate Monday through Friday, 8:00 a.m. to 5:00 p.m. There are evening hours for WIC, Homebuyer Education, and Nason Health Care. Homebuyer education offers some weekend classes. The Transportation's WAVE program operates year-round, 7 days a week.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

YCCAC is proud to work in close partnership with more than a dozen non-profit and faith-based organizations in York County. These include: Maine Behavioral Health, Center for Grieving Children, Red Cross, Caring Unlimited, Biddeford Ready!, Maine State Housing, United Way of Southern Maine, Kids Free to Grow, Maine Legal Services for the Elderly, Pine Tree Legal Services, York County Shelter Programs, and Southern Maine Agency on the Aging.

How often are your financial records audited by an accounting firm or third party?

York County Community Action Corporation undergoes a full financial audit every year.

Long-range objectives and plans:

During the last three and a half years, the COVID pandemic has greatly impacted the community and YCCAC services. YCCAC has had a remarkable response to the pandemic and we are proud of our response. YCCAC was at the forefront for implementing new programming and supporting the community during the pandemic. YCCAC's Strategic Plan continued to move ahead during this period of time and the plan is still relevant to the work YCCAC is doing today. The framework continues to provide a blueprint for YCCAC's approach to improving people's lives.

Although the plan and framework remain relevant, YCCAC recognizes that priorities have slightly shifted based on the impact of the pandemic and the current economic landscape. Over the last year and a half, YCCAC has re-engaged planning and priority setting by engaging the Board of Directors, community, and staff members. Based on this activity, YCCAC has identified increased areas of emphasis within programs and administration including the following:

Program Priorities:

1. Affordable Housing
2. Child Care
3. Transportation
4. Biddeford Expansion

Administrative Priorities:

1. Staff Recruitment, Support and Engagement
2. Communications
3. Data and Continuous Quality Improvement
4. Technology
5. Governance

YCCAC has never been better positioned to achieve this mission. YCCAC has a deeply committed, experienced and passionate staff; a dedicated and seasoned Board; a broad range of resources and services for our clients/patients 'under one roof'; strong partnerships; and is extremely well respected.

Looking forward, we recognize that we are operating in an increasingly complex and challenging environment. In order to continue to be successful, we will need to seek out and take advantage of opportunities; be nimble and innovative; take calculated risks; and keep the clients and patients at the center of every decision we make and action we take.

Cutbacks or additions to last year's programs:

In 2023, for the third consecutive year, YCCAC Transportation was not able to operate its Shoreline Explorer Seasonal Bus & Trolley Program due to lack of available drivers. We continue to seek drivers for all of our vehicles, and have added incentives for new drivers, such as signing bonuses, split-shift and/or scheduling to the driver's needs, and full pay for driver training and accreditation. We fully expect to operate the bus and trolley program in summer 2024.

We are in the process of creating a program called Stratosphere, which will allow for development of a client portal and new marketing/communication strategies for New Mainers (migrants, refugees and asylum seekers)

To expand our Children's Services program (Head Start and Early Head Start), YCCAC has applied for funding from the Child Care Infrastructure Grant Program. This program will deliver funding and technical assistance to launch or grow child care programs throughout York County. The program will enable YCCAC to renovate facilities and increase enrollment.

Our Economic Opportunity Department is working with Maine Housing on a Housing Navigator Program. The navigators for this initiative will work with families experiencing or at risk of homelessness in obtaining housing, and assist them in maintaining stable

housing following lease up. We are also engaged in a new program called Housing First, which is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life.

Economic Opportunity is working toward enlisting Social Determinant of Health Case Workers—social workers who address such things as transportation, food security, personal mobility, health and exercise, eating habits, and other determinants that affect a wide range of health and quality of life risks and outcomes. The Case Workers would help clients navigate the steps toward improved health, financial security, and heightened self-esteem, so that they can enjoy full participation in their communities.

Nasson Health Care has grown its client/patient numbers every year for more than a decade. We have all but outgrown the four floors of the historic Nasson Community College, using one floor alone for Dental Care, and the other floors for medical and mental health services. Our health center in Biddeford, at 357 Elm Street, has also been used to capacity. We continue to search for a larger property to expand our health services in Biddeford, and possibly to open a second location in the Springville/Sanford area.

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

Fees from clients:	\$6,711,069
Contributions:	\$1,721,460
Government Funding:	
Federal:	\$16,686,447
State:	\$1,734,674
Towns & Cities:	\$157,056
Endowments:	\$0

TOTAL INCOME: **\$27,010,706**

EXPENSES:

Salaries, benefits & employee taxes:	\$15,234,038
Rent or mortgage:	\$1,323,525
Insurance:	\$278,210
Office supplies, postage, telephone:	\$297,010
Heat & electricity:	\$0 (included in Rent & Mortgage)
Travel costs:	\$297,118 (includes client-related travel)
Cost of services delivered:	\$4,321,713
Administrative expenses:	\$2,368,947
Contingencies or depreciation:	\$54,021
Other:	\$2,836,124
TOTAL EXPENSES:	\$27,010,706

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: N/A/ (See "Define a unit of service provided.)

Total number of individuals served (unduplicated)* 54,618

Total number of Kennebunkport residents served: 397

Percent of total client count that are Kennebunkport residents: 0.73

- * If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION


- Agencies **REQUIRED** to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2025? **3%**
- Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain. **Our 501C3 status has never been revoked.**
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application. **There is no conflict of interest.**

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM.** Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.

I, Brad Bohon
(name)

of York County Community Action Corporation
(name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Community Relations Manager.
(title)

 Community Relations
Signed/Title

11-13-23
Date

Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046

APPLICATION FOR FINANCIAL ASSISTANCE FY 2025

Please complete the following information and return six hard copies to the Town of Kennebunkport. (In order to process your request in a timely manner, it is imperative that we receive six copies in this order. Please do not send additional brochures). Only those individuals returning this completed application no later than November 15, 2023, will be considered for FY 2025 funding. Applications that are not legible will not be accepted.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: York County Shelter Programs Inc.
Principal Address: 147 Shaker Hill Rd
Alfred, ME 04002
Executive Director: Megan Green - Gendron
Contact Person/Phone #: 207-324-1137 Ext 104
Contact Email Address: NateR@yescpi.org
Website: YorkCountyShelterPrograms.com
Total Agency Budget for FY24: 5,015,000
Amount received from Kennebunkport for FY23: \$5,000
Amount requested from Kennebunkport for FY23: \$5,000
What percentage of your budget does this request equal? 1,000%

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

Please See attached mission Statement

How is that need determined or measured?

Y.C.S.P. maintains a call log of who and why people need services and how those needs are met. Once a person is admitted to the shelter or a program of YCSP, we have electronic systems that outcomes and collect data for documenting information for reports

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

Please See attached data and Statistics Sheet.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Leadership reviews YCSPI's data each fiscal year to discuss and analyze. YCSPI has also implemented Compliance Packets that are reviewed quarterly. Client Satisfaction and Suggestion Surveys are conducted Periodically.

What are the client eligibility criteria?

YCSPI is a low barrier agency. Payer Sources is not needed. If someone is homeless or struggling with addiction or mental health issues we want to help them. However, if someone is actively using substances or alcohol they need to go through detox and cannot be housed until medically cleared.

Describe the Fee for Service Structure if one exists:

YCSPI assists people who meet the criteria of homelessness and addictions without the ability to pay. If someone has the ability to pay we do have a client fee that is compliant with H.U.D. standards at 30% of a persons income.

What accommodations are made to those applicants unable to pay for service?

YCSPI does not ~~require~~ require people to pay for services that had zero ~~income~~ income. Through targeted case management and job training we assist people to become independent and gain not only resources but skills to self-sustain.

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

YCSPI does not have locations in Kennebunkport. We do offer all programs and services at this agency to citizens of Kennebunkport and welcome referrals from the municipalities social service departments and law enforcement agencies.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Yes we collaborate with multiple agencies including the United Way that supports our food pantry. We maintain a positive working relationship with community housing authorities, general assistance programs and countless other human services agencies.

How often are your financial records audited by an accounting firm or third party?

Annually.

Long-range objectives and plans:

YCSP continually looks at the most effective ways and best practices in treatment for addictions and mental health. We continually look at ways to meet the challenge of homelessness in York County and beyond.

Cutbacks or additions to last year's program:

YCSP continues to look at ways to effectively deliver services while maintaining an efficient cost effective streamlined approach to running our programs.

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

Fees from clients:	\$ 75,000
Contributions:	\$ 913,500
Government Funding:	
Federal:	—
State:	\$ 1,933,321
Towns & Cities:	\$ 25,000
Endowments:	—
Grants:	\$ 764,133
Other:	\$ 1,304,046
TOTAL INCOME:	\$ 5,015,000

EXPENSES:

Salaries, benefits & other employee taxes:	\$ 3,423,515
Rent or mortgage:	\$ 92,214
Insurance:	\$ 233,500
Office supplies, postage, telephone:	\$ 30,200
Heat & electricity:	\$ 449,424
Travel costs:	\$ 7,550
Cost of services delivered:	\$ 230,000
Administrative expenses:	\$ 290,000
Contingencies or depreciation:	\$ 255,000
Other:	\$ 3,597
TOTAL EXPENSES:	\$ 5,015,000

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 14,262 Food Boxes,

Total number of individuals served (unduplicated)*: 563

Total number of Kennebunkport residents served: 8

Percent of total client count that are Kennebunkport residents: .014%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies **REQUIRED** to file yearly audits (Include a copy of the last audited financial statement.) 3
- What is the average % salary increase for your employees anticipated for FY 2025? 3-4%
- Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain. No.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? NO

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Nathan Ross of York County Shelter Programs
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Fiscal Director
(Title)

Nathan Ross Fiscal Director
Signed/Title

12/08/2023
Date

Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046

APPLICATION FOR FINANCIAL ASSISTANCE FY 2025

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A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: Day One

Principal Address: PO Box 1360
Windham ME 04062

Executive Director: Gregory Bowers

Contact Person/Phone #: 207-893-0386 Renee Ronfeldt

Contact Email Address: renee@day-one.org

Website: www.day-one.org

Total Agency Budget for FY24: 5,300,000

Amount received from Kennebunkport for FY23: 0 (Day One has requested and

Amount requested from Kennebunkport for FY23: 0 received awards in previous years)

What percentage of your budget does this request equal? _____

Prior financial awards were in the range of \$500 to \$1,000 or less than 1/2 of 1% of the Agency's total budget.

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

Day One improves the health of Maine by providing substance use, mental health and wellness services to youth and families. These are life saving services given current rate of overdose and suicide deaths in our state.

How is that need determined or measured?

The need for services is determined through referral data. Currently the need (measured in terms of waitlists) is greater than we are able to provide.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

Day One provides residential substance use programs for youth, individual and family therapy, case management, psychiatric medication management, medication assisted treatment for opioid use disorder, as well as homeless teen services.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Our agency maintains a strategic plan which is reviewed annually to track progress. Our Board of Directors also has a Quality Committee responsible for measuring program effectiveness.

What are the client eligibility criteria?

Day One accepts all referrals regardless of their ability to pay.

Describe the Fee for Service Structure if one exists:

Funding is primarily Fee for service driven using established MaineCare and Commercial rate structures. Several contracts with the state and various school systems help subsidize what work can not be billed for.

Day One relies on approximately \$200,000 in United Way Funding and \$100,000 in other fundraising activities.

What accommodations are made to those applicants unable to pay for service?

Day One utilizes a charity care policy which allows for a sliding scale for payment based on ones ability to pay.

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

NO, however Day Ones services are available statewide. For example our youth residential services are the only one of its kind in the state. The majority of clients we serve come from Cumberland and York counties.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Day One collaborates with many organization in effort to provide youth the services they need including local hospitals, law enforcement, homeless teen centers, school systems as well as other mental health agencies.

How often are your financial records audited by an accounting firm or third party?

Day One's financial records are audited each year by a local accounting firm.

Long-range objectives and plans:

Day One is seeking to expand the services it delivers directly to schools. In addition we are seeking to develop community based clinical teams to help address growing adolescent substance use needs close to home.

Cutbacks or additions to last year's program:

There have been no cuts to clinical programming. This year we were able to reopen our girls' residential program following a temporary closure during the pandemic.

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

Fees from clients:	<u>248,000</u>
Contributions:	<u>264,000</u>
Government Funding:	
Federal:	<u>0</u>
State:	<u>4,689,000</u>
Towns & Cities:	<u>10,000</u>
Endowments:	<u>0</u>
Grants:	<u>25,000</u>
Other: (Contracts)	<u>164,000</u>
TOTAL INCOME:	<u>5,400,000</u>

EXPENSES:

Salaries, benefits & other employee taxes:	<u>4,166,000</u>
Rent or mortgage:	<u>172,000</u>
Insurance:	<u>89,000</u>
Office supplies, postage, telephone:	<u>53,000</u>
Heat & electricity:	<u>45,000</u>
Travel costs:	<u>34,000</u>
Cost of services delivered:	<u>252,000</u>
Administrative expenses:	<u>385,000</u>
Contingencies or depreciation:	<u>57,000</u>
Other: (charity care Bad Debt)	<u>147,000</u>
TOTAL EXPENSES:	<u>5,400,000</u>

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: Difficult to provide as service unit definition varies by day one service.

Total number of individuals served (unduplicated)*: 1,069

Total number of Kennebunkport residents served: 285 York County (County Only Data Readily Available)

Percent of total client count that are Kennebunkport residents: 26%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies **REQUIRED** to file yearly audits (Include a copy of the last audited financial statement.) Attached
- What is the average % salary increase for your employees anticipated for FY 2025? 5% to keep up with market demands
- Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain. NO
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? NO

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Gregory Bowers of Day One
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Chief Executive Officer
(Title)

[Signature]
Signed/Title

11/14/23
Date

**Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046**

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

Please complete the following information and return six hard copies to the Town of Kennebunkport. (In order to process your request in a timely manner, it is imperative that we receive six copies in this order. Please do not send additional brochures). Only those individuals returning this completed application no later than November 15, 2023, will be considered for FY 2025 funding. Applications that are not legible will not be accepted.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: LifeFlight Foundation

Principal Address: PO Box 859, Augusta, ME 04332

Executive Director: Kate O'Halloran

Contact Person/Phone #: Ashley MacMillan, Director of Annual Giving, 207-357-5508

Contact Email Address: amacmillan@lifeflightmaine.org

Website: lifeflightmaine.org

Total Agency Budget for FY24: See attached

Amount received from Kennebunkport for FY23: \$908

Amount requested from Kennebunkport for FY23: \$908

What percentage of your budget does this request equal? .04%

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

LifeFlight of Maine is the state's primary provider of critical care air and ground transportation services. Critical care is provided directly to patients at emergency scene calls in support of local EMS, and also in partner with community hospitals. These services are provided to patients regardless of insurance status or ability to pay.

How is that need determined or measured?

Local EMS and community partners call LifeFlight to swiftly provided ICU level care to a patient where and when they need it. Since 1998, more than 37,000 patients in Maine have been safely cared for and transported by LifeFlight, 25 of those have been Kennebunkport residents.

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

We staff 5 crews at our bases in Lewiston, Sanford, and Bangor using 3 helicopters, an airplane, ground ambulance, and rapid response vehicles. Together these teams care for Maine 24/7/365.

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

The clinical performance at LifeFlight of Maine is reviewed constantly by an internal team led by our medical directors.

What are the client eligibility criteria?

Critically ill or injured patients of all ages needing specialized care beyond what can be provided by local hospitals - including premature infants, cardiac and stroke patients, complex traumatic injury, organ transplant, sepsis, burns, and serious obstetric complications. We use strict medical utilization criteria to make sure all flights are medically necessary. Emergency medical providers are guided by state-mandated protocols based on the latest research and best practice.

Describe the Fee for Service Structure if one exists:

LifeFlight's costs and charges are the lowest in New England and among the lowest in the country.

The average charge for a LifeFlight transport is around \$20,000. Other provider charges across

New England and the northeast range from around \$27,000 for non-profits providers to

\$60,000-\$80,000 from for-profit air medical companies. LifeFlight participates with most major

commercial insurance companies as well as Medicare and MaineCare, with the goal of avoiding any

"surprise bill" to patients.

What accommodations are made to those applicants unable to pay for service?

In FY2023 LifeFlight provided \$1.7 million of care to patients without insurance or the means to cover the cost of care, as well as significant discounts for Medicare and MaineCare patients.

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

We do not have a facility in Kennebunkport, however, our statewide crews serve every community in Maine. Since 1998, 25 Kennebunkport residents have been cared for by LifeFlight.

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

We partner with all local EMS, fire/safety, community hospitals, public safety, police, etc to create the chain of survival.

How often are your financial records audited by an accounting firm or third party?

Annually

Long-range objectives and plans:

LifeFlight's vision for Maine is a place in which every person, in every community, has access to critical care and medical transport when needed.

Cutbacks or additions to last year's program:

We currently are implementing our own ground critical care program (see attached for additional information).

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)

INCOME:

Fees from clients:	See attached
Contributions:	
Government Funding:	
Federal:	
State:	
Towns & Cities:	
Endowments:	
Grants:	
Other:	
TOTAL INCOME:	

EXPENSES:

Salaries, benefits & other employee taxes:	
Rent or mortgage:	
Insurance:	
Office supplies, postage, telephone:	
Heat & electricity:	
Travel costs:	
Cost of services delivered:	
Administrative expenses:	
Contingencies or depreciation:	
Other:	
TOTAL EXPENSES:	

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 2468 in FY23

Total number of individuals served (unduplicated)*: 37,000 since 1998

Total number of Kennebunkport residents served: 25 since 1998

Percent of total client count that are Kennebunkport residents: .06%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- **Agencies REQUIRED to file yearly audits** (Include a copy of the last audited financial statement.)
- **What is the average % salary increase for your employees anticipated for FY 2025?** Unknown, but historically has been not been greater than 3%.
- **Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain.** No.
- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application?** No.

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Ashley MacMillan of LifeFlight Foundation
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my
capacity as Director of Annual Giving
(Title)

Ashley MacMillan 11/9/2023
Signed/Title Date

Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025

Please complete the following information and return six hard copies to the Town of Kennebunkport. (In order to process your request in a timely manner, it is imperative that we receive six copies in this order. Please do not send additional brochures). Only those individuals returning this completed application no later than November 15, 2023, will be considered for FY 2024 funding. Applications that are not legible will not be accepted.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name:	The Center
Principal Address:	175 Port Rd
	Kennebunk, ME 04043
Executive Director:	Bridget Dempsey
Contact Person/Phone #:	(207) 967-8514
E-mail & Web Site URL:	director@seniorcenterkennebunk.org www.seniorcenterkennebunk.org
Total Agency Budget for FY24:	\$275,400
Amount received from Kennebunkport for FY 23:	\$2,250
Amount requested from Kennebunkport for FY 23:	\$5,000
What % of your annual budget does this request equal?	1.8%

SECTION II. PROGRAM DESCRIPTION

- ♦ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.**

The Center provides a wide array of services to the 50+ community. We believe our greatest value to the seniors across our communities is providing a place for them to meet, learn, grow, and share their life experiences. We provide programs that help keep our community mentally, physically, and socially active. Our goal is to enable participants to do what they know and love, as well as explore new interests.

Our legal consultation and Medicare information sessions are in-person events. We work with Southern Maine Agency on Aging (SMAA) to provide presentations on their care-giver support options.

Our members are looking to be as active as they can throughout their lifetime. We provide our members programs and services focused on wellness, social interaction, and continuing education.

One of our most notable programs is our FISH program, matching volunteer drivers with community members requesting rides to medical appointments as far south as Portsmouth and as far north as Portland. The people we serve with this program do not need to be members of the Center, but they do need to reside in the three primary communities we serve (Kennebunkport, Kennebunk, and Arundel).

Our Grief Counseling program is also provided to the communities at large - Center membership is not required. People find us through our website and our connections with the social services organizations in each of our towns. Our group meets weekly and provides a much-needed connection for people at different levels of the grieving process.

One of our most popular programs from a volunteerism perspective is our Elder Elves program. Working with contacts from the Social Services organizations in Kennebunkport, Kennebunk, and Arundel, as well as visiting nursing organizations and first responders, we create holiday gift bags for senior members of our community in need and isolated from their families.

- ♦ **How is that need determined or measured?**

We survey our membership on a regular basis to understand the types of programming they are looking for and ask for feedback on the current offerings. We have a Membership Committee comprised of representatives from the membership and staff to solicit feedback and suggestions. We take that input and determine which aspects of our offerings need to be refined, expanded, or condensed depending on the current and future needs of membership and communities at large.

We communicate with representatives from the social services of the communities we serve to help us understand the needs of the community at large as well. We are often contacted by each of our towns and social services organizations from as far away as Portland who have constituents here in Kennebunkport, Kennebunk or Arundel who are interested in our Grief Counseling program, our FISH program for rides to medical appointments or our wellness check calls (Tender Loving Calls).

◆ **How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)**

Our programming is designed to meet the mental, physical, and social needs of our membership and the community at large. We found that as we helped participants increase their comfort level with technology to attend sessions with us, it helped them stay in touch with friends and family.

We have provided medical appointment rides through our FISH program since restarting the program early last year. We provide Grief Counseling sessions on a weekly basis throughout the year. We also provide wellness check calls through our Tender Loving Call service. We are often contacted by family members who live outside the area but who are trying to help provide more consistent and local contact for their family members here in the communities we serve.

Our luncheons continue to be very popular, and we see this always as a positive outcome.

◆ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

We survey our membership on a regular basis to understand the types of programming they are looking for and ask for feedback on the current offerings. We have a Membership Committee comprised of representatives from the membership and staff to solicit feedback and suggestions. We take that input and determine which aspects of our offerings need to be refined, expanded, or condensed depending on the current and future needs of membership and communities at large. We have sign-up processes for our programming to help us track the utilization of the services.

◆ **What are the client eligibility criteria?**

Our goal is to provide services to residents of Kennebunkport, Kennebunk, and Arundel. We provide services for full- and part-time residents.

◆ **Describe the Fee for Service Structure if one exists:**

Currently, our annual membership fee is \$75.

◆ **What accommodations are made to those applicants unable to pay for service?**

If a member is unable to pay their annual fees due to financial challenges, we can and do waive fees on a case-by-case basis. Often the people who are experiencing financial challenges are the people who need access to our programming and opportunities for socialization and community.

- ◆ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.**

The Center is located at 175 Port Rd in Kennebunk, in the heart of the Lower Village. We are a block from the junction of Kennebunkport and Kennebunk in Dock Square. We provide our programming Monday through Friday from 8:30 AM to 4 PM. We added additional hours where needed to allow more flexibility and opportunities for people to gather.

- ◆ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

We work with Southern Maine Agency on Aging, the Chamber of Commerce, the Seashore Trolley Museum, the social services organization teams from Kennebunkport, Kennebunk, and Arundel and more to help us provide programming and events in as cost-effective manner as possible to maximize funding we receive. We also work closely with other organizations such as Atria, Huntington Common, Avita of Wells, Reform Physical Therapy, Bergen & Parkinson, LLC, and Senior Planning to help us provide effective and informative programming. We will continue to look for grant opportunities to support the Center and the programs we provide.

- ◆ **How often are your financial records audited by an accounting firm or third party?**

Our organization uses outside resources to complete and file our taxes on an annual basis and periodically contracts with outside firms to complete financial reviews.

- ◆ **Long-range objectives and plans:**

Our organization uses outside resources to complete and file our taxes on an annual basis and periodically contracts with outside firms to complete financial reviews.

- ◆ **Cutbacks or additions to last year's program:**

We have not planned for the cutback of any programs. Instead, the Center is always reviewing to expand the programs and fund-raising events. The major portion of our operating budget is funded by our fund raising events. We continue to look for opportunities to diversify our program offerings to encourage new members as well as member retention.

SECTION III. INCOME & EXPENSES (Estimated for FY 2025)**INCOME:**

Fees from clients:	<u>\$27,400</u>
Contributions:	<u>\$25,950</u>
Government Funding:	
Federal:	<u>None</u>
State:	<u>None</u>
Towns & Cities:	<u>\$10,000</u>
Endowments:	<u>None</u>
Grants:	<u>None</u>
Other:	<u>\$212,050</u>
TOTAL INCOME:	<u>\$275,400</u>

EXPENSES:

Salaries, benefits & employee taxes:	<u>\$125,800</u>
Rent or mortgage:	<u>\$9,700</u>
Insurance:	<u>\$5,200</u>
Office supplies, postage, telephone:	<u>\$12,100</u>
Heat & electricity:	<u>\$9,200</u>
Travel costs:	<u>None</u>
Cost of services delivered:	<u>\$26,500</u>
Administrative expenses:	<u>\$75,350</u>
Contingencies or depreciation:	<u>NA</u>
Other:	<u>\$11,550</u>
TOTAL EXPENSES:	<u>\$275,400</u>

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 5,000 visits/year

Total number of individuals served (unduplicated)* 500 members

Total number of Kennebunkport residents served: 141

Percent of total client count that are Kennebunkport residents: 28.2%

- * If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

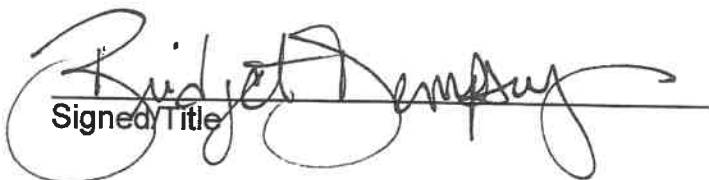
- Agencies REQUIRED to file yearly audits (Include a copy of the last audited financial statement.)
- What is the average % salary increase for your employees anticipated for FY 2025?
- Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application?

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Bridget Dempsey, of the Center
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my

capacity as Executive Director.
(title)


Signed Title

11/14/23
Date

Town of Kennebunkport
6 Elm Street, PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2025**

Please complete the following information and return six hard copies to the Town of Kennebunkport. (In order to process your request in a timely manner, it is imperative that we receive six copies in this order. Please do not send additional brochures). Only those individuals returning this completed application no later than November 15, 2023, will be considered for FY 2025 funding. Applications that are not legible will not be accepted.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Applicant Agency Name: Southern MAINE Veterans Cemetery Asso.

Principal Address: 83 Stanley Rd.

Springvale, ME 04083

Executive Director: Mr. Richard LANGLAIS

Contact Person/Phone #: Angela Le BLANC

Contact Email Address: SEASCAPES333@gmail.com

Website: http://www.SOUTHERNMAINEVETERANSCEMETERY.ORG/

Total Agency Budget for FY24: _____

Amount received from Kennebunkport for FY23: 0

Amount requested from Kennebunkport for FY23: \$500 —

What percentage of your budget does this request equal? Less than 1%

SECTION II. PROGRAM DESCRIPTION

Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc., or are aids to enhance the quality of life.

N/A

How is that need determined or measured?

N/A

How is your program attempting to meet that need? Describe the services provided, define a unit of service provided, and what the outcome is that you expect to achieve. (Please be as specific as possible)

N/A

What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

N/A

What are the client eligibility criteria?

N/A

Describe the Fee for Service Structure if one exists:

N/A

What accommodations are made to those applicants unable to pay for service?

FREE

Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and the days and hours of operation available.

N/A

Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

We work with ~~VETS~~ veteran posts/clubs and Veterans' non-profit groups.
Sanford Regional Technical Center provides student volunteers.

How often are your financial records audited by an accounting firm or third party?

Quarterly Audits by trustees, following the protocol set up by the bonding company

Long-range objectives and plans:

"Women of the Armed Services"
Monument \$42,000 - \$52,000 -

Cutbacks or additions to last year's program:

None



SOUTHERN MAINE VETERANS MEMORIAL CEMETERY ASSOCIATION

83 Stanley Road, Springvale, Me 04083

southernmaineveteranscemetery.org

Email: SMVMCA198@gmail.com

Chairman
Dick Langlais

Vice Chairman
Kevin Warden

Treasurer
Curtis Mills

Secretary
Ron Rivard

Trustees
Ray Parent
Bob Champagne
Roger Watson

Ex Officio
Superintendent

Board Members
James E. N. Bachelder
Dale Midgely
Penny Mills
Angela LeBlanc
Jessica Violette
John Flagler
Linda Smilie
Dan Caron
Nadine Gookin
David Contois
Bruce Knight
Joe Doiron

Projected Expenses 2023-2024

Administrative:

Bond	\$147.00
Web Page Fee	\$ 71.00
Bureau of Corporation Fee	\$35.00
Office Supplies	\$450.00
Sales Tax	\$150.00
Total :	\$853.00

Capital Expenses:

FEMALE Veterans Monument	\$42,000.00-\$50,000
Beautify Cemetery	\$2000.00
Total :	\$\$\$42,000.00-\$51,000

Projected Income:

Sales (Niche Vases)	\$2,400.00
Cities and Towns	\$12,000
Iron Tails Bike Ride	\$2500.00-\$3500.00
Service Clubs and Posts	\$4500.00
General Public	\$2000.00
Grant Application	NA



SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: —

Total number of individuals served (unduplicated)*: —

Total number of Kennebunkport residents served: 16

Percent of total client count that are Kennebunkport residents: Less than 1%

*If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies **REQUIRED** to file yearly audits (Include a copy of the last audited financial statement.)
- What is the average % salary increase for your employees anticipated for FY 2025? VOLUNTEER STAFF
- Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain. NO
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? NO

IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE MUNICIPALITY OF KENNEBUNKPORT

I, Angela LeBlanc of SMVMCA
(Name) (Name of Agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Development
(Title)

Angela LeBlanc
Signed/Title

10/18/23
Date

SECTION III. INCOME & EXPENSES (Estimated for FY 2025) *SEE ATTCH:*

INCOME:

Fees from clients: _____

Contributions: _____

Government Funding:

 Federal: _____

 State: _____

 Towns & Cities: _____

Endowments: _____

Grants: _____

Other: _____

TOTAL INCOME: _____

EXPENSES:

Salaries, benefits & other employee taxes: _____

Rent or mortgage: _____

Insurance: _____

Office supplies, postage, telephone: _____

Heat & electricity: _____

Travel costs: _____

Cost of services delivered: _____

Administrative expenses: _____

Contingencies or depreciation: _____

Other: _____

TOTAL EXPENSES: _____

SMVMCA

Treasurers Report September 2023

Partners Accounts

Checkbook Balance \$ 15,827.39

Vase Fund Savings \$ 6,682.21

Regular Savings \$ 4,409.95

Certificate Deposits

Regular Savings CD # 82 \$ 10,127.61
7 Month (14 Mar 2024) rate .25

Regular Savings CD # 1219 \$ 4,081.62
7 Month (14 Mar 2024) rate .25

Overall Total: \$ 41,128.78

Restricted Funds

WVM Fund \$ 21,542.66

POW/MIA \$ 8,747.00

Memorial Walkway \$ 625.19

Restricted Total: \$ 30,914.85

Available Funds: \$ 10,213.93

Treasurer: _____ **Date:** _____