



TOWN OF KENNEBUNKPORT, MAINE

–INCORPORATED 1653–

**Board of Selectmen Agenda  
April 21, 2020 @ 6:00 PM  
VIRTUAL MEETING (VIA ZOOM)**

Connecting by computer: You may be required to download the Zoom app in order to connect. This is free, and easy to use. Make sure to log in a few minutes early to ensure you can connect.

Using your computer/tablet/smartphone, go to <https://zoom.us/j/98505747353>

Meeting ID: 985 0574 7353

Connecting by phone:

Dial the phone number according to your location:

**Use if you are in Maine:**    +1 929 205 6099 US (New York)  
   +1 312-626-6799 US (Chicago)  
   +1 301-715-8592 US (Maryland)  
   +1 253-215-8782 US (Washington)  
   +1 346-248-7799 US (Houston)  
   +1 669-900-6833 US (San Jose)

You will be asked to enter the Meeting ID number (985 0574 7353) followed by the # sign.

**NOTE:** During the meeting, only the Selectmen and Town Manager will be on screen with audio connected. All other participants will be blacked out and audio muted except when the Board solicits public input.

**Public Comment:** With the shift to remote meetings, we are encouraging written public comments in place of in-person participation. Written public comments must be e-mailed to Town Manager Laurie Smith at [LSmith@kennebunkportme.gov](mailto:LSmith@kennebunkportme.gov), or mailed to Public Comment, Town Manager Office, P.O. Box 566, Kennebunkport, Maine 04046 or dropped in the Town Office “drop box” and must be received by 2 hours prior to the start of a meeting on the date of the Board of Selectmen meeting. These comments will become a part of the permanent record of the meetings. If e-mailing, please note “Public Comment” and the meeting date in the Subject field. \*This method is subject to change. Any updates will be communicated.

1. Call to Order.
2. Discuss annual town meeting and FY21 budget.
3. Adjournment.

## **Memorandum**

To: Board of Selectmen

Fr: Laurie Smith, Town Manager

Re: FY 21 Budget and Elections

Dt: April 17, 2020

At the end of February, I presented a budget that that invested in Kennebunkport's future in a thoughtful but assertive manner. Unfortunately, the COVID-19 pandemic has created uncertainty in everyone's future. Whether personal travel plans, employment, or business operations, the pandemic has had a very real impact on everyone's life and has impacted the economy as well. A month ago, the Governor enacted a Civil State of Emergency and non-essential businesses and public spaces were closed. At that point we agreed to postpone the budget process as I was in hopes to have a clearer picture in a few weeks. Well a month later, my crystal ball is not any clearer.

What I do know is that the economy will be impacted by the pandemic longer than hoped a month ago. Being a seasonal community, Kennebunkport will be especially impacted by the late start or potential lack of a summer season. The effect will be felt by the tourism industry, commercial fishing, and citizens.

I anticipate, as do many of my colleagues, that the pandemic will have negative effect on Town revenues. I have done my best to calculate which revenues are going to be affected and it appears that the impact will likely be between \$400,000 and \$650,000. This does not even include the delayed property tax payments that are likely to occur.

In an attempt to have zero tax rate increase on our municipal portion, I estimate we will need to reduce expenditures by approximately \$1,000,000. The budget consists of three components, operations, debt, and capital. I cannot change the bonded debt payments for roads, infrastructure, buildings or property that were bonded in years past, which means I would need to reduce operations and capital. Please keep in mind that budgets are not singular years – unattached to the current year or the following year. Our attempts should be to provide needed services in the following year understanding the challenges that the pandemic will bring that had not been planned in previous budgets.

Another challenge is our June Town Meeting. The Governor has changed the primary to July 14. Although our ordinance states we will hold our annual meeting on the second Tuesday of June and the following Saturday, our attorney agrees that for reasons of public safety and in accordance with the Governor's actions we should move our meeting dates to July 14 and 18. In order to accomplish a secret ballot warrant for July 14 that adjourns to an open town meeting on the 18, we will need to authorize a warrant and all budget articles by May 15. That would require that we begin meeting again with the Budget Committee as soon as possible.

Of course, this will also require me to present an amended budget for your consideration. I would like to discuss with you ideas I have for reducing expenditures and get direction in order to move forward with the budget process. These include:

- Capital
- Wages
- Recycling
- Operations
  - Communications (town report and newsletter)
  - Social Services
  - Partner Agencies
    - Libraries
    - KEMS
    - Seacoast Garden Club
    - Memorial Day Parade
    - Kennebunk River
    - 4<sup>th</sup> of July celebrations
  - Committees
    - Growth Planning
    - Conservation Commission
    - Shade Tree
    - Cemetery
    - Parsons Way

Please know that my department directors and I stand ready to assist the boards with these difficult decisions in an expeditious manner.