

**Town of Kennebunkport
Board of Selectmen Meeting
Village Fire Station – 32 North Street
January 10, 2019 – 6:00 PM**

Minutes of the Selectmen's Meeting of January 11, 2018

Selectmen Attending: Patrick A. Briggs, Sheila Matthews-Bull, Edward Hutchins

Selectman Absent: Stuart Barwise and Allen Daggett

Others: Jim Burrows, Michael Claus, Hank Farrah, Amy and Ed Francis, Jen Lord, Meaghan McDevitt, Arlene McMurray, David Powell, Laurie Smith, Jim Stockman, and others

1. Call to Order.

Chair Hutchins called the meeting to order at 6:01 PM.

2. Approve the December 27, 2018, selectmen meeting minutes.

A quorum of the Board who attended the December 27 meeting were not present, so the Board will vote on these minutes at the next meeting.

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

There were no comments.

4. Audit presentation by Hank Farrah of Runyon, Kersteen, Ouellette.

Hank Farrah gave his audit presentation (See Exhibit A). He said the audit went very well and thanked Treasurer Jen Lord for all her help.

5. Authorize transfer of funds from the General Funds to the Capital Projects Funds-General Capital Improvements account.

Treasurer Jen Lord explained the Fund Balance Policy requires any funds over the fund target balance of 18% be moved to the Capital Reserve Account. The amount over this year is \$49,200.42.

Motion by Selectman Matthews-Bull, seconded by Selectman Briggs, to move \$49,200.42 from the General Fund to the Capital Projects Funds-General Capital Improvements Account. **Vote:** 3-0.

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

The Shellfish Warden and the Shellfish Conservation Committee voted unanimously to recommend issuing the following number of shellfish licenses in 2019.

Licenses	
Recreational	
Resident Recreational	75
Nonresident Recreational	8
Warden Recreational	1
Commercial	
Resident Commercial	2
Nonresident Commercial	0

The committee also recommended that the flats be opened only from April 15 through October 15; digging be allowed only on Friday, Saturday, and Sunday; recreational diggers take only 1 peck per week; and commercial diggers may only take 2 pecks per day.

Motion by Selectman Matthews-Bull, seconded by Selectman Briggs, accept the recommendations of the Shellfish Warden and Committee as mentioned above.

Vote: 3-0.

7. Presentation by Woodward and Curran and Michael Claus, director of public works, regarding the Ocean Avenue seawall project.

Public Works Superintendent Michael Claus introduced Meaghan McDevitt, engineer from Woodward and Curran. She presented a PowerPoint presentation of the Ocean Avenue Seawall replacement project (See Exhibit B). She said they are using a precast, modular, block system to construct the seawall because it is faster to construct and easy to expand if needed in future years.

Town Manager Laurie Smith announced the project will take place this fall from September to November.

8. KEMS to introduce their new subscription service.

Jim Stockman from KEMS talked about their new subscription service that will help defray uncovered costs associated with a 911 ambulance call (See Exhibit C). He said it is KEMS 40th year anniversary and the concept of the subscription service is that you pay for a subscription and if you need an ambulance, KEMS waives the out-of-pocket expense. He said in 2018 they had 386 ambulance calls. He commented the subscription service will not take the place of their annual fundraiser. They are trying to grow their endowment.

9. Approve the waste hauling permits for 2019.

Two permits were received: Oceanside/Casella and Waste Management. Waste

Management is waiting for their corporate office to send their check.

Motion by Selectman Briggs, seconded by Selectman Matthews-Bull, to approve the waste hauling permit for Oceanside/Casella and the permit for Waste Management on condition that their payment is received. **Vote:** 3-0.

10. Accept a \$1,080 donation to the emergency fuel fund from the following local businesses participating in the Christmas Prelude Cookie Crawl: Breakwater Inn and Spa, Dannah, Captain Fairfield Inn, Wendy Webster Good Fine Art, Auntie's House, and the Nonantum Resort.

Motion from Selectman Matthews-Bull, seconded from Selectman Briggs, to accept the \$1,080 donation to the emergency fuel fund from the following local businesses participating in the Christmas Prelude Cookie Crawl: Breakwater Inn and Spa, Dannah, Captain Fairfield Inn, Wendy Webster Good Fine Art, Auntie's House, and the Nonantum Resort. **Vote:** 3-0.

11. Accept a \$581.67 donation to the emergency fuel fund from the Church on the Cape.

Motion from Selectman Matthews-Bull, seconded from Selectman Briggs, to accept the \$581.67 donation to the emergency fuel fund from the Church on the Cape. **Vote:** 3-0.

12. Accept a \$100 donation to the nurse's general account from Peter and Gretchen Graham.

Motion from Selectman Matthews-Bull, seconded from Selectman Briggs, to accept the \$100 donation to the nurse's general account from Peter and Gretchen Graham. **Vote:** 3-0.

13. Other business.

Selectman Matthews-Bull announced they are taking down the Christmas decorations this weekend. She thanked everyone for their patience and those who participated in making Prelude a success.

14. Approve the January 10, 2019, Treasurer's Warrant.

Motion from Selectman Briggs, seconded from Selectman Matthews-Bull, to approve the January 10, 2019, Treasurer's Warrant. **Vote:** 3-0.

15. Adjournment.

Motion from Selectman Briggs, seconded from Selectman Matthews-Bull to adjourn. **Vote:** 3-0.

Selectmen's Meeting

– 4 –

January 10, 2019

The meeting adjourned at 6:52 PM.

Submitted by Arlene McMurray
Administrative Assistant

Town of Kennebunkport

FINANCIAL OVERVIEW

Presented By: Hank Farrah

[RUNYON KERSTEEN OUELLETTE](#)

INSIDE

2. Summary of Audit Results
3. Fund Balances
4. General Fund - Revenues
5. General Fund - Expenditures
6. Unassigned Fund Balance as a Percentage of Expenditures
7. Revenue Distribution
8. Expenditure Distribution - 2018
9. Expenditure Distribution - 2017

About this presentation

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

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



EXHIBIT A - JAN. 10, 2018

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Town of Kennebunkport

SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion - Unmodified
- Report Required by *Government Auditing Standards (GAS)*
 - No Material Weaknesses
 - No Significant Deficiencies
- Report Required by the Uniform Guidance
 - Program Tested:
 - Clean Water State Revolving Fund
 - Findings:
 - None



Town of Kennebunkport

FUND BALANCES



Observations:

- Total Fund balance increased by \$323,403 to \$4,440,025 in the current year.
- See pages 48-49 of the financial statements for breakdown of fund balance.



Town of Kennebunkport

GENERAL FUND - REVENUES

	Budget	Actual	Variance
Property taxes	\$ 16,913,898	16,952,799	38,901
Excise taxes	914,100	1,030,267	116,167
Intergovernmental revenues	398,944	374,287	(24,657)
Licenses and permits	279,091	251,804	(27,287)
Charges for services	407,060	439,835	32,775
Interest earned	60,000	136,355	76,355
Other revenues	48,250	53,035	4,785
Total revenues	19,021,343	19,238,382	217,039
Transfers in	405,800	405,800	-
Utilization of prior year surplus	250,000	-	(250,000)
Utilization of carryforward balances	190,534	-	(190,534)
Total revenue and other financing sources	\$ 19,867,677	19,644,182	(223,495)

SUMMARY OF SIGNIFICANT VARIANCES

- Excise taxes was over budget due to more residents purchasing new vehicles.
- Intergovernmental was under budget as the Town had not received anticipated MDOT grant funds before year end.
- Licenses and permits issued fewer building permits than anticipated and collected fewer plumbing fees.
- Interest earned higher interest rate on sweep accounts.



Town of Kennebunkport

GENERAL FUND - EXPENDITURES

	Budget	Actual	Variance
General government	\$ 1,861,618	1,606,184	255,434
Public safety	2,566,543	2,377,759	188,784
Public works	1,166,100	1,128,032	38,068
Health and welfare	691,322	665,138	26,184
Recreation and culture	565,847	548,439	17,408
County tax	1,203,809	1,203,809	-
Education	9,939,712	9,939,712	-
Debt service	218,055	163,675	54,380
Capital improvements	353,191	285,726	67,465
Transfers out	1,301,480	1,301,478	2
Total expenditures and transfers out	\$ 19,867,677	19,219,952	647,725

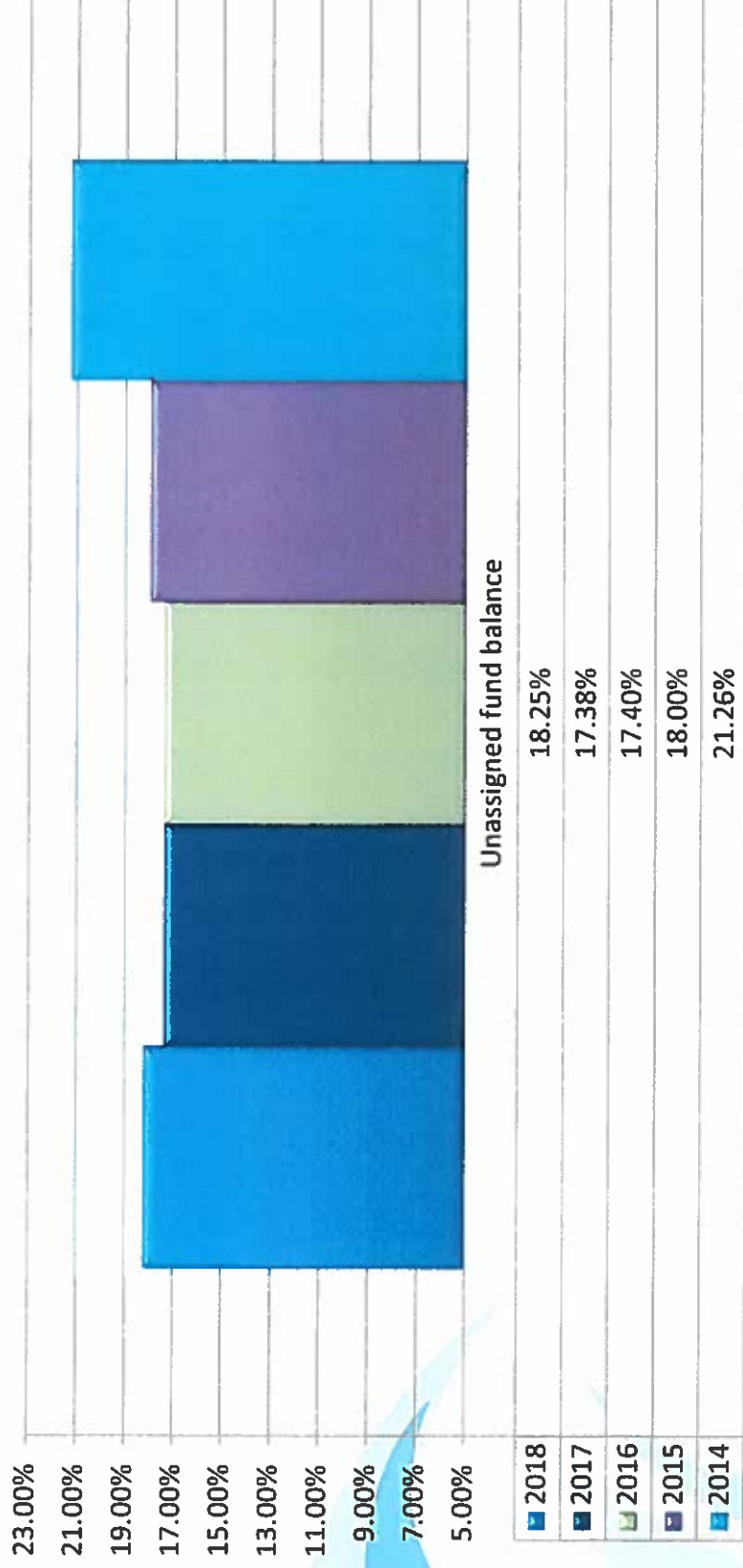
SUMMARY OF SIGNIFICANT VARIANCES

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



Town of Kennebunkport

GENERAL FUND – Unassigned Fund Balance as a Percentage of Expenditures



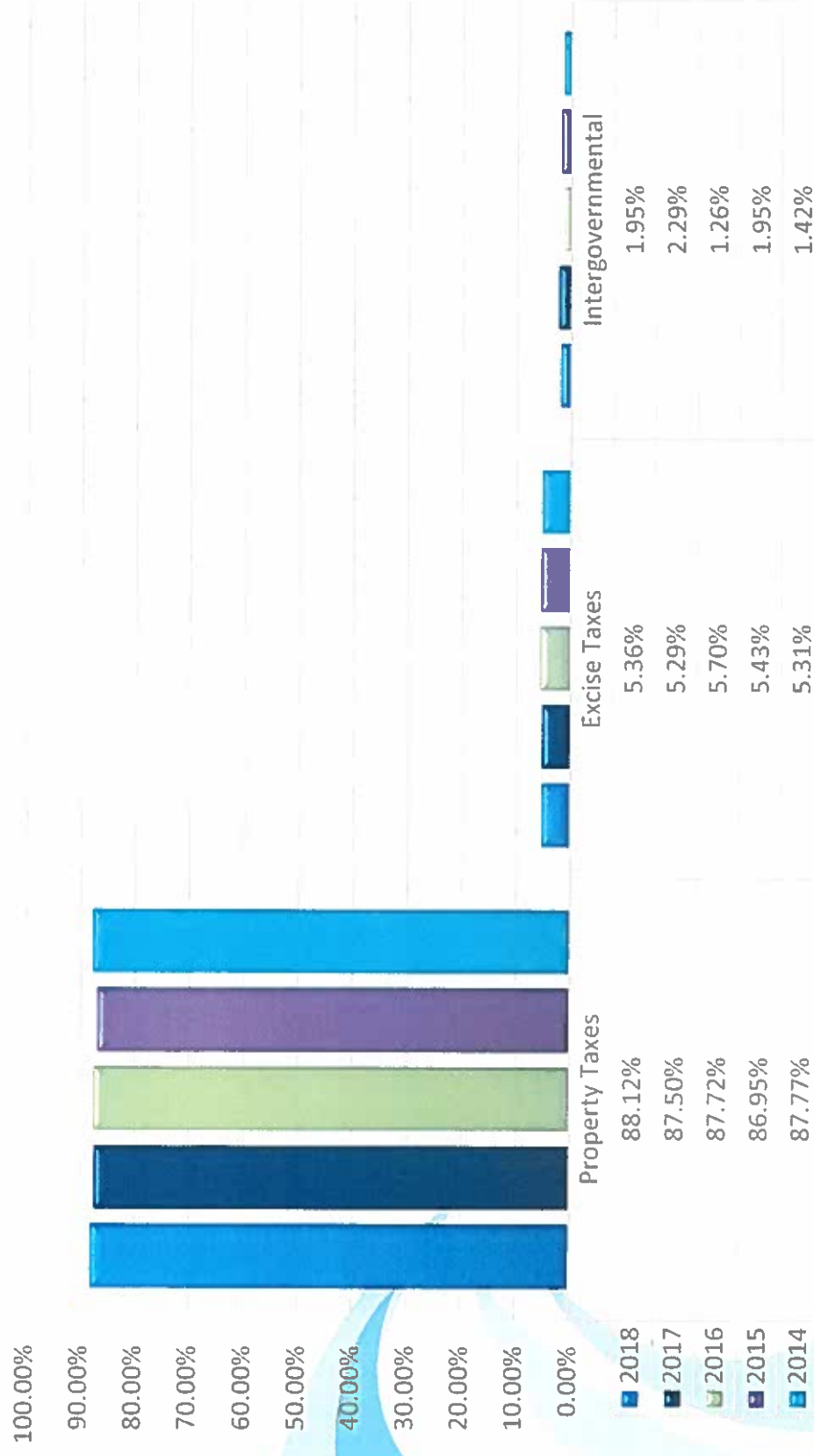
Town of Kennebunkport Minimum Fund Balance Policy:

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



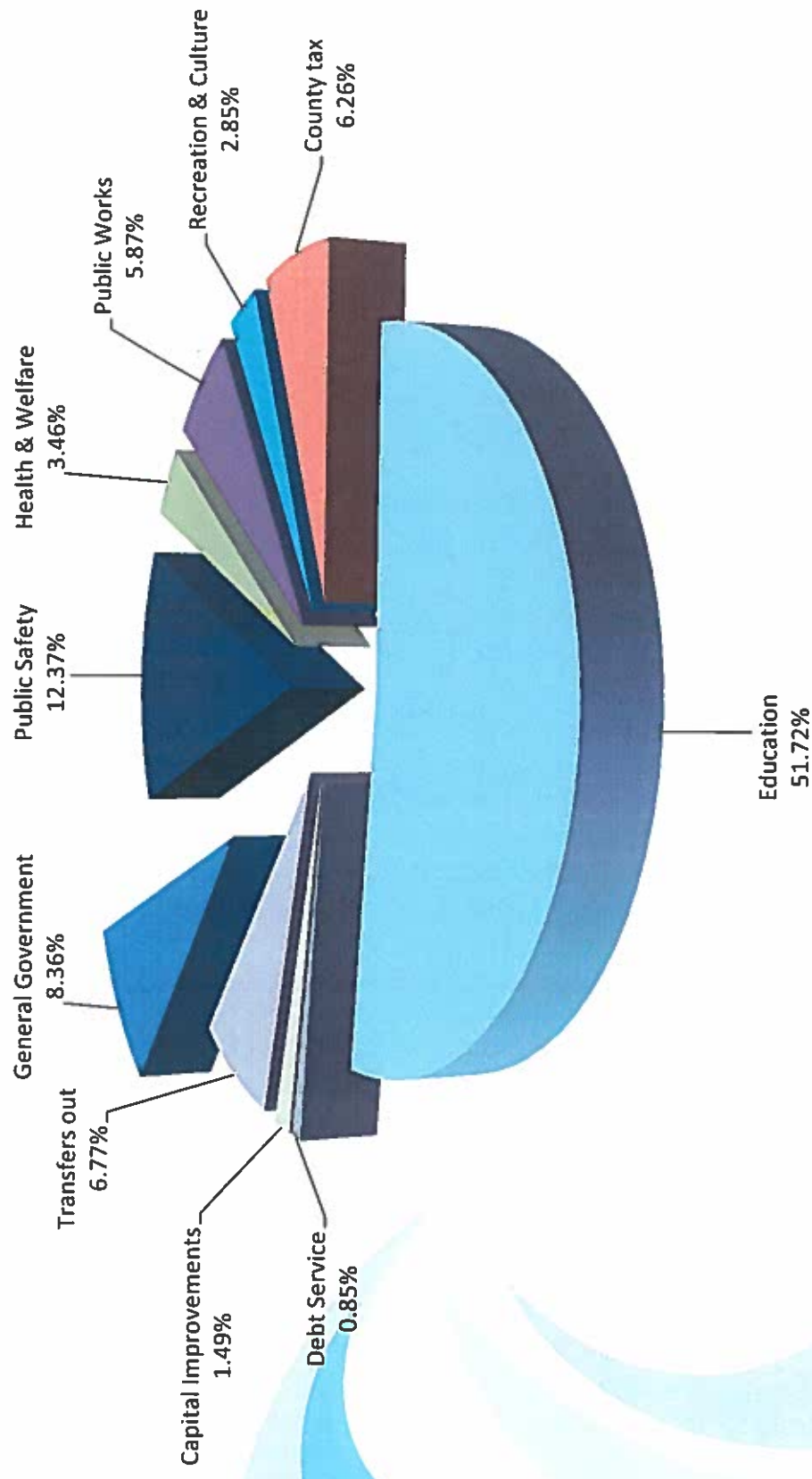
Town of Kennebunkport

GENERAL FUND – Revenue Distribution



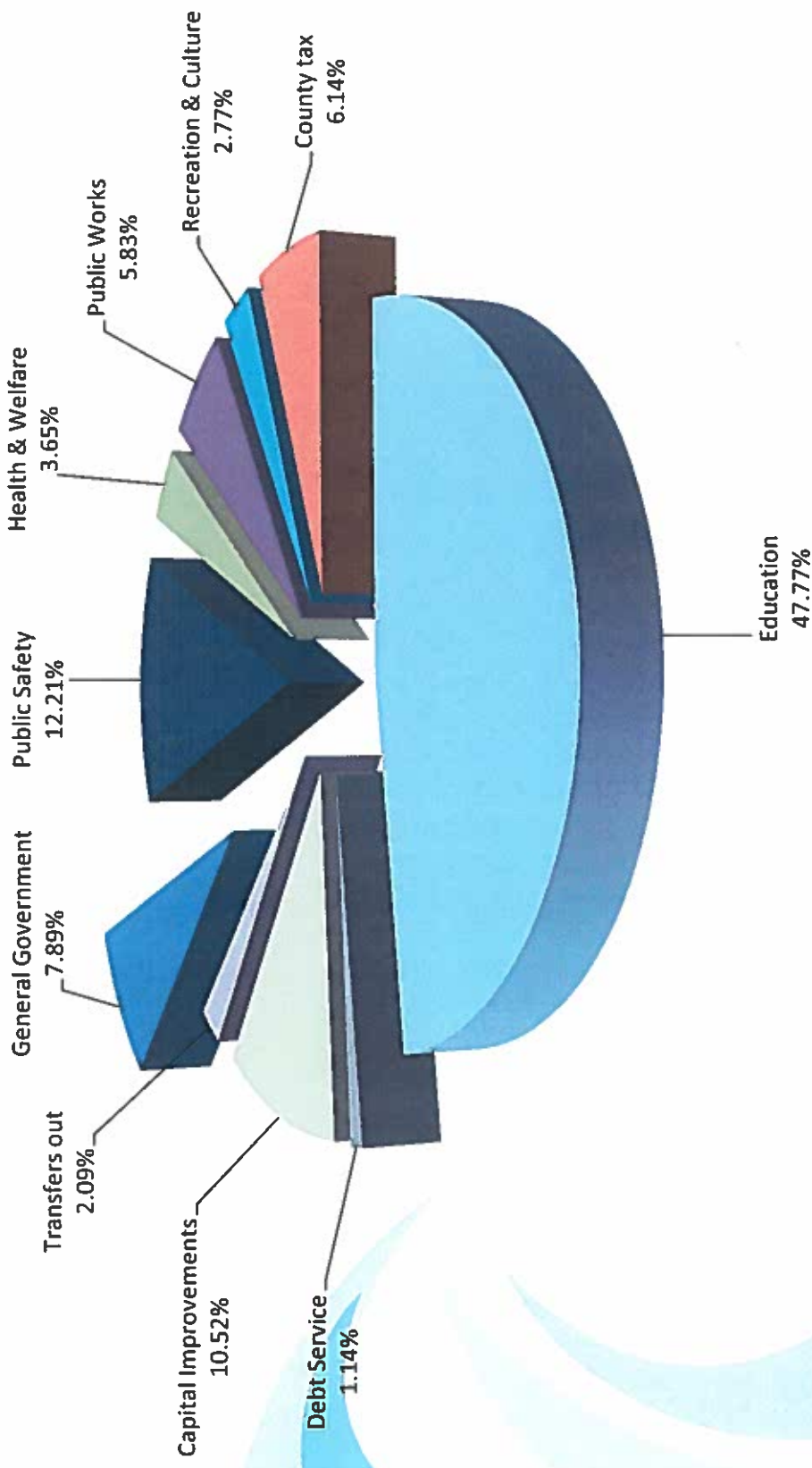
Town of Kennebunkport

GENERAL FUND – Expenditure Distribution - 2018



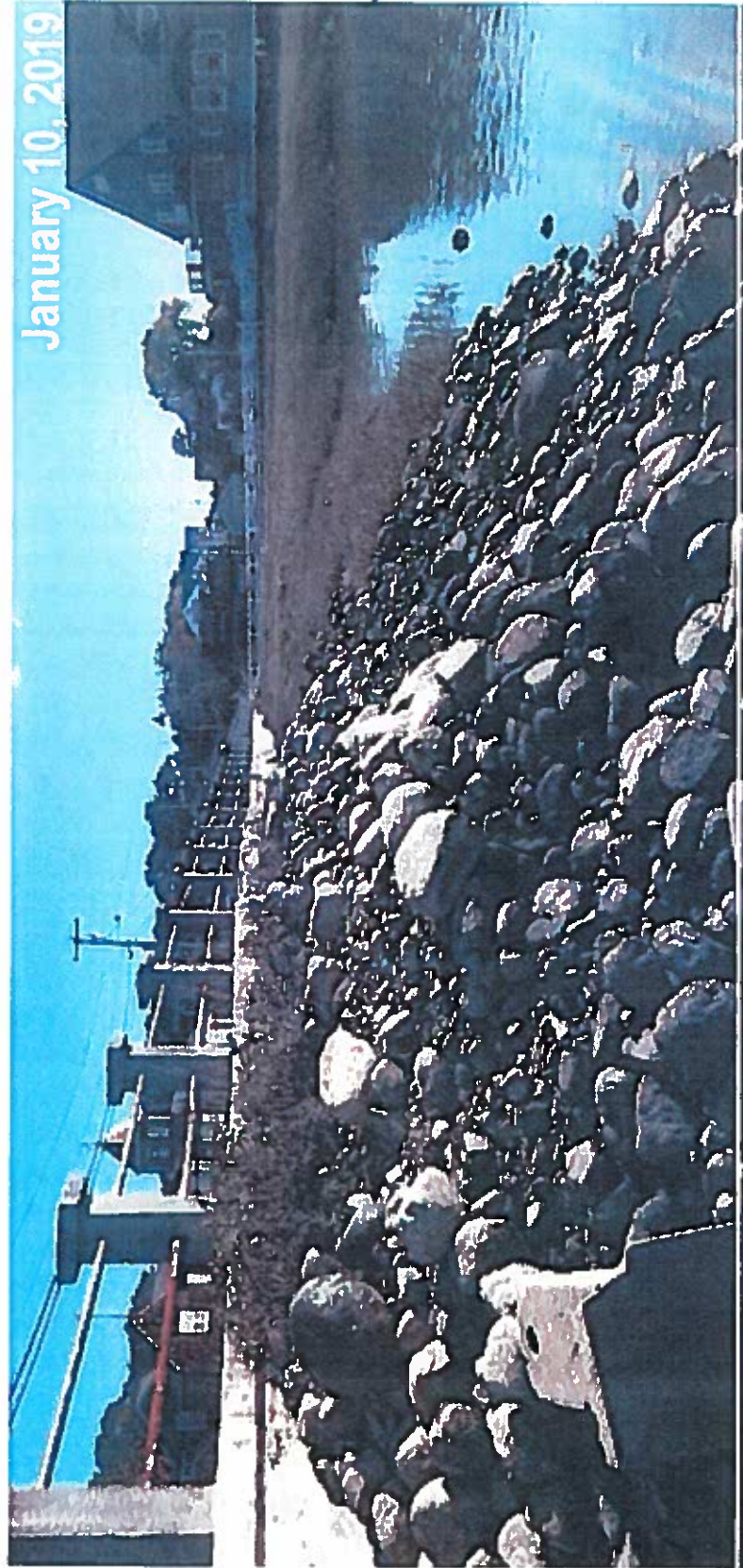
Town of Kennebunkport

GENERAL FUND – Expenditure Distribution - 2017



Ocean Ave Seawall Replacement Project

January 10, 2019

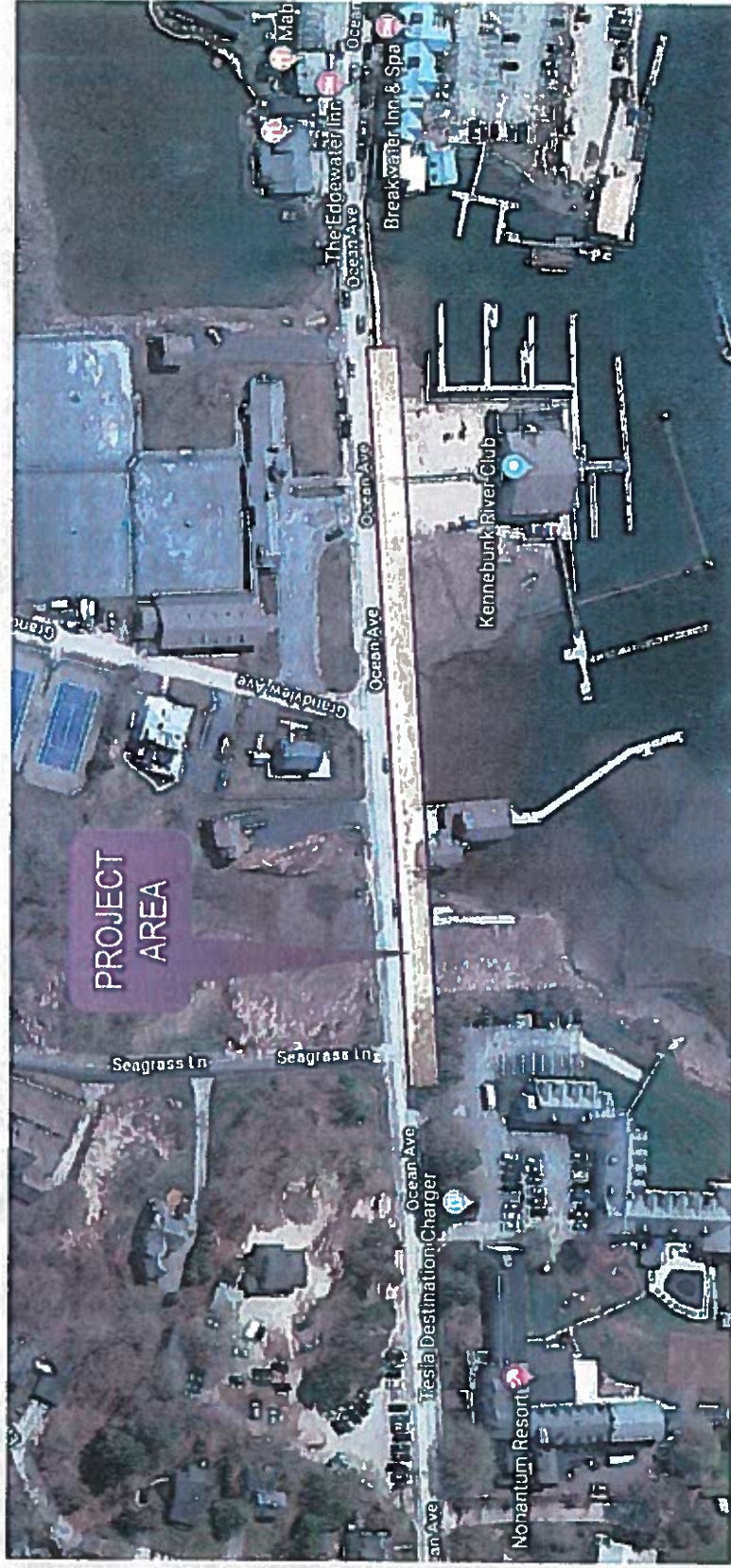


COMMITMENT & INTEGRITY DRIVE RESULTS





Proposed Project Area

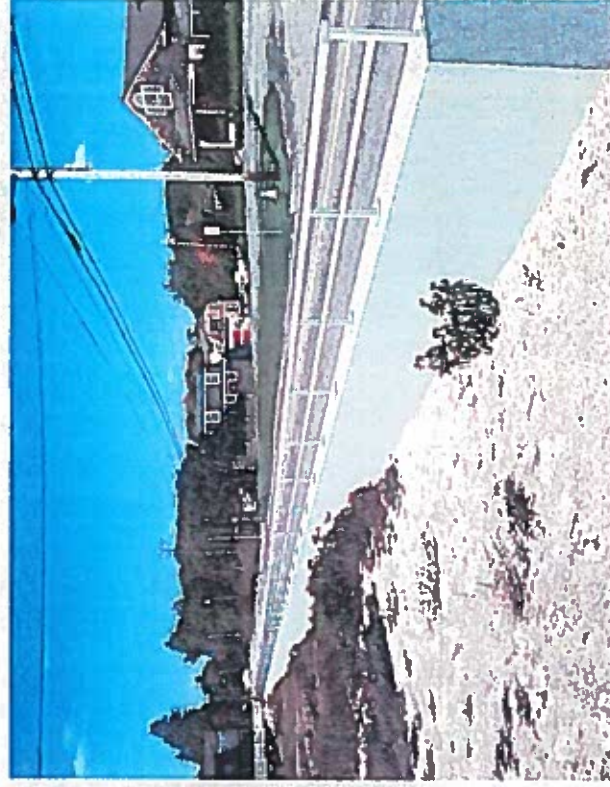




Replacement Wall Renderings



BEFORE



AFTER



Project Schedule



■ Bid Advertisement	Jan 17th
■ Bid Opening	Feb 7th
■ Bid Award (Selectmen Meeting)	Feb 14th
■ Shop Drawings & Wall Fabrication	Mar 1st → August 30th
■ Seawall Construction	Sept 3rd → Nov 29th



KEMS INC.
**KENNEBUNKPORT EMERGENCY MEDICAL
SERVICE, INC**

PO BOX 1761
KENNEBUNKPORT, ME 04046
207-967-9704
WWW.KENNEBUNKPORTEMS.ORG

WE ARE YOUR LOCAL NON-PROFIT AMBULANCE SERVICE LICENSED BY THE
STATE OF MAINE AS THE SOLE EMS PROVIDER OF MEDICAL TRANSPORTATION
IN THE TOWN OF KENNEBUNKPORT.

KEMS INC. IS NOT A TOWN PROVIDED SERVICE, BUT DOES RECEIVE AN
APPROPRIATION EACH YEAR FROM THE VOTERS AT THE ANNUAL TOWN
MEETING



THIS YEAR Kennebunkport Emergency Medical Services **KEMS INC.** IS CELEBRATING IT'S 40TH ANNIVERSARY OF PROVIDING EMERGENCY MEDICAL CARE TO THE RESIDENTS AND VISITORS OF KENNEBUNKPORT.

THIS YEAR WE ARE INITIATING A NEW SUBSCRIPTION PROGRAM THAT WILL HELP DEFRAY YOUR UNCOVERED PATIENT MEDICARE, MEDICAID, OR PRIVATE INSURANCE COSTS, ASSOCIATED WITH A 911 AMBULANCE CALL.

OPEN ENROLLMENT IS FOR THE CALENDAR YEAR. 01/01/2019 TO 12/31/2019.

PLEASE CHECK YOUR MAIL BOX FOR AN APPLICATION OR PICK-UP AN APPLICATION AT TOWN OFFICE, KEMS OFFICE AND RETURN IT TO **KEMS** TO SIGN-UP

WE WILL CONTINUE TO DO OUR ANNUAL FUND DRIVE BEGINNING IN JULY.
WE WILL ALSO ALWAYS ACCEPT GENEROUS DONATIONS AND MEMORIALS.
WE ARE A 501 (c) (3) NON-PROFIT CORPORATION



**KEMS PROVIDES 24 - 7 AMBULANCE SERVICE TO THE
TOWN OF KENNEBUNKPORT WITH A PARAMEDIC AND A
EMS PROVIDER/DRIVER**

KEMS 2019 SUBSCRIPTION SERVICE JAN. 1, 2019 TO DEC 31, 2019

INDIVIDUAL	\$150.00
FAMILY OF TWO	\$300.00
FAMILY OF THREE OR MORE	\$400.00
SEASONAL RESIDENT	\$100.00

THE PAID SUBSCRIPTION PROGRAM IS ON A YEARLY BASIS AND COVERS OUT OF POCKET PATIENT COSTS AS A RESULT OF A NEED FOR EMERGENCY CARE & TRANSPORTATION. THE PLAN COVERS EMERGENCY MEDICAL TRANSPORTATION COSTS FROM THE TOWN OF KENNEBUNKPORT TO MEDICAL FACILITIES IN THE AREA INCLUDING YORK, BIDDEFORD AND PORTLAND.



THE COST OF A TYPICAL KEMS CALL

CURRENT BILLING RATES

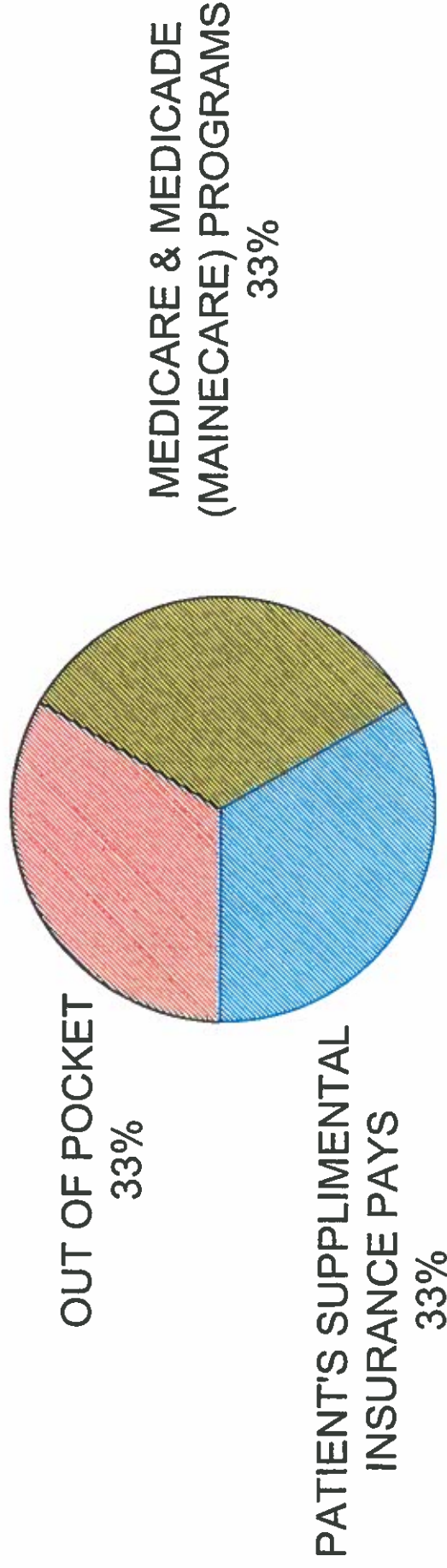
BASIC LIFE SUPPORT [BLS-1] = \$850.00/CALL
ADVANCE LIFE SUPPORT [ALS-1] = \$1,200.00/CALL
CARDIAC LIFE SUPPORT [ALS-2] = \$1,800.00/CALL
NO TRANSPORT WITH TREATMENT = \$150.00/CALL
CALL FOR SERVICE - NO TREATMENT = \$00.00 *
\$19.00/MILE ONE-WAY

* LIFT ASSIST - WELL-BEING CHECK

FOR EXAMPLE: \$1,200.00 ALS-1 + \$19.00/MILE X 8 MILES =
\$152.00 TOTAL + DRUGS AND OTHER CHARGES COULD
EQUAL \$2,000.00

FOR SENIOR CITIZENS (VALUES ARE ESTIMATED)
\$ 666.66 COVERED BY GOVERNMENT PROGRAMS
\$666.66 COVERED BY PATIENT'S PRIVATE INSURANCE
\$666.66 OUT OF POCKET BY PATIENT

CITIZENS WITHOUT A **KEMS** SUBSCRIPTION MEMBERSHIP

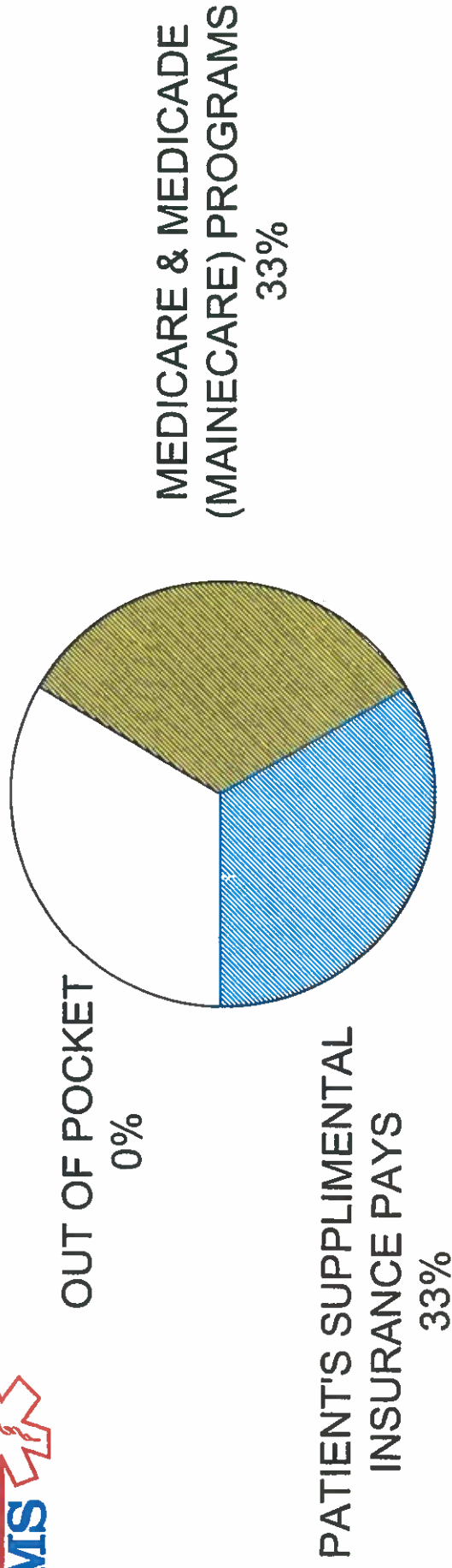


THIS BREAKDOWN REPRESENTS POTENTIAL ESTIMATES -
ACTUAL VALUES DEPEND ON CURRENT GOVERNMENT
PROGRAMS AND THE PATIENT'S INSURANCE CARRIER

SCHEMATIC ILLUSTRATION OF DISTRIBUTION OF
RESPONSIBILITY FOR PAYMENT FOR THE SENIOR
POPULATION - PER CALL



CITIZENS WITH A **KEMS** SUBSCRIPTION MEMBERSHIP



THIS BREAKDOWN REPRESENTS POTENTIAL ESTIMATES -
ACTUAL VALUES DEPEND ON CURRENT GOVERNMENT
PROGRAMS AND THE PATIENT'S INSURANCE CARRIER

SCHEMATIC ILLUSTRATION OF DISTRIBUTION OF
RESPONSIBILITY FOR PAYMENT FOR THE SENIOR POPULATION
WITH A YEARLY **KEMS** SUBSCRIPTION - PER CALL

READ THIS FORM CAREFULLY
KENNEBUNKPORT EMERGENCY MEDICAL SERVICES SUBSCRIPTION AGREEMENT
AGREEMENT EXPIRES DECEMBER 31ST 2019

Subscriber: _____

Mailing Address: _____

Home Address: _____

Telephone Number: _____

List All Names Covered by Subscription

Name: _____ Sex: _____ Date of Birth: _____ Relation: _____

Name: _____ Sex: _____ Date of Birth: _____ Relation: _____

Name: _____ Sex: _____ Date of Birth: _____ Relation: _____

Name: _____ Sex: _____ Date of Birth: _____ Relation: _____

Name: _____ Sex: _____ Date of Birth: _____ Relation: _____

Name: _____ Sex: _____ Date of Birth: _____ Relation: _____

If more space is needed list additional names on reverse side.

This subscription agreement by and between Kennebunkport Emergency Medical Services (KEMS) and subscriber shall exempt the subscriber and family members who are members of the household and specified herein from charges for emergency ambulance services provided by KEMS during the term of this agreement and not payable or reimbursable through public or private insurance. Subscriber agrees to apply for any insurance benefits available and authorize payment directly to KEMS when emergency services are provided. KEMS agrees not to bill the subscriber for any charges in excess of insurance benefits available. The subscription price is \$150.00 (one hundred and fifty dollars) for an individual, \$300.00 (three hundred dollars) for family of two, or \$400.00 (four hundred dollars) for family of three or more meaning and including only the head of household and dependents residing in the same household and \$100 (one hundred dollars) for each seasonal resident.

Signature: _____ Date: _____

PLEASE MAKE CHECK PAYABLE TO: KENNEBUNKPORT EMERGENCY MEDICAL SERVICES, INC. (KEMS) SUBSCRIPTION AGREEMENTS ARE EFFECTIVE FOR THE PERIOD BEGINNING JANUARY 1ST 2019 OR THE DATE KEMS RECEIVES THE SUBSCRIPTION AGREEMENT AND PAYMENT, WHICH EVER IS LATER AND ENDING DECEMBER 31ST 2019.

☐ Individual \$150.00 ☐ Family of Two \$300.00 ☐ Family of Three or more \$400.00 ☐ Seasonal Resident \$ 100.00

Please detach this part of the form and return with payment in the enclosed envelope. Retain bottom portions as receipt.

**AMBULANCE SUBSCRIPTION
KENNEBUNKPORT EMERGENCY
MEDICAL SERVICES INC.
2019**



KEMS Mission Statement

Our goal at Kennebunkport Emergency Medical Services is simple: extraordinary patient care and public service. There are no shortcuts; we believe that our goals are accomplished only with a real commitment from every member.

PO Box 1761
Kennebunkport, ME 04046
(207) 967-9704
WWW.KENNEBUNKPORTEMS.ORG

What is an Emergency?

1. Difficulty breathing, shortness of breath.
2. Chest or upper abdominal pain or pressure.
3. Fainting, sudden dizziness, weakness or change in vision.
4. Change in mental status (confusion, difficulty arousing.)
5. Sudden severe pain anywhere in the body.
6. Bleeding that won't stop.
7. Severe or persistent vomiting.
8. Coughing up or vomiting blood.

When to Call an Ambulance

1. Is the condition life threatening?
2. Could the condition worsen and become life threatening?
3. Could moving the person cause further injury?
4. Does the person need skill or equipment of emergency medical professionals?
5. Would the distance or traffic cause a delay in getting to the hospital?

"Don't Guess Call EMS"

9 1 1

Speak Calmly and Clearly

Give your name, address, phone number, location of person, and nature of problem.

Don't hang up the phone until the dispatcher tells you to.

Keep this by your phone