



TOWN OF KITTERY, MAINE

200 Rogers Road, Kittery, ME 03904
Telephone:(207) 475-1313 Fax: (207) 439-6806

May 6, 2019

Kittery Town Council
Special Meeting Agenda
Requested by Chairperson Spiller
6:00 p.m.

Council Chambers

1. Introductory
2. Pledge of Allegiance
3. Roll Call
4. Call to Order
5. PUBLIC HEARINGS
 - a. (050119-1) The Kittery Town Council moves to hold public hearing on the School Budget Validation Referendum.
 - b. (050119-2) The Kittery Town Council moves to hold a public hearing to approve an ordinance entitled "Ordinance Approving Additional Local Funds for School Budget for Fiscal Year 2019-2020."
 - c. (050119-3) The Kittery Town Council moves to hold a public hearing to approve an ordinance entitled "Ordinance Approving School Budget for Fiscal Year 2019-2020."
 - d. (050119-4) The Kittery Town Council moves to hold a public hearing to approve an ordinance entitled "Ordinance Approving Transfer of School Year-End Balances to Dedicated Accounts" for spending in the 2019-2020 fiscal year.
 - e. (050119-5) The Kittery Town Council moves to hold a public hearing to approve and sign the warrant for the School Budget Validation Referendum for June 11, 2019.
 - f. (050119-6) The Kittery Town Council moves to hold a public hearing to approve and sign the warrant for the Town Meeting Election for June 11, 2019.
6. ADJOURNMENT

Posted: May 2, 2019

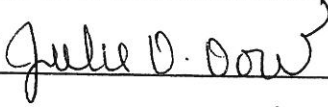
**NOTICE OF AMOUNTS ADOPTED AT TOWN COUNCIL MEETING
FOR VOTERS AT SCHOOL BUDGET
VALIDATION REFERENDUM**


TO: Clerk of Town of Kittery, State of Maine

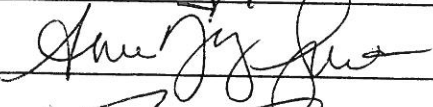
Pursuant to 20-A M.R.S.A. §1486 (2) and 2307 this Notice is to be displayed at all polling places for the school budget validation referendum to be held on **June 11, 2019**, to assist the voters in voting on whether to ratify the school budget approved at the **May 6, 2019** Town Council Meeting.


Cost Center Summary Budget Category	Amount Recommended by School Committee
01-Regular Instruction	\$6,958,293.93
02-Special Instruction	\$3,947,942.40
03-Career & Technical Education	\$5,000.00
04-Other Instruction	\$341,032.00
05-Student & Staff Support	\$1,942,079.65
06-System Administration	\$622,540.99
07-School Administration	\$1,034,125.66
08-Transportation	\$609,034.00
09-Facilities Maintenance	\$1,356,586.65
10-Debt	\$789,150.00
11-All Other Expenditures	\$90,100.00
Summary of Total Authorized General Fund Expenditures	\$17,695,885.28
Amount Approved at the Town Council Meeting on May 6, 2019	

The amount approved for the school budget at the Town Council meeting includes locally raised funds over and above the Town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act.









A majority of the School Committee

Completed and countersigned by: _____ / _____ /2019

A true copy of the Notice, attest: Heaven Ester Interim Town Clerk of Kittery

Town of Kittery
Ordinance Approving Additional Local Funds for School Budget
for Fiscal Year 2019-2020

(Note: If State's EPS Funding model is exceeded, State law requires a separate, recorded vote with a majority of full council in favor)

The Town of Kittery hereby ordains in accordance with the separate approval requirement of Title 20-A, section 15671-A(5)(B) that \$ 4,103,455.36 be raised and appropriated in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$ 4,103,455.36 as required to fund the budget recommended by the School Committee.

The School Committee recommends \$ 4,103,455.36 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$ 4,103,455.36 :

The \$ 4,103,455.36 is needed in order to sustain educational services and programs for all students K-12. These funds support teachers, staff development, guidance counselors, nurses, co-curricular activities, auxiliary personnel and administrators to maintain class sizes and quality of educational services as expected by the town. Additionally the school district actively pursues all available avenues to collaborate and consolidate services in order to offset the escalating costs of utilities, insurance and other fixed costs.

State Mandated Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the school department budget for educational programs.

**Town of Kittery
Ordinance Approving School Budget
For Fiscal Year 2019-2020**

The Town of Kittery hereby ordains pursuant to Title 20-A, sections 1485 and 15690, that:

1. The following school budget articles be adopted and approved for fiscal year 2019-2020:

For Regular Instruction	\$ <u>6,958,293.93</u> ;
For Special Education	\$ <u>3,947,942.40</u> ;
For Career and Technical Education	\$ <u>5,000.00</u> ;
For Other Instruction	\$ <u>341,032.00</u> ;
For Student and Staff Support	\$ <u>1,942,079.65</u> ;
For System Administration	\$ <u>622,540.99</u> ;
For School Administration	\$ <u>1,034,125.66</u> ;
For Transportation and Buses	\$ <u>609,034.00</u> ;
For Facilities Maintenance	\$ <u>1,356,586.65</u> ;
For Debt Service and Other Commitments	\$ <u>789,150.00</u> ; and
For All Other Expenditures	\$ <u>90,100.00</u> ;

2. The sum of \$ 12,593,043.84 be appropriated for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and the sum of \$ 11,058,561.61 be raised as the Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

State Mandated Explanation: The Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the Town must raise in order to receive the full amount of state dollars.

4. The sum of \$ 789,150.00 be raised and appropriated for the annual payments on debt service previously approved by the Town's legislative body for non-state-funded school construction projects, and non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the Town's contribution to the total cost of funding public education from kindergarten to grade 12;

State Mandated Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the Town's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.

6. The School Committee be authorized to expend \$ 17,695,885.28 for the fiscal year beginning **July 1, 2019 and ending June 30, 2020** from the Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services

Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools; and

7. The School Committee be authorized to expend State, Federal and other grants, aid, donations, gifts and other revenues for the fiscal year July 1, 2019 through June 30, 2020 in addition to the school's general fund operating budget; and

V-C

Town of Kittery

Ordinance Approving Transfer of Year-end Balance to Dedicated Accounts

The Town of Kittery hereby ordains that \$222,617.92 be transferred from the school's audited 2017-18 fiscal year undesignated general fund balance, and be expended as follows:

<u>\$ 93,808.96</u>	for the School Special Education Dedicated Account
<u>\$ 93,808.96</u>	for the School Unfunded Liabilites Dedicated Account
<u>\$ 25,000.00</u>	for the School Unemployment Dedicated Account
<u>\$ 10,000.00</u>	for the School Co.Extra Curricular Success Dedicated Account
<u>\$0.00</u>	for the School Maintenance Dedicated Account
<u>\$0.00</u>	for the School Technology Dedicated Account

**TOWN OF KITTERY
WARRANT
SCHOOL BUDGET VALIDATION REFERENDUM
(20-A M.R.S. §1486 AND 2307)**

YORK COUNTY SS.

STATE OF MAINE

TO: Robert Richter, a Constable of the Town of Kittery:

You are hereby required in the name of the State of Maine to notify the voters of the Town of Kittery of the referendum election described in this warrant.

TO THE VOTERS OF THE TOWN OF KITTERY:

You are hereby notified that a **School Budget Validation Referendum Election** will be held at the Kittery Community Center, 120 Rogers Road on **Tuesday, June 11, 2019** for the purpose of determining the following:

Do you favor approving the Town of Kittery School Budget for the upcoming school year that was adopted at the May 6, 2019 Town Council meeting?

Do you wish to continue the budget validation referendum process in the Town of Kittery for an additional three years?

Informational Note

A "Yes" vote will require the Town of Kittery to continue to conduct a referendum to validate its annual school budget for the next three years.

A "No" vote will discontinue the budget validation referendum for at least three years and provide instead that the annual school budget shall be finally adopted at a meeting of the Town Council.

The polls shall be opened at 8:00 a.m. and closed at 8:00 p.m.

Absentee ballots will be processed centrally at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:00 p.m., 7:00 p.m., and 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated at Kittery this 6th day of May 2019.

MUNICIPAL OFFICERS

A true copy
ATTEST: _____
TOWN CLERK

**TOWN OF KITTERY
TOWN MEETING WARRANT
JUNE 11, 2019**

To Robert V. Richter, a Constable of the Town of Kittery, in the County of York, State of Maine.

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Kittery in said county and state, qualified by law to vote in town affairs:

To meet at the Municipal Complex Council Chambers in said town on Monday the 10th day of June 2019, at 6:00 p.m. to hold a public hearing on Articles 2 through 8.

To act on Article 1 to elect a moderator by written ballot and to act on Articles 2 through 8 by secret ballot at the Kittery Community Center Gymnasium in said town on Tuesday, the 11th day of June, 2019 at 8:00 a.m., as set out below, to wit:

The polls will be open from 8:00 a.m. until 8:00 p.m.

Absentee ballots will be processed centrally at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:00 p.m., 7:00 p.m., and 8:00 p.m.

Article 1. To elect a moderator to preside at said meeting and to vote by written ballot.

Article 2. Shall the town vote to authorize the Town Council to transfer up to \$125,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$125,000 when necessary to maintain a positive fund balance in the Compensated Absences account and to pay for accrued vacation and/or sick leave to settle any unpaid benefits owed to retired or terminated employees in the fiscal year?

Town Council Recommends – Vote: Yes 7 No 0

Explanation:

The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) to pay for accrued benefits owed when a municipal employee retires or leaves. The reserve account balance is currently (\$65,217.53). The unassigned fund balance (unencumbered surplus) is currently \$5,749,490.

Article 3. Shall the town vote to authorize the Town Council to transfer up to \$25,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$25,000 when necessary for the purpose of paying the town's cost on accepted insurance claims against the town?

Town Council Recommends – Vote: Yes 7 No 0

Explanation:

The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) to pay the deductible and other associated costs on insurance claims that may be made in the fiscal year. The unassigned fund balance (unencumbered surplus) is currently \$5,749,490.

Article 4. Shall the town vote to authorize the Town Council to transfer up to \$100,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$100,000 when necessary for the purpose of providing the town's match to federal, state, and non-profit grants?

Town Council Recommends – Vote: Yes 7 No 0

Explanation:

Grant applications are filed by different town departments to assist with the operations and capital purchases. These grants, if successful, often require a local match to be raised. The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) when and if necessary, for the purpose of meeting grant match requirements. The unassigned fund balance (unencumbered surplus) is currently \$5,749,490.

Article 5. Shall the town vote to authorize the Town Council to transfer up to \$40,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$40,000 when necessary for the purpose of covering shortfalls in the town departments' fuel accounts due to the unpredictable fuel pricing markets?

Town Council Recommends – Vote: Yes 7 No 0

Explanation:

The purpose of this article is to provide departments, who have exhausted their allocated fuel budgets in the fiscal year, access to funds for fuel needs. The Town Council favored keeping the fiscal year fuel and utility accounts as low as possible, with this article making available surplus funds as a safety net in case of an unstable market for fuel. The unassigned fund balance (unencumbered surplus) is currently \$5,749,490.

Article 6. Shall the town vote to authorize the Town Council to transfer up to \$40,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$40,000 when necessary for the purpose of providing for the town's General Assistance Program as required by town, state, and federal laws in the fiscal year?

Town Council Recommends – Vote: Yes 7 No 0

Explanation:

The General Assistance Program is budgeted from the town's operational budget each year. The program assists town citizens with welfare type services by following very strict state and federal guidelines for income eligibility within the General Assistance Ordinance. The purpose of this article is to create a method for the Town Council to supplement the General Assistance budget if needed. The unassigned fund balance (unencumbered surplus) is currently \$5,749,490.

Article 7. Shall the town vote to authorize the Town Council to transfer up to \$50,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$50,000 when necessary for the purpose of paying for emergency repairs and energy efficiency improvements to town-owned facilities that are not contemplated in the regular fiscal year operating budget?

Town Council Recommends – Vote: Yes 7 No 0

Explanation:

Occasionally, repairs to town facilities are needed that have not been budgeted. In addition, energy efficiency projects are being identified to further save the town funds. The purpose of this article is to allow the Town Council to make unplanned emergency facility repairs and undertake energy efficiency projects that may arise in the fiscal year. The unassigned fund balance (unencumbered surplus) is currently \$5,749,490.

Article 8. Shall the town vote to authorize the Town Council to transfer up to \$ 50,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$50,000 for a Municipal Property Tax Assistance program to credit property taxes owed by certain residents that meet the program requirements?

Town Council Recommends – Vote: Yes 7 No 0

Explanation:

The Senior Tax Credit program allows for taxpayers of a certain age, income level, and other qualifying requirements to receive a credit on their property taxes each year. The program assists seniors with their property tax obligations and makes it easier for them to remain in their homes. The unassigned fund balance (unencumbered surplus) is currently \$5,749,490.

The Registrar of Voters will office hours while the polls are open to correct any error in, or change a name or address on, the voting list; to accept registration of any person who becomes 18 years of age on Election Day or after the close of registration prior to it; and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated at Kittery this May day of 06 2019.

Municipal Officers

A true copy

ATTEST: _____
Town Clerk