



Kennebunk Light & Power District  
4 Factory Pasture Lane  
Kennebunk, Maine 04043  
(207) 985-3311  
[www.klpd.org](http://www.klpd.org)

BOARD OF TRUSTEES BUSINESS MEETING AGENDA  
TUESDAY, NOVEMBER 27, 2018  
DISTRICT OFFICES @ 5:00 PM

I.	CALL TO ORDER	5.00
II.	EXECUTIVE SESSION PURSUANT TO 1 MRSA 405.6 (E) FOR CONSULTATION WITH THE DISTRICT'S ATTORNEY REGARDING HYDRO OPERATIONS	5.05
III.	BOARD REVIEW AND APPROVE MINUTES OF 10/23/18 MEETING	6.05
IV.	BOARD REVIEW OCTOBER, 2018 FINANCIALS	6.10
V.	BOARD AUTHORIZE GENERAL MANAGER TO OFFER FOR SALE "TRUCK 2", 1998 SPARE BUCKET TRUCK WITH MINIMUM BID OF \$20,000	6.15
VI.	BOARD AUTHORIZE GENERAL MANAGER TO ACCEPT AND AWARD BIDS REGARDING AGENDA ITEM V. BID OPENING AND AWARD NOON 12/14/18	6.30
VII.	DISCUSSION WITH BOARD REGARDING CAPITAL IMPROVEMENTS ITEMS BEING CONSIDERED FOR 2019	6.40
VIII.	BOARD AUTHORIZATION TO CLOSE DISTRICT OFFICES ON 12/24/18 IN ADDITION TO 12/25 FOR HOLIDAY TRAVEL	6.55
IX.	GENERAL MANAGER'S REPORT	7.00
	a. PAST BOARD MEETING REQUESTS	
	b. SOLAR ARRAY UPDATE	
	c. SITE PLAN REVIEW BOARD MEETING 11/29/18 REGARDING FINAL APPROVAL OF SOLAR ARRAY	
	d. ASLPUNDH TREE TRIMMING UPDATE	
	e. UPDATE TO BOARD ON AFH TIMELINE FOR MEETING	
	f. TRUSTEE HOLIDAY PARTY 12/14/18 AT GARDEN STREET BOWL	
X.	PUBLIC COMMENT PERIOD (LIMITED TO 15 MINUTES TOTAL)	7.20
XI.	NEXT MEETINGS. TENTATIVE: DECEMBER 18, 2018, JANUARY 29, 2019 OTHER MEETING TO BE SCHEDULED AS NECESSARY	7.35
XII.	BOARD RECOMMENDATION FOR AGENDA ITEMS FOR NEXT MEETING	7.40
XIII.	ADJOURN	7.40

KENNEBUNK LIGHT & POWER DISTRICT  
COUNTY OF YORK  
STATE OF MAINE

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BOARD OF TRUSTEES MEETING MINUTES  
(Video recorded meeting)

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KENNEBUNK LIGHT & POWER DISTRICT  
4 FACTORY PASTURE LANE  
KENNEBUNK, ME 04043  
TUESDAY, OCTOBER 23, 2018  
6:00 p.m.

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BOARD MEMBERS:

PRESIDENT: DAVID CLUFF - (PRESENT)

VICE-PRESIDENT: ROBERT EMMONS - (PRESENT)

GENERAL MANAGER/TREASURER: TODD SHEA - (PRESENT)

CLERK: DAN BARTILUCCI - (PRESENT)

TRUSTEE: JAY KILBOURN - (PRESENT)

TRUSTEE: BRADLEY "SCOTT" DUCHARME - (PRESENT)

ALSO PRESENT:

Matthew Rancourt, Business Manager

Bill Harmon

Peter Ashley

Tony Grant

Nancy Campbell-Jones

Beverly Freudenreich

ALSO PRESENT (continued)

Albert Kolff

Bill Grabin

Alex Mendelsen

Ward Hansen

Kenny DeCoster

*(Other members of the public may have been present but not identified.)*

DRAFT

**I. Call to Order.**

President Cluff called the meeting to order at 6:00 p.m.

**II. Board Review and Approve Minutes of 07/31 and 09/25/18 Meetings.**

**Motion** by Trustee Kilbourn, seconded by Trustee Ducharme to approve the July 31, 2018 meeting minutes.

**Vote:** 4-0-1/President Cluff abstained as he was not in attendance.

**Motion** by Clerk Bartilucci, seconded by Vice-President Emmons to approve the September 25, 2018 meeting minutes.

**Vote:** 4-0-1/Trustee Kilbourn abstained as he was not in attendance.

A discussion occurred in regard to the use of audio and video recordings and the taking and retention of meeting minutes.

**Motion** by Trustee Kilbourn to permit the posting of draft minutes subject to Maine Statute, to have the video recording of the meeting minutes uploaded to the District's website the day after the meeting, the uploading of the Agenda with the audio recording if the video fails, and the uploading of approved minutes after said minutes have been voted upon by the Board. The motion was seconded by Clerk Bartilucci.

**Vote:** 5-0.

**III. Board Review September, 2018 Financials.**

**IV. Board Review Initial 2019 District Budget Proposal.**

**Motion** by Vice-President Emmons and seconded by Trustee Ducharme to approve the initial 2019 District budget proposal.

**Vote:** 5-0.

**V. Board Review and Provide Feedback Regarding AFH Operations Proposal.**

**VI. Board Review and Provide Feedback Regarding NextEra FRS Contract Extension.**  
*(Item VI was removed from the Agenda and will be presented at a later date.)*

**VII. General Manager's Report**

- a. Past Board Meeting Requests
- b. Substation Planning Update
- c. Solar Array Update
- d. Asplundh Tree Trimming Update
- e. Hydro Operations Update
- f. Trustee Holiday Party 12/14/18 at Garden Street Bowl

**VIII. Public Comment Period (Limited to 15 Minutes Total).**

**IX. Next Meetings, November 27, 2018 and December TBD.**

November 15, 2018 - Tentative Workshop meeting

November 27, 2018 - Board of Trustees' Meeting

December 18, 2018 - Board of Trustees Meeting (pursuant to discussion at the September, 2018 Board of Trustees' meeting.)

**X. Board Recommendation for Agenda Items for Next Meeting.**

**XI. Adjourn**

**Motion** by Trustee Durchame and seconded by Trustee Bartilucci.

**Vote:** 5-0.

The meeting adjourned at 7:59 p.m.

Attest: \_\_\_\_\_  
Dan Bartilucci, Clerk

Kennebunk Light and Power District  
Notes to Financial Statements  
October 2018

## REVENUES

<b>KWH SALES</b>	2018	2017	Variance
kwh sales Delivery & Transmission	8,060,342	8,633,707	(573,365)
minus Corning	1,602,175	1,707,900	(105,725)
<u>kwh sales Energy and RNS:</u>	<u>6,458,167</u>	<u>6,925,807</u>	<u>(467,640)</u>
<b>ENERGY REVENUE</b>	2018	2017	Variance
Energy Sales	\$ 536,394	\$ 550,409	\$ (14,015)
<b>RNS REVENUE</b>	2018	2017	Variance
RNS Sales	\$ 149,170	\$ 145,430	\$ 3,741
<b>TRANSMISSION REVENUE</b>	2018	2017	Variance
Transmission Sales	\$ 42,379	\$ 60,576	\$ (18,197)
<b>DELIVERY REVENUE</b>	2018	2017	Variance
Delivery Sales	\$ 216,468	\$ 203,750	\$ 12,718

## EXPENSES

Department	Actual	Budget	Variance	Notes
General plant operations,	\$ 47,588	\$ 48,872	\$ (1,285)	
Customer accounting and collections	12,349	13,008	(658)	
Administration	89,516	71,841	17,675	+6,640 vacation payout +5,108 SGC Engineering
Other expense	41,095	41,071	24	

**KENNEBUNK LIGHT & POWER DISTRICT  
STATEMENT OF REVENUES AND EXPENSES**

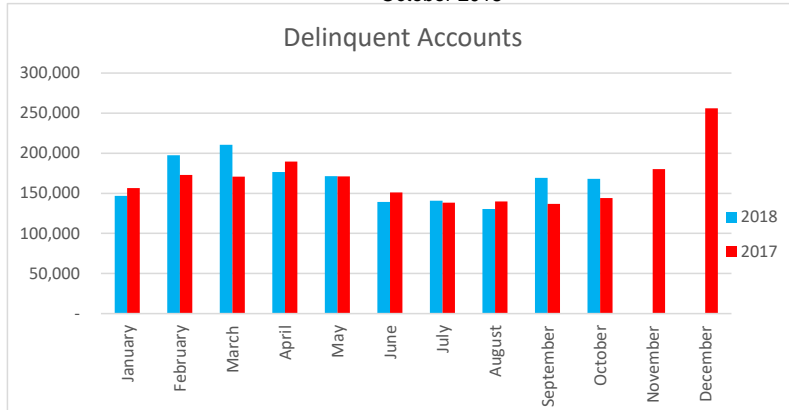
	<b>MONTHLY</b>			<b>YTD</b>			<b>ANNUAL</b>
	October 2018 Actual	October 2018 Budget	October 2017 Actual	2018 Actual	2018 Budget	2017 Actual	2018 Budget
<b>Revenue</b>							
Energy revenue	536,394	592,144	550,409	6,526,201	6,275,005	6,177,032	7,443,116
<b>PV returned to grid</b>	2,421	2,368	2,430	27,951	18,846	19,345	21,250
Power expense	(605,064)	(592,144)	(561,210)	(6,471,965)	(6,275,005)	(6,069,382)	(7,443,116)
<b>PV Credits</b>	(2,421)	(2,368)	(2,430)	(27,951)	(18,846)	(19,345)	(21,250)
Net energy revenue	(68,670)	0	(10,801)	54,236	0	107,650	-
RNS revenue	149,170	156,418	145,430	1,801,105	1,657,572	1,628,888	1,966,134
RNS expense	(163,082)	(156,418)	(138,277)	(1,608,450)	(1,657,572)	(1,711,669)	(1,966,134)
Net RNS revenue	(13,912)	-	7,153	192,655	-	(82,781)	-
Transmission revenue	42,379	26,635	60,576	473,011	282,254	319,633	334,796
Transmission expense	(27,032)	(26,635)	(46,002)	(353,470)	(282,254)	(398,270)	(334,796)
Net transmission revenue	15,348	-	14,575	119,541	-	(78,638)	-
Net energy and transmission revenue	(67,234)	0	10,927	366,432	0	(53,769)	-
Delivery revenue	167,369	182,876	203,750	1,970,482	1,937,955	2,153,990	2,298,711
Minimum charge revenue	49,099	48,622	-	412,660	423,620	-	520,865
Other revenue	15,810	3,421	2,958	171,270	68,435	63,732	81,402
Hydro production	-	7,083	2,031	58,853	70,833	73,167	85,000
<b>Total Revenue</b>	<b>165,043</b>	<b>242,003</b>	<b>219,665</b>	<b>2,979,697</b>	<b>2,500,843</b>	<b>2,237,120</b>	<b>2,985,978</b>
<b>Expenses</b>							
General plant operations, maintenance and distribution	47,588	48,872	42,977	515,919	539,227	474,178	654,761
Customer accounting and collections	12,349	13,008	11,492	136,883	138,847	122,671	161,525
Administration	89,516	71,841	73,411	900,171	963,949	987,543	1,117,222
Other expense	41,095	41,071	42,359	411,594	410,708	422,429	492,850
KLPD electrical usage	1,632	1,245	1,249	18,395	18,607	19,934	26,500
<b>Total Expense</b>	<b>192,180</b>	<b>176,037</b>	<b>171,488</b>	<b>1,982,962</b>	<b>2,071,338</b>	<b>2,026,755</b>	<b>2,452,859</b>
<b>Net gain/(loss)</b>	<b>(27,137)</b>	<b>65,966</b>	<b>48,177</b>	<b>996,735</b>	<b>429,505</b>	<b>210,366</b>	<b>533,119</b>

**KENNEBUNK LIGHT & POWER DISTRICT  
STATEMENT OF FINANCIAL POSITION**

	October 2018	October 2017	FY 2017
<b>Assets</b>			
Cash and short-term investments	2,110,870	1,078,791	1,064,762
Accounts receivable	988,211	948,457	1,175,884
Fixed assets and property	10,010,482	10,072,888	10,161,714
Other assets	1,113,631	914,379	1,080,072
<b>Total assets</b>	<b>14,223,194</b>	<b>13,014,516</b>	<b>13,482,432</b>
<b>Liabilities</b>			
Accounts payable	820,308	743,930	(49,750)
Payroll liabilities	10,434	13,935	26,099
Long-term liabilities	2,469,102	2,700,168	2,717,492
Other liabilities	1,104,919	1,238,272	2,142,208
<b>Total liabilities</b>	<b>4,404,763</b>	<b>4,696,306</b>	<b>4,836,049</b>
<b>Equity</b>			
Surplus	8,862,153	8,161,077	8,417,645
Current year excess revenue	956,277	157,133	228,738
<b>Total equity</b>	<b>9,818,430</b>	<b>8,318,210</b>	<b>8,646,383</b>
<b>Total liabilities &amp; equity</b>	<b>14,223,194</b>	<b>13,014,516</b>	<b>13,482,432</b>

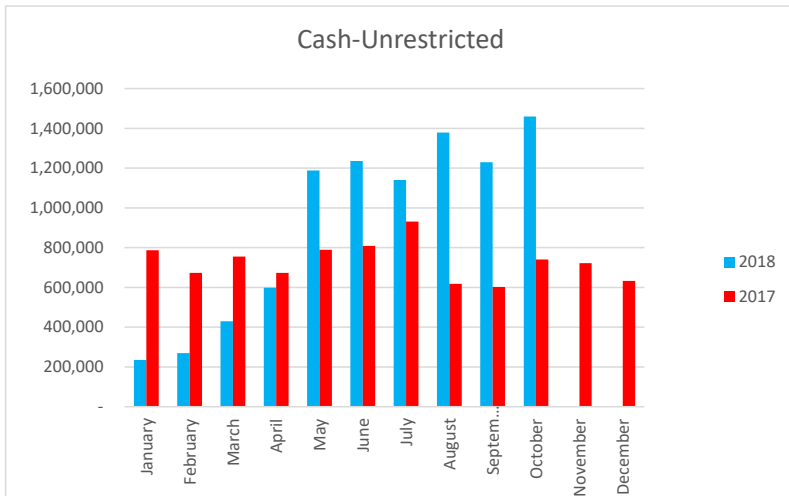


Kennebunk Light & Power District  
October 2018



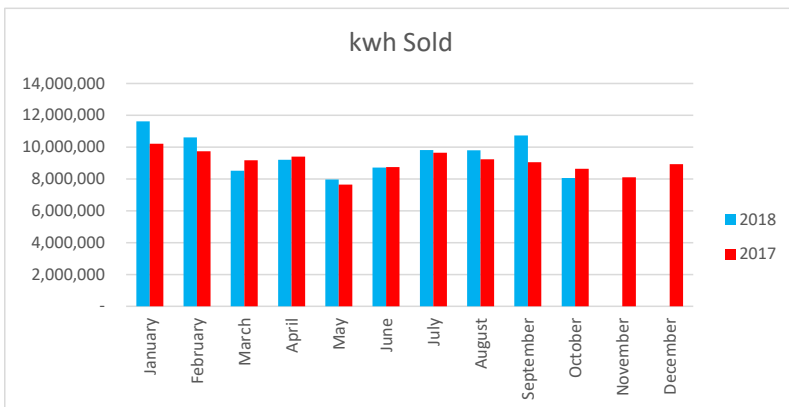
Aging	2018	2017
29 to 60 days	94,015	75,027
61 to 90 days	18,125	17,800
91 days +	55,900	51,289
<b>Total</b>	<b>168,040</b>	<b>144,116</b>

Delinquent accounts as a % of current month's sales:	18.44%	14.96%
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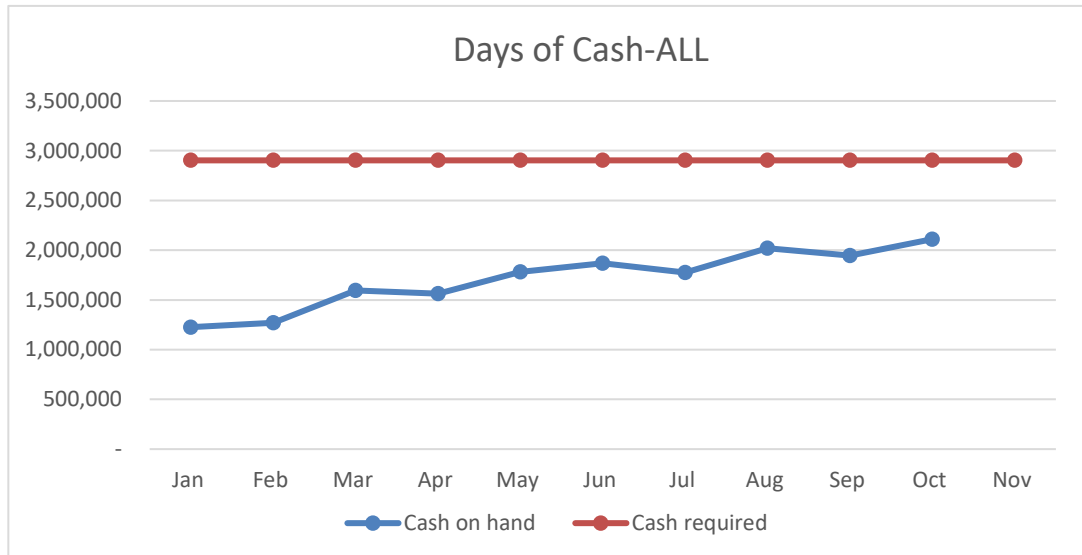
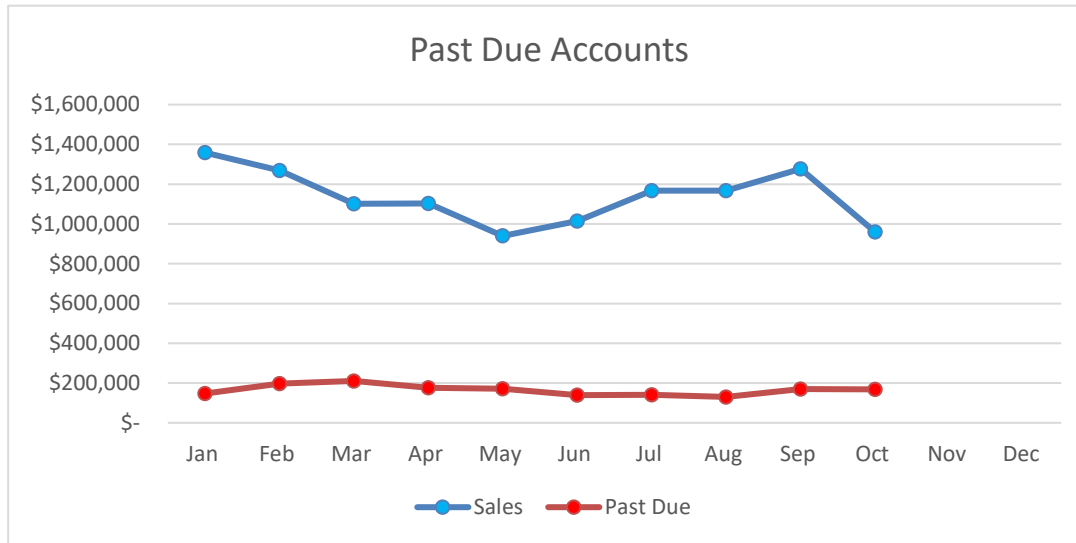
Days of Cash on Hand		Without Bonds
Required	90	90
Actual	45	56
Variance	-45	-34

Cash required:	\$ 2,903,000
<b>Cash unrestricted</b>	<b>\$ 1,459,896</b>
Cash-deposits	\$ 182,340
Cash-capital	\$ 250,000
Cash-Efficiency ME	\$ 218,634
<b>Cash-Total</b>	<b>\$ 2,110,870</b>
Variance	\$ (1,443,104)



October 2018	8,060,342
October 2017	8,633,707
Variance	(573,365)

Kennebunk Light & Power District  
October 2018



**KENNEBUNK LIGHT & POWER DISTRICT  
HYDRO STATEMENT OF ACTIVITY**

<b>Revenue</b>	October 2018	YTD 2018	2018 Budget
Electrical Production	\$ -	\$ 58,853	\$ 85,000
<b>Total Revenue</b>	<b>-</b>	<b>58,853</b>	<b>85,000</b>

<b>Expenses</b>			
Labor	1,391	20,199	26,500
Benefits	654	9,493	13,780
Supplies	505	11,304	15,500
Electrical Use	363	3,292	5,872
Liability/Property Insurance	940	9,420	11,277
Bond Interest	1,279	12,790	15,350
Depreciation	2,027	20,270	24,328
Legal & Professional Fees	-	6,318	24,500
<b>Total Expenses *</b>	<b>7,159</b>	<b>93,086</b>	<b>137,107</b>

<b>Gain/ (Loss)</b>	<b>\$ (7,159)</b>	<b>\$ (34,233)</b>	<b>\$ (52,107)</b>
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kWh production	-	571,700	813,740
Cost Per kWh-Produced	\$ -	\$ 0.162823	\$ 0.168490
Cost Per kWh-Purchased	\$ 0.102943	\$ 0.102943	\$ 0.104456
Variance	\$ (0.102943)	\$ 0.059880	\$ 0.064034

	Cost
Energy	\$ 0.078980
RNS	\$ 0.019073
LNS	\$ 0.004890
	\$ 0.102943

\* Expenses do not include any allocation of Management labor and benefits.