



**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, SEPTEMBER 28, 2021**  
**ZOOM MEETING @ 5:00 PM**  
**[ZOOM MEETING LINK](#)**

- |              |   |             |
|--------------|---|-------------|
| <b>I.</b>    | <b>CALL TO ORDER</b>  | <b>5:00</b> |
| <b>II.</b>   | <b>BOARD REVIEW OF AUGUST, 2021 FINANCIALS</b>  | <b>5:05</b> |
| <b>III.</b>  | <b>BOARD CONSIDERATION OF APPROVAL AND PUBLIC HEARING ON STATUTORIALLY REQUIRED REMOTE MEETING ACCESS POLICY</b>                                    | <b>5:25</b> |
| <b>IV.</b>   | <b>BOARD DISCUSSION, WITH ACTION, REGARDING SHARON STAZ REMEMBERANCE</b>  | <b>5:40</b> |
| <b>V.</b>    | <b>BOARD CONSIDERATION OF GIFTING ONE ELECTRIC VEHICLE CAR CHARGING STATION TO KENNEBUNK HIGH SCHOOL TO ASSIST A STUDENT WITH HIS CLASS PROJECT</b> | <b>5:50</b> |
| <b>VI.</b>   | <b>BOARD DISCUSSION OF TRANSITION TO ADVANCED METERING INFRASTRUCTURE</b>   | <b>6:10</b> |
| <b>VII.</b>  | <b>GENERAL MANAGER'S REPORT</b>   | <b>6:25</b> |
|              | <b>a. KLPD IS 100% COMPLIANT WITH VACCINE MANDATE</b>   |             |
|              | <b>b. ASPLUNDH PROGRESS</b>   |             |
|              | <b>c. STREET LIGHT COMMITTEE UPDATE</b>   |             |
|              | <b>d. CONNECTIVITY COMMITTEE UPDATE</b>   |             |
|              | <b>e. ADDITIONAL FERC CORRESPONDENCE (IF ANY)</b>   |             |
| <b>VIII.</b> | <b>PUBLIC COMMENT PERIOD (LIMITED TO 15 MINUTES TOTAL)</b>  | <b>6:40</b> |
| <b>IX.</b>   | <b>EXECUTIVE SESSION PURSUANT TO 1 MRSA 405.6 (C) TO DISCUSS A PERSONNEL MATTER (GM CONTRACT)</b>   | <b>6:55</b> |
| <b>X.</b>    | <b>NEXT MEETINGS: OCTOBER 26, 2021; NOVEMBER 16, 2021</b>   | <b>7:30</b> |
| <b>XI.</b>   | <b>BOARD RECOMMENDATION FOR AGENDA ITEMS FOR NEXT MEETING</b>   | <b>7:30</b> |
| <b>XII.</b>  | <b>ADJOURN</b>  | <b>7:35</b> |

Kennebunk Light and Power District  
Notes to Financial Statements  
August 2021

## EXPENSES

Department	2021 Actual	2021 Budget	Variance
General Operations	\$ 43,386	\$ 49,011	\$ (5,625)
Customer Collections	14,676	16,111	(1,435)
Administration	83,662	92,047	(8,385)
Other expense	38,208	38,210	(2)

	August 2021	2021 YTD
Photovoltaic Credits	\$ 4,861	\$ 33,193
KLPD electrical usage	942	14,657

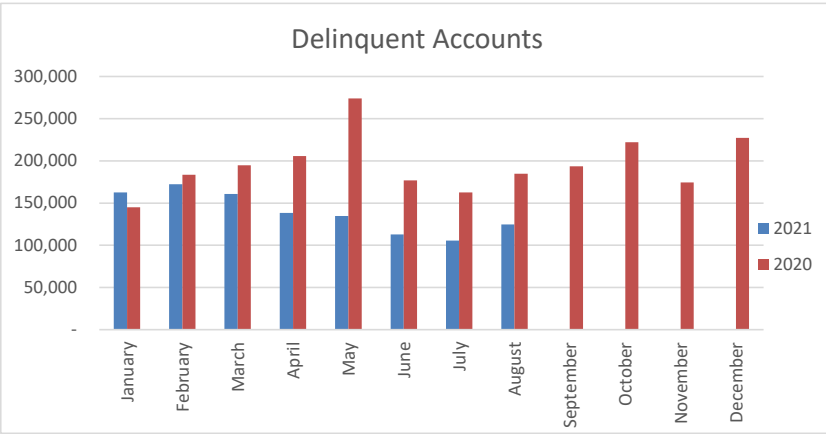
**KENNEBUNK LIGHT & POWER DISTRICT  
STATEMENT OF REVENUES AND EXPENSES**

	MONTHLY			YTD			ANNUAL
	August 2021 Actual	August 2021 Budget	August 2020 Actual	2021 Actual	2021 Budget	2020 Actual	2021 Budget
<b>Revenue</b>							
Energy revenue	\$ 612,758	\$ 710,055	\$ 758,091	\$ 4,943,697	\$ 5,005,584	\$ 5,116,443	\$ 6,648,796
Energy expense	(638,257)	(710,055)	(721,439)	(4,616,294)	(5,005,584)	(5,358,852)	(6,648,796)
Net energy revenue	(25,499)	-	36,652	327,404	-	(242,409)	-
RNS revenue	167,113	174,111	192,816	1,347,557	1,328,321	1,298,132	1,786,638
RNS expense	(193,239)	(174,111)	(216,829)	(1,515,149)	(1,328,321)	(1,263,439)	(1,786,638)
Net RNS revenue	(26,126)	-	(24,014)	(167,592)	-	34,693	-
Transmission revenue	47,527	51,099	53,141	380,167	371,753	362,366	493,542
Transmission expense	(40,355)	(51,099)	(32,547)	(282,797)	(371,753)	(250,916)	(493,542)
Net transmission revenue	7,172	-	20,594	97,370	-	111,450	-
Delivery revenue	206,257	226,055	229,018	1,651,425	1,647,781	1,557,826	2,329,598
Minimum charge revenue	50,535	50,200	49,923	403,234	400,137	397,203	595,336
Other revenue	21,292	5,500	3,691	216,825	52,570	105,408	74,308
<b>Total Revenue</b>	<b>233,631</b>	<b>281,755</b>	<b>315,866</b>	<b>2,528,665</b>	<b>2,100,488</b>	<b>1,964,170</b>	<b>2,999,242</b>
<b>Expenses</b>							
General Operations	43,386	49,011	52,819	353,952	355,024	446,409	645,378
Customer Collections	14,676	16,111	13,814	120,542	127,901	106,791	248,890
Administration	83,662	92,047	86,970	903,224	852,621	795,143	1,373,951
Other expense	38,208	38,210	38,208	303,210	304,810	306,590	448,250
<b>Total Expense</b>	<b>179,931</b>	<b>195,379</b>	<b>191,812</b>	<b>1,680,928</b>	<b>1,640,356</b>	<b>1,654,933</b>	<b>2,716,469</b>
<b>Net gain/(loss)</b>	<b>\$ 53,700</b>	<b>\$ 86,376</b>	<b>\$ 124,055</b>	<b>\$ 847,737</b>	<b>\$ 460,132</b>	<b>\$ 309,238</b>	<b>\$ 282,773</b>

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

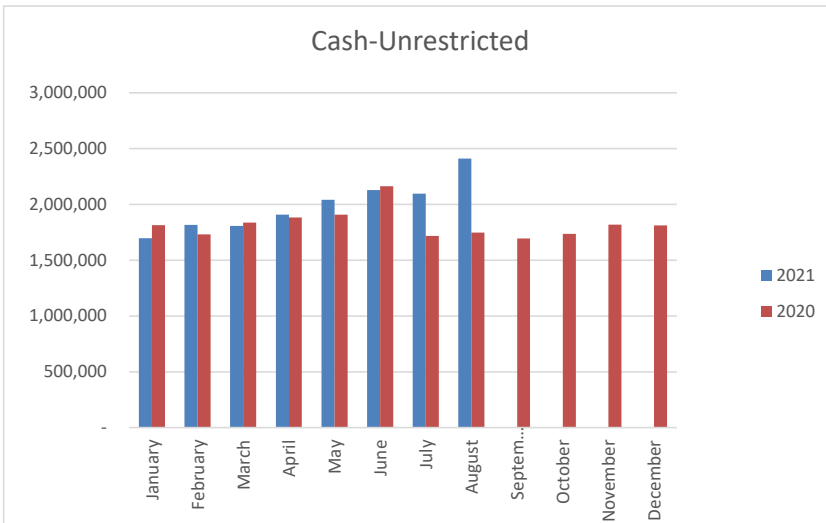
	August 2021	August 2020
<b>Assets</b>		
Cash and short-term investments	2,781,738	2,263,503
Accounts receivable	1,101,305	1,286,276
Fixed assets and property	10,581,476	10,321,449
Other assets	753,506	362,137
<b>Total assets</b>	<b>15,218,025</b>	<b>14,233,366</b>
<b>Liabilities</b>		
Accounts payable	822,551	1,026,901
Payroll liabilities	14,866	12,844
Long-term liabilities	1,561,731	1,781,414
Other liabilities	957,616	851,216
<b>Total liabilities</b>	<b>3,356,764</b>	<b>3,672,376</b>
<b>Equity</b>		
Surplus	11,013,524	10,251,753
Current year excess revenue	847,737	309,238
<b>Total equity</b>	<b>11,861,261</b>	<b>10,560,991</b>
<b>Total liabilities &amp; equity</b>	<b>15,218,025</b>	<b>14,233,366</b>

Kennebunk Light & Power District  
August 2021



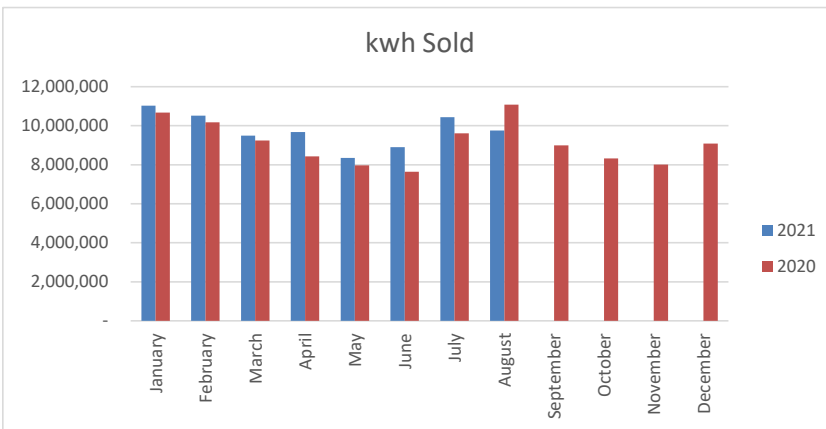
Aging	2021	2020
29 to 60 days	74,654	90,904
61 to 90 days	10,872	25,849
91 days +	39,049	67,996
<b>Total</b>	<b>124,575</b>	<b>184,749</b>

Delinquent accounts as a % of current month's sales:	11.27%	14.36%
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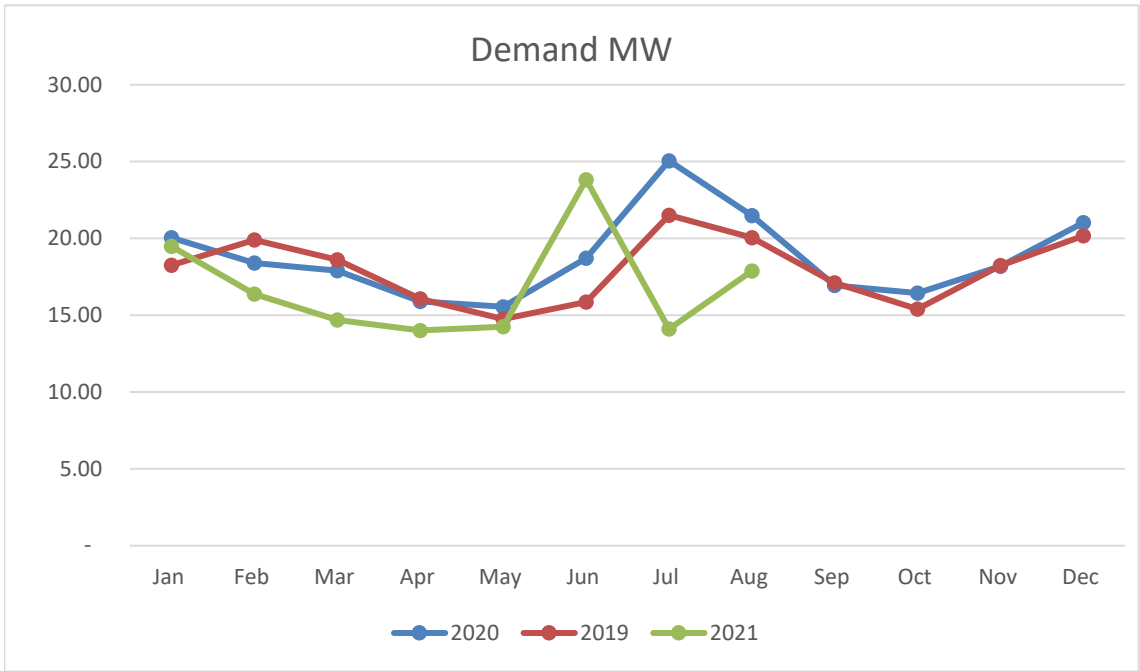
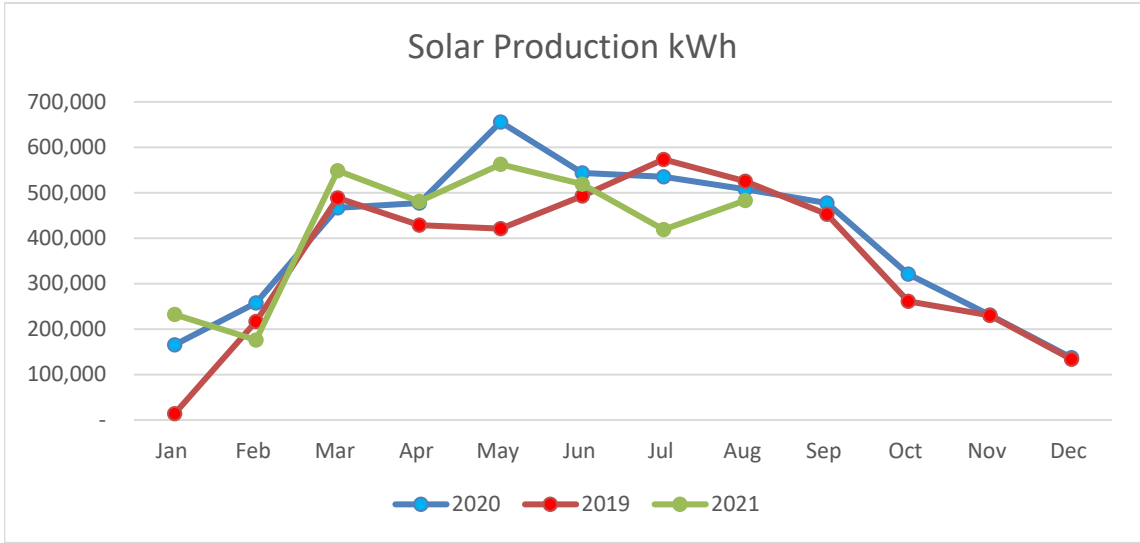
Days of Cash on Hand		Without Bond
Required	90	90
Actual	78	88
Variance	-12	-2

Cash required:	\$ 2,950,000
<b>Cash unrestricted</b>	<b>\$ 2,410,656</b>
Cash-deposits	\$ 146,667
Cash-capital	\$ 192,610
Cash-Efficiency ME	\$ 31,805
<b>Cash-Total</b>	<b>\$ 2,781,738</b>
Variance	\$ (539,344)



August 2021	9,755,624
August 2020	11,078,149
Variance	(1,322,525)

Kennebunk Light & Power District  
August 2021



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

<b>Revenue</b>	August 2021	YTD 2021	2021 Budget
Electrical Production	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>			
Labor	344	3,439	8,730
Benefits	165	1,651	4,889
Supplies	576	3,693	10,000
Electrical Use	50	1,231	2,500
Liability/Property Insurance	607	4,858	7,287
Depreciation	1,833	14,667	22,000
Legal & Professional Fees	2,627	56,684	30,000
<b>Total Expenses</b>	<b>6,203</b>	<b>86,222</b>	<b>85,406</b>
<b>Gain/ (Loss)</b>	<b>\$ (6,203)</b>	<b>\$ (86,222)</b>	<b>\$ (85,406)</b>

## Summary of Maine Legislation regarding Remote Meeting Access.

The Legislature has made remote participation in public board meetings permissible on a permanent basis, but only under limited circumstances. PL 2021, c. 290, was enacted as an emergency measure and took effect on June 21, 2021, with the Governor's signature. It adds a new provision (§ 403-B) to Maine's Freedom of Access Act or FOAA (1 M.R.S. §§ 400-414).

FOAA's temporary provision (§ 403-A) authorizing remote participation in public board meetings during the COVID-19 pandemic remained in effect until July 30, 2021. KLPD's Board has not met since the expiration of this temporary provision.

Under the new law board members are expected to be physically present for meetings, but may attend board meetings via remote methods of participation in the case of an emergency or urgent issue that requires the board itself to meet remotely, or an illness or temporary absence that causes a board member significant difficulties in traveling to a meeting.

The public must have a meaningful opportunity to attend via remote methods when board members participate via remote methods. If public input is allowed or required at a meeting, an effective means of communication between the board and the public must also be provided. A board must provide a location where members of the public may attend in person. A board may not limit public attendance to remote methods only except in case of an emergency that requires the board itself to meet remotely.

Remote methods include telephonic or video technology allowing simultaneous reception of information and also permits other means necessary to accommodate disabled persons. But remote participation cannot be by text-only means such as e-mail, text messages, or chat functions

To enable remote participation, a board must first, after public notice and hearing, adopt a written policy governing remote participation by board members and the public that contains the limitations noted above.

Notice of all board meetings is required as usual (see § 406). When the public may attend via remote methods, notice must include the means by which the public may access the meeting remotely, and a location for the public to attend in person (except in case of an emergency).

A board must make all documents and materials to be considered by the board available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the board.

All votes during a board meeting using remote methods must be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other board members and the public. A board member who participates remotely is considered present for purposes of a quorum and voting.



## **KENNEBUNK LIGHT & POWER DISTRICT REMOTE MEETING POLICY**

### **DRAFT FOR CONSIDRATION OF APPROVAL SEPTEMBER 28, 2021**

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Kennebunk Light & Power District Board of Trustees adopts the following policy to govern the participation, via remote methods, of members of the Board and the public in the public proceedings or meetings of the Board.

Members of the Board are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Board to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. The General Manager, in consultation with the Board President, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the General Manager or Board President as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the Board participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the Board and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire board to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The Board will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the Board to meet using remote methods of attendance.

The Board will make all documents and materials to be considered by the Board available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the Board.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other Board members and the public. A Board member who participates remotely will be considered present for purposes of a quorum and voting.