

TOWN OF KENNEBUNK
SELECT BOARD - WORKSHOP MINUTES/NOTES
TUESDAY, MARCH 30, 2021 6:30 P.M.
WORKSHOP HELD VIA ZOOM

1. **CALL TO ORDER**

On Tuesday, March 30, 2021, at 6:30 p.m., L. Blake Baldwin, Chair of the Select Board for the Town of Kennebunk, called to order the Workshop of the Select Board. Present were Select Board members L. Blake Baldwin, Wayne Berry, Edward Karytko, Frank Paul, Shiloh Schulte, and William Ward Jr. One seat on the Select Board is currently vacant.

Also present were Town Manager Michael Pardue and Finance Director Joel Downs.

Budget Board Members present were Deborah Beal, John Costin, Robert Fiore, Richard Morin, Daniel Sayer, and Thomas Wellman. (Beal joined the meeting at 6:40 p.m. and Wellman joined the meeting at 7:04 p.m.)

2. **DISCUSS THE RELATIONSHIP BETWEEN THE SELECT BOARD AND BUDGET BOARD**

Items briefly discussed:

- Baldwin referenced the relationship defined by Town Charter, reference made to Articles 3 & 4.
- Costin stated Budget Board not seeking to make policy.
- Baldwin recommended the Budget Board meet at least as often as other boards and committees and that Select Board and Budget Board meet on at least a quarterly basis.

Beal joined the meeting at 6:40 p.m.

- Schulte suggested when Division Directors present to the Select Board, to invite the Budget Board members. Urges being thoughtful when scheduling and that meetings have purpose.
- Paul asked what is the goal/purpose of proposed meetings?
- Sayre outlined his thoughts on the proposed process.
- Rachel Phipps, resident, spoke of her work with parents and budgeting. Cited a budget is a “policy document”. Baldwin offered his disagreement with the policy statement comment.

Wellman joined the meeting at 7:04 p.m.

- Morin questioned if the Town Charter is an old document that may need revision as parts appear outdated, referenced section #5.
- Morin reminded the boards that we are only talking about 22% of the budget.
- Ward referenced that when discussing salaries that many are in a collective bargaining unit (union). He suggested the Budget Board aid in capital plan development.
- Rachel Phipps spoke of her election to the Select Board 21 years ago and that we, on Zoom, are public servants to her (as a resident). She spoke of how she worked for the Town until 2009 until her position was not funded.

3. **REVIEW THE BUDGET BOARD LIST FOR ITEMS ALREADY ACCOMPLISHED AND THOSE THAT ARE BUDGETED FOR IN THE FY 21-22 BUDGET**

Items briefly discussed:

1. Baldwin and Sayer to work on a “lighter scale” approach to #1
2. Pardue provided an overview of TIF process. Suggested more education on TIF process, and review of governing policy be provided by Finance Director Downs. Morin suggested another review of TIF 101 presentation Downs offers each year.
3. Capital Expense – Set minimum and maximum targets. Downs to request info from debt service. Costin clarified Budget Board looking to “forecast out” envisioned projects/debt.

4. **SELECT ONE OF THE BUDGET BOARD AGENDA ITEMS FOR DISCUSSION AS A PROTOTYPE FOR FUTURE MEETINGS**

Baldwin suggested a “lighter scale” of each of the topics posed by the Budget Board. Urges we work to prioritize items to address.

5. **DISCUSS FUTURE WORKSHOPS**

To be determined.

6. **ADJOURNMENT** (no later than 8:00 p.m.)

The workshop concluded at approximately 8:04 p.m.

Minutes/Notes by Michael Pardue, Town Manager