

TOWN OF KENNEBUNK
BOARDS, COMMITTEES, COMMISSIONS
(referred to as Committees below)

“NON-BINDING” COMMITTEES

Climate Action Committee www.kennebunkmaine.us/CAC

This committee is comprised of 7 regular members with 1 Select Board liaison.

- The committee generally meets on the 1st and 3rd Monday of each month at 4:30 p.m.

This committee will work with staff and the Select Board on the implementation of the recently adopted [Climate Action Plan](#). The committee began its work in the fall of 2024.

Community Development Advisory Committee www.kennebunkmaine.us/CDAC

This committee is comprised of 3 regular and 2 ex-officio members with 1 Select Board liaison.

- The committee meets on an as needed basis.

Each community receiving Community Development Block Grant (CDBG) funds must form a Community Development Advisory Committee (CDAC) to oversee and guide the CDBG project through its planning and implementation stages. This committee is formally created and appointed by the community’s governing body and will serve through the completion of the CDBG project.

Community Garden Committee www.kennebunkmaine.us/CommunityGardenCommittee

This committee is comprised of 10 regular and 1 alternate members with 1 Select Board liaison.

- The committee generally meets on the 4th Wednesday of each month at 5:30 p.m.

The Community Garden Committee oversees two public garden sites where gardeners pay a nominal seasonal fee to grow organic vegetables, herbs and flowers. The committee provides garden space, advice on growing and an opportunity to meet similarly interested community members. They educate the public, and work in partnership with local, municipal and state organizations to distribute produce to food pantries and other charitable groups.

Conservation Commission www.kennebunkmaine.us/ConservationCommission

This committee is comprised of 5 regular and 2 alternate members with 1 Select Board liaison.

- The Commission generally meets on the 1st and 3rd Monday of each month at 6:30 p.m.

The Conservation Commission works to sustain a healthy, livable community by protecting the natural resources of the Town of Kennebunk and by implementing Kennebunk's [Open Space Plan](#). The Commission concentrates on protecting our streams, rivers, wetlands and coastal waters from contaminants and encroachments.

Economic Development Committee www.kennebunkmaine.us/EDC

This committee is comprised of 7 regular, 2 alternate and 4 ex-officio members and 1 Select Board liaison.

- The committee generally meets on the 1st Thursday of each month at 4:30 p.m.

The Economic Development Committee meets to discuss strategic development issues as well as to help individual business owners move specific business opportunities into prospering reality. The mission of the EDC is to guide, assist, and enhance economic development within the community that is synergistic with the goals and actions of the Strategic Economic Development Action Plan ([SEDAP](#)).

Energy Efficiency & Sustainability Committee www.kennebunkmaine.us/EEESC

This committee is comprised of 9 regular, 1 youth and 1 ex-officio members with 1 Select Board liaison.

- The committee generally meets on the 3rd Thursday of each month at 5:30 p.m.

Formed in November of 2006, the committee was originally called the Energy Efficiency Advisory Committee. The committee assists Town officials in addressing the challenges presented by climate change and supports the Town in reaching carbon neutrality and mitigating the effects of sea level rise on infrastructure and natural resources. It also supports efforts that educate and engage residents on how they can reduce their own carbon footprint. CONSERVE, CHANGE, REDUCE, REUSE, RECYCLE, AND RETHINK are the committee's guiding principles.

Tree Committee www.kennebunkmaine.us/TreeCommittee

This committee is comprised of 5 regular members with 1 Select Board liaison.

- The committee generally meets on the 1st Thursday of each month at 5:00 p.m. **as needed.**

The purpose of the Tree Committee shall be to recommend policy and plans to the Town with regards to the planting, care and removal of municipal trees while encouraging sound environmental and cultural practices.

West Kennebunk Village Committee www.kennebunkmaine.us/WKVC

This committee is comprised of 7 regular, 1 associate and 1 ex-officio members with 1 Select Board liaison.

- The committee generally meets on the 2nd Thursday of each month at 6:00 p.m. at the Dorothy Stevens Community Center at 80 Thompson Road.

The West Kennebunk Village Committee is a liaison between the residents and business owners of the West Kennebunk Village of Kennebunk and Town government. The committee ensures the West Kennebunk Village remains functional as a business area to attract, entertain and service the needs of townspeople, visitors and local merchants while maintaining and enhancing a positive spirit and quality of life for the community.

“BINDING” COMMITTEES

Board of Assessment Review www.kennebunkmaine.us/BAR

This committee is comprised of 3 regular members.

- The Board of Assessment Review meets on an as needed basis.

The Board of Assessment Review hears property tax abatement appeals after the local tax abatement process. Maine State law authorizes municipalities to establish local Boards of Assessment Review to hear appeals from the abatement decisions of the assessor and municipal officers.

Budget Board www.kennebunkmaine.us/BudgetBoard

This committee is comprised of 7 regular members with 1 Select Board liaison.

- The Budget Board meets periodically with a more intense meeting focus during the period of January to March of each year to review Town finances and the administration of the budget.

The Budget Board serves in an advisory capacity to the Select Board regarding the Town's finances. This includes making recommendations to approve or disapprove of departmental operating budgets, the annual capital budget, financing purchases and other monetary issues addressed by the Select Board. The duties and responsibilities of the Budget Board are directed by Town Charter.

Fair Hearing Authority www.kennebunkmaine.us/FairHearingAuthority

This committee is comprised of 3 regular members.

- The Fair Hearing Authority meets on an as needed basis.

The Fair Hearing Authority (FHA) is an administrative review body which hears appeals of decisions made by the General Assistance Administrator. The FHA is charged with the responsibility of ensuring that General Assistance is administered in accordance with State law and local ordinance.

Historic Preservation Commission www.kennebunkmaine.us/HPC

This committee is comprised of 5 regular and 2 alternate members with 1 Select Board liaison.

- The HPC meets on the 2nd and 4th Wednesday of each month as needed at 6:30 p.m.

The Historic Preservation Commission is responsible for issuing Certificates of Appropriateness for properties that are located within the Historic Preservation Overlay District and conversions of buildings on or eligible to be on the National Register of Historic Places which are located in the Downtown Business District and the Upper Square District.

Kennebunk River Committee www.kennebunkmaine.us/KennebunkRiverCommittee

This is a joint committee with the Town of Kennebunkport. Kennebunk members include 3 regular members, 1 alternate member, 1 Joint member with Kennebunkport and 1 ex-officio member with 1 Select Board liaison.

- The committee meets on the 3rd Tuesday of the month at 6:30 p.m.

The Kennebunk River Committee was formed with an inter-local agreement (PDF) with the Town of Kennebunkport. This agreement grants the committee sufficient authority to act as planning, management and appeals board in order to assist in the management of the shared resource.

Planning Board www.kennebunkmaine.us/PlanningBoard

This committee is comprised of 5 regular and 2 alternate members with 1 Select Board liaison.

- The Planning Board meets on the 2nd and 4th Mondays of each month at 7:00 p.m.

The Planning Board works with the Town Planner to review new residential, commercial and industrial development, as well as the redevelopment of existing uses, in accordance with the Site Plan Review and Subdivision Review Ordinances. The Planning Board also serves in an advisory capacity, making recommendations to the Select Board and other Town staff.

Site Plan Review Board www.kennebunkmaine.us/SPRB

This committee is comprised of 5 regular and 2 alternate members with 1 Select Board liaison.

- The Site Plan Review Board meets on the 3rd Thursday of each month at 7:00 p.m.

The Site Plan Review Board is responsible for the review of all Major Site Plan Applications and of any Minor Site Plan Applications for which review is requested by the Town Planner or by the applicant.

Staff Review Committee www.kennebunkmaine.us/StaffReviewCommittee

This committee is comprised of 5 staff members and 1 ex-officio member as defined by Article 11, Section 2.b

- The committee meets on an as needed basis.

The Staff Review Committee reviews site plan applications that are considered Minor Site Plans.

Zoning Board of Appeals www.kennebunkmaine.us/ZBA

This committee is comprised of 5 regular and 2 alternate members with 1 Select Board liaison.

- The ZBA meets on the 3rd Monday of the month at 6:30 p.m. on an as needed basis.

The Zoning Board of Appeals is responsible for hearing and deciding administrative appeals of decision made by the Code Enforcement Officer and other administrative boards, as well as variance applications and conditional use applications.

Quorum:

There must be a quorum, meaning a majority (more than half) of the regular members of the committee size, to hold a meeting. Alternate members can be used to meet the quorum when regular members are not present.

When a meeting is posted and less than a quorum is available for the meeting, the following steps should be taken:

- 1) When this is known before the meeting, the meeting should be cancelled and the Town Clerk's office notified to post the cancellation.
- 2) If the lack of a quorum becomes known as the members are gathering, the attending members should simply announce and note that no hearing or meeting shall be held in the absence of a quorum. A workshop or discussion may take place, but no formal voting action should be taken.