

**KENNEBUNK SELECT BOARD
WORKSHOP MINUTES/NOTES
TUESDAY, AUGUST 9, 2022 – 6:00 P.M.
IN PERSON, 3rd FLOOR MEETING ROOM**

1. Call to Order

The workshop was called to order at 6:00pm by Chair Shiloh Schulte.

Select Board members:

Present: Shiloh Schulte (Chair), Lisa Pratt (Secretary), Sally Carpenter, Leslie Trentalange, William Ward, Jr. and Miriam Whitehouse. S. Schulte left the meeting at 6:48pm.

Absent: Kortney Nedeau (Vice)

Also Present: Michael Pardue (Town Manager), Joel Downs (Finance Director), Dan Robinson (Assessor) and Natalie Burns (Town Attorney). N. Burns left the meeting at 8:00pm.

2. Hear a Brief Presentation from Assessor Dan Robinson on the Overlay, Setting of the Tax Rate, LD 290 Property Tax Stabilization Law (65+), and Kennebunk's Assessment Level.

Assessor Dan Robinson provided an overview of the tax rate calculation process. D.Robinson passed out a "2021 Municipal Tax Rate Calculations Standard Form", using it as a guide for his discussion and reference.

[2021 Municipal Tax Rate Calculation \(PDF\)](#)

D.Robinson spoke about LD 290-Property Tax Stabilization Program, a State program that allows seniors to stabilize or freeze property taxes on their homestead. This State program is for individuals 65 years of age or older, are permanent residents of Maine, have owned a Maine homestead for at least ten years, and are eligible for a homestead exemption on their property. [LD 290 Property Tax Stabilization Program \(65+\)](#)

D.Robinson spoke of the status of current assessments. D.Robinson will speak more in-depth on this topic in the fall.

The Board asked questions related to the tax rate setting process and overlay.

3. Participate in a Training Session for Select Board Members by Town Attorney Natalie Burns

Attorney Natalie Burns presented information on the following:

- Town Charter Section 3.06 – Enumeration of Power of the Board
- Explained Town Meeting form of government
- Explained that a multi-year contract requires Town Meeting approval; labor contracts are an exception
- Board can accept grants, provide for annual audit, appoint/remove Town Manager for "just cause" only
- Authority of Town Manager
- Town Charter Section 3.9 – Holding Other Office
- Town Charter Section 3.11 – Vacancies, Forfeiture of Office
- Conduct when serving in a quasi-judicial capacity
- Executive sessions – explained conduct/allowance
- What constitutes a meeting and a quorum
- Email "meeting" avoidance
- FOAA laws – procedures and process
- Meeting public records – only requires attendance, motions and votes.
- FOAA and use of email – Town or personal
- When a Select Board member should recuse themselves from a matter or disclose and ask Board to allow, or not, to participate
- Meeting conduct and policies – Board's own rules
- Written decision on quasi-judicial matters must clearly state the approval/denial.
- Remote meetings – must meet in person unless significant exceptions exists – see statute

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Q&A

Contacting Town Attorney, generally through Town Manager unless about Town Manager issue

Not covered:

How to handle emails from residents

How to respond to public comment

4. Adjournment

At 9:11 pm, the workshop concluded.

Notes by Michael Pardue, Town Manager