

## MINUTES/NOTES

### TOWN OF KENNEBUNK

#### SELECT BOARD RETREAT (SPECIAL MEETING)

TUESDAY, AUGUST 29, 2023 - 2:30-5:30 P.M.

KENNEBUNK SAVINGS OPERATIONS CENTER  
STEVENS MEETING ROOM  
7 ALEWIVE PARK ROAD, KENNEBUNK

#### 1. Call to Order

On August 29, 2023, at 2:32 pm at the Kennebunk Savings Operations Center, in the Stevens Meeting Room, the following were in attendance at this Select Board Retreat:

In Attendance:

- Select Board members Shiloh Schulte (Chair), Miriam Whitehouse (Vice), Lisa Pratt (Secretary), Kevin Therrien, Leslie Trentalange, William Ward, Jr. Kortney Nedeau was absent.
- Town Staff: Town Manager Heather Balsler, Public Services Director Bryan Laverriere, Finance Director Kayla Tierney, Town Clerk Merton Brown, Tax Assessor Dan Robinson, Community Development Director Chris Osterrieder, Human Resources Director Jeri Sheldon, Parks & Recreation Director Bill Reichl, Fire Chief Justin Cooper, Police Chief Bob MacKenzie, Economic Vitality Director Stephen Houdlette

#### 2. Ice Breaker

Staff had some questions for the group and shared responses, “What is something you’ve always wanted to learn?” and “What was your least favorite and most favorite subject in high school, home school, or equivalent?”

*[Supporting material for items below can be viewed here \(PDF\)](#)*

#### 3-5. 2022/23 Year in Review, Revenue and Expense Projections and Capital and Debt Discussions

Finance Director Tierney reviewed each of these topics in detail as she referenced the power point presentation with various questions and clarifications from the Select Board.

*View supporting material above*

#### 6. Draft Budget Calendar

Director Tierney reviewed a draft schedule of meetings for the formal budget process, with more meetings prior to Select Board meetings but once a week during February/early March than in previous years. The Select Board members were largely supportive of this schedule, although one of the weeks is school break which will likely need to be reconsidered. Also schedules must be reviewed with the Budget Board as well, and will include some additional meetings September-December on budget preparatory work.

**7. Break**

**8. Work Plan**

Town Manager Balsler reviewed the proposed 23/24 Work Plan items, discussed priority levels; high, medium and lower and responded to questions. Division Directors responded to specific Work Plan items. There was a request to move the Lloyd Nedeau Field Expansion to the medium category.

*View supporting material above*

**9. Other Items**

TM Balsler provided a current list of upcoming Select Board meetings in September.

**10. Adjournment**

Meeting adjourned at 5:35 pm

Respectfully submitted by,  
Heather Balsler, Town Manager

Adopted by the Board at the meeting on 09.12.2023

DATE OF MEETING

Signed by  
Select Board Member:

SIGNATURE

NAME IN PRINT

*Lisa Pratt*  
Lisa Pratt