

TOWN OF KENNEBUNK

SELECT BOARD

TUESDAY, MAY 17, 2022 – 5:30 P.M.

WORKSHOP AGENDA

This meeting will be conducted through the electronic platform Zoom, as described below.

**ZOOM MEETING
INSTRUCTIONS FOR COMMUNITY PARTICIPATION**

Pursuant to Title 1, Section 403-B of the Maine Revised Statutes, after public hearing and adoption of a [Remote Meeting/Participation Policy \(PDF\)](#), the Board is conducting a remote meeting using [Zoom](#), a web-based video conferencing tool, due to the continued prevalence of COVID-19 throughout Maine and its impact on our community.

Time: May 17, 2022 – 5:30 PM Eastern Time (US and Canada)

Ways to join the meeting:

- By computer or mobile device:
<https://us02web.zoom.us/j/89181503751?pwd=TGE2N29ETmUwL2F0aHBzN0R5TXlCZz09> or go to [ZOOM](#)

or

- By Phone 1 312 626 6799 US or 1 646 876 9923 US or 1 669 900 6833

Webinar ID: 891 8150 3751

Passcode: 654244

Please take a minute to read these important Instructions before you join:

- Please mute your audio and disable your video before joining
- Here are some brief videos to help familiarize you with the Zoom platform
 - [Joining a Zoom Meeting](#) (brief instructional video)
 - [Video or Audio off by Attendee](#) (brief instructional video)
 - [Attendee Controls in a Meeting](#) (brief instructional video)
- PUBLIC COMMENT: If you wish to speak on an agenda item and you are:
 - Joining via your computer or cell phone
 - Please use the “raise your hand” feature by clicking “participants” (computer). The host will be notified and will identify you when it is your turn to comment.
 - Joining via landline phone:
 - The following commands can be entered using your phone’s dial pad while in a Zoom meeting. The host will be notified and will identify you when it is your turn to comment.
 - *6 - Toggle mute/unmute
 - *9 - Raise Hand

1. Call to Order

- 2. Discuss Proposed Revisions to the Personnel Policy/Employee Handbook** – Board members will review and discuss proposed revisions to the Town’s Personnel Policy/Employee Handbook. The work completed serves to bring the handbook into compliance with many new laws/requirements since the last edition. The proposed employee handbook has gone through several reviews by legal counsel.

View supporting documentation:

[Introduction/Highlights \(PDF\)](#)

[Updated Personnel Policy/Employee Handbook \(PDF\)](#)

[Current Personnel Policy/Employee Handbook \(PDF\)](#)

3. Adjournment