

**KENNEBUNK SELECT BOARD
WORKSHOP MINUTES/NOTES
TUESDAY, MAY 17, 2022 – 5:30 P.M.
HELD VIA ZOOM**

This meeting was held via the Zoom teleconferencing platform in keeping with the Select Board's "Remote Meeting and Participation Policy" for COVID safety.

1. Call to Order

The workshop began a few minutes late, at 5:42 pm., waiting for Select Board members to arrive.

Select Board members:

Present: Kortney Nedeau (Secretary), Sally Carpenter, Frank Paul, Lisa Pratt

L. Blake Baldwin (Chair) and Shiloh Schulte (Vice Chair) arrived during the course of the workshop

Absent: William Ward, Jr.

Also Present: Michael Pardue (Town Manager), Joel Downs (Finance Director), Jeri Sheldon (Human Resources Director) and Kailey Dubuque (Human Resources Recruitment & Benefits Specialist)

2. Discuss Proposed Revisions to the Personnel Policy/Employee Handbook

Board members were provided an overview of the proposed revisions by Jeri Sheldon and Kailey Dubuque.

J.Sheldon presented a [PowerPoint \(PDF\)](#) that highlighted certain aspects of the workforce, new policies, significant revisions, and the impact to the budget. She then outlined the review process that was undertaken to arrive at the current proposed document.

J. Sheldon provided an in-depth review of each proposed revision as shown in the [Introduction/Highlights \(PDF\)](#) and noted that the proposed handbook has gone through several reviews by legal counsel.

J. Sheldon explained that she and the Town Manager met with all Select Board members, either individually or two at a time, to review the proposed handbook in its entirety – providing Select Board members time to offer comment and clarifying questions.

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

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

Select Board members asked a few questions relative to employees volunteering time for outside efforts and the “sick bank” process.

John Costin, a member of the public, offered a variety of comments regarding the proposed amendments to the handbook.

3. Adjournment

At 7:51 pm, the workshop concluded.

Notes by Michael Pardue, Town Manager