

**KENNEBUNK SELECT BOARD
SPECIAL MEETING MINUTES
TUESDAY, JUNE 7, 2022 – 6:30 P.M.
IN PERSON, 3rd FLOOR MEETING ROOM**

This meeting was recorded in a hybrid format in conjunction with an in-person setting. This effort was experimental as the Town awaits the specifications and equipment necessary to provide for a seamless, multifaceted production. This combined format is intended to allow residents to participate via [Zoom](#) if they chose not to attend in person. This was also broadcast live on Cable TV Channel 5 and online at www.townhallstreams.com.

1. Call to Order

The meeting was called to order at 6:30 pm by Chair L. Blake Baldwin.

Select Board members:

Present: In Person: L. Blake Baldwin (Chair), Sally Carpenter, Lisa Pratt

Remote/Via Zoom: Kortney Nedeau (Secretary), who was out of town and unable to attend in person

Absent: Shiloh Schulte (Vice), Frank Paul, William Ward, Jr.

Also Present: Michael Pardue (Town Manager), Joel Downs (Finance Director), Jeri Sheldon (HR Director), Christopher Osterrieder (Director of Community Development) and Karen Winton (Deputy Director of Community Development)

2. Award the Contract for Town Manager Recruitment Consulting Services

At the Board's meeting on May 3, the Board approved issuing Requests for Proposals (RFPs) for Town Manager Recruitment Consulting Services. The following three proposals were received:

- | | |
|--|----------|
| • Municipal Resources Inc. | \$14,200 |
| • GovHR | \$23,500 |
| • Strategic Government Resources (SGR) | \$24,900 |

Kortney Nedeau gave a detailed overview of the process used to bring forward a recommendation for a search firm for recruitment of a Town Manager.

Jeri Sheldon spoke of the nine questions asked of each consultant firm. She highlighted certain specifics offered by each of the (3) consulting firms.

Jeri Sheldon also spoke of her review of SGR references, outlining the questions she posed to those references.

Blake Baldwin spoke of his impressions and findings during his interactions with SGR.

Sally Carpenter spoke of her impression from reading the RFPs and how helpful the interview process can be.

Lisa Pratt spoke of the good work by the panel.

Leslie Trentalange, from the public, thanked the panel for this work.

Miriam Whitehouse, from the public, was thrilled with what she has heard tonight.

Motion: To award the Contract for the Town Manager Recruitment Consulting Services to Strategic Government Resources for \$24,900.00.

Moved: B.Baldwin

Seconded: K.Nedeau

Vote: Show-of-hands vote. 4 votes in favor, 0 opposed, 3 absent (Paul, Schulte, Ward); the motion passed.

3. Approve Revisions to the Personnel Policy/Employee Handbook – The presented document reflects the culmination of 18 months of work performed by the Town’s Human Resources Department and a number of staff members. This effort serves to bring the Personnel Policy/Employee Handbook into compliance with many new laws/requirements since its most recent update. The updated document has gone through several reviews by legal counsel and incorporates additional changes suggested at the Board’s workshop on May 17th.

Supporting documentation:

- 1 - [Current Personnel Policy/Employee Handbook \(PDF\)](#)
- 2 - [Introduction/Highlights – presented at 5/17/22 Workshop \(PDF\)](#)
- 3 - [Summary Sheet with changes made after 5/17/22 Workshop \(PDF\)](#)
- 4 - [Updated Personnel Policy/Employee Handbook – presented for approval at this meeting \(PDF\)](#)

Jeri Sheldon reviewed the most recent updates to the draft Personnel Policy/Employee Handbook.

Each Select Board member present spoke in praise of Jeri’s work and that of staff on this “excellent” handbook.

Blake Baldwin read an email sent by Select Board member Frank Paul of the excellent work by all involved in this effort.

John Costin, from the public, spoke of the section on bullying and harassment.

Brenda Robinson, from the public, spoke of volunteers, suggests accepting proposed document with the exception of harassment or develop a separate section for later review.

Motion: To adopt the proposed amendments to the Personnel Policy/Employee Handbook as presented in the “Updated Personnel Policy/Employee Handbook” noted above.
Moved: B.Baldwin
Seconded: S.Carpenter
Vote: Roll Call vote. 4 votes in favor, 0 opposed, 3 absent (Paul, Schulte, Ward); the motion passed.

4. Adjournment

There being no additional comments or topics for discussion, the Chair adjourned the meeting at 7:34pm.

Motion: To adjourn the meeting.
Moved: L.Pratt
Seconded: S.Carpenter
Vote: Roll Call vote. 4 votes in favor, 0 opposed, 3 absent (Paul, Schulte, Ward); the motion passed.

Respectfully submitted by,
K. Nolette, Town Manager’s Administrative Assistant

Adopted by the Board in the meeting of 6/14/2022,
DATE OF MEETING

Signed by
Select Board Member: 
SIGNATURE
Kortney E. Nolette
NAME IN PRINT