

**KENNEBUNK SELECT BOARD
WORKSHOP MINUTES/NOTES
TUESDAY, AUGUST 30, 2022 – 5:30 P.M.
IN PERSON, 3rd FLOOR MEETING ROOM**

1. Call to Order

The workshop was called to order at 5:30pm by Chair Shiloh Schulte.

Select Board members:

Present: Select Board Members Shiloh A. Schulte (Chair), Kortney E. Nedeau (Vice), Lisa J. Pratt (Secretary), Sally A. Carpenter, Leslie G. Trentalange, William Ward, Jr., and Miriam J. Whitehouse. W.Ward arrived at 5:37pm and S.Carpenter arrived at 5:47pm.

Also Present: Michael Pardue (Town Manager), Merton Brown (Town Clerk), Christopher Osterrieder (Director of Community Development), Karen Winton (Deputy Director of Community Development), Jeri Sheldon (Human Resources Director), and Mark McDaniel (Strategic Government Resources)

2. Discuss the Town Manager Hiring Process

The Town Manager hiring timeline was discussed. M.McDaniel spoke of milestone dates. He stated that Strategic Government Resources (SGR) has received 25 applications thus far. The Select Board will meet with M.McDaniel on or about September 28, 2022 to review semi-finalist applications/resumes/C.V.

W.Ward arrived at this time (5:37pm).

L.Trentalange asked when Mr. McDaniel would be sharing all applications. M.McDaniel explained the applications are the property of SGR; the Select Board will only receive semi-finalist applications.

M.McDaniel described a stage 1 media search process. Select Board members asked to review questions previously sent by Mr. McDaniel.

Mr. McDaniel provided additional procedural steps for the process.

M.Whitehouse asked about Select Board creating their own questions as opposed to those provided by SGR.

S.Carpenter arrived at this time (5:47pm).

S.Schulte asked about confidentiality rules around applications (M.R.S. Title 30A §2702- Confidential Records.)

More discussion ensued on the process, to include dates and times in proposed timeline.

In-person interviews are planned for November 15. Other components related to in-person interviews were discussed.

J.Sheldon provided an overview of several training videos related to Hiring Liability, Lawful Interviewing, Bias Interviewing, and Cultural Competence, all provided to the Select Board in July in preparation for this process. S.Schulte asked the Select Board to complete the training.

S.Schulte encourages the public to send any questions they may have for applicants to the Board for consideration.

Tentative dates of upcoming meetings (semi-finalists, etc.) were discussed:

9/28/22 – Executive Session

10/24/22 – Executive Session

3. Adjournment

At 6:34 pm, the workshop concluded.

Notes by Michael Pardue, Town Manager