

**KENNEBUNK SELECT BOARD
SPECIAL MEETING MINUTES
TUESDAY, MAY 3, 2022 – 5:30 P.M.
TOWN HALL, ROOM 301**

1. Call to Order

The meeting was called to order at 5:30 pm by Chair L. Blake Baldwin.

Select Board members:

Present: L. Blake Baldwin (Chair), Sally Carpenter, Frank Paul, Lisa Pratt and William Ward, Jr.

Absent: Shiloh Schulte (Vice Chair), Kortney Nedeau (Secretary)

Also Present: Michael Pardue (Town Manager), Joel Downs (Finance Director), Merton Brown (Town Clerk), Chris Osterrieder (Community Development Director)

2. Discuss the Town Manager Search Process

At a previous meeting, the Board discussed issuing a Request for Proposals (RFP) for Town Manager Recruitment Consulting Services. This RFP seeks experienced executive search firms to assist in recruiting applicants for the position of Town Manager. The timeline for this process is as follows:

Release RFP	May 4, 2022
Proposals Due at 2:30pm	May 24, 2022
Selection of Search Consultant	May 31, 2022
Recruitment	June–August, 2022
New Town Manager Start	Early–mid October, 2022

View supporting material: [RFP-Town Manager Recruitment Consulting Services \(PDF\)](#)

The Board and members of the public offered recommendations with a few minor amendments to the draft RFP.

Motion: To issue the RFP, to include the recommended amendments as suggested, with proposals due back by May 24th

Moved: B. Baldwin

Seconded: W. Ward

Vote: Show-of-hands vote. 5 votes in favor, 0 opposed, 2 absent (Schulte, Nedeau); the motion passed.

3. Adjournment

At 6:35 pm, a motion was made to adjourn the Select Board meeting.

Moved: W. Ward

Seconded: L. Pratt

Vote: Show-of-hands vote. 5 votes in favor, 0 opposed, 2 absent (Schulte, Nedeau); the motion passed.

Respectfully submitted by,
Kathleen Nolette, Town Staff

Adopted by the Board on: (DATE OF MEETING) 5/10/22

Select Board Member:  L. Blake Baldwin
SIGNATURE NAME IN PRINT