



Town of Billerica
365 Boston Road
Billerica, Massachusetts 01821

Town Manager Screening Committee

Michael Riley, Chair	Daid Gagliardi, Vice Chair	Mary K McBride, Secretary
Donald Damon	Michael Domina	Brian Dorrington
Annette Famolare	Edward Giroux	Sandra Giroux
Meredith Lovell	Joshua Mahoney	Blake Robertson
	Michael Rosa	

April 22, 2025 5:30 pm

Haines Conference Room & Via Zoom

Absent: M Domina

Meeting called to order by Chairman M Riley at 5:30

Pledge of Allegiance

Discussion started with M Riley indicating that he has reached out to 4 consulting firms with regard to the Town of Billerica's search for a new Town Manager. Mr. Lynch from Paradigm indicated that Billerica is a strong Town Manager community with a very healthy budget. However, we need to "clean some things up first". Alan Gould up in Rye, NH, just helped the Town of Lexington with their search for a new Town Manager and was able to present them with 12 viable candidates. He offered similar comments & suggestions as Mr. Lynch did. His partner Bob Mercier gave a lot of input as well and made note that we should not rush to a decision and be careful with our price range. Mary Achadi of the University of Massachusetts Collins Center indicated that they do not answer to RFPs (Request for Proposal), they provide a quote. The Town of Swampscott recently sent an RFP to the Collins Center. Groux & White is another company contacted, and they have a strong law enforcement connection. They know Billerica and recently completed the Town Manager search for Winchester. There is concern about the quality of candidate that will apply given what is currently going on in the Town of Billerica. M

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Riley wants to do what is best for the Town. M Riley to M Rosa it's important to engage a firm immediately. There is lots of leg work to do, let them advise us. All the firms contacted are quality firms.

Chairman Riley opened the floor to questions from the Committee.

S Giroux....What is the RFP limit? M Riley answered that anything up to \$15,000. Is this what we expect the fee to be? M Riley, correction RFP limit is anything over \$10,000 and we must shop to at least 3 vendors via sealed bid and then we can rank them.

D Damon...Need to determine which firm to pick? M Riley, yes, we need to bid out all 4 firms. We are not voting on that tonight. Need to clean up the proposal first and he has told all 4 companies to expect to hear from us by Friday. M Riley to M Rosa, can we extend this process? M Rosa indicated that the Charter is 150 days from last month. M Riley indicated that our Labor Attorney will also provide his opinion in writing. Do we have anyone interested in the 3 month Interim Town Manager position?

B Robertson....He found a previous document that indicated a firm of MGT. Why were they not contacted? M McBride & M Riley disagree and indicated that they were included in the most recent document sent to the group. S Giroux confirmed the inclusion. Robertson feels that we need to cast as wide of a net as possible. He was on the previous search committee and there were not many options. M Riley agrees with adding the firm requested by Robertson (MGT) to the group of firms we will send a bid out to.

M Rosa....agrees with casting a wide a net as possible. Feels we should search on a national level as well. He recently sent Chairman Riley and Secretary McBride a redlined version of the last job description. M McBride asked if the redline version the copy that initially started off as Westford's copy? She will send an updated document with the noted changes and indicated that we should also include the bylaw.

E Giroux....no question on the firms being considered. Indicated that we need to give them a deadline to reply so that our timeline itself is not delayed.

B Dorrington...was part of the Town of Tewksbury search committee that hired our former Town Manager, John Curran. In their search MGT came in as the most expensive option with Paradigm following and then Groux & White. He does not feel getting a more national firm is worth it. All 4 of the firms mentioned are good.

J Mahoney....feels that we need to cast a broad net but that we cannot delay. Mahoney to Riley did any of the firms he contact say no, that they were not interested? Riley replied that all 4 said to do our due diligence. Riley feels that it is important to engage all 4 of the mentioned firms they have lots of connections and gave names for possible Interim Town Managers. Riley said that he will be persistent Dorrington feels that any company is better than searching on our own.

M Riley indicated that the only reason these 4 companies are listed is because they are the ones he talked to. He is open to other suggestions as Robertson mentioned, MGT. He asked if there is anyone on the committee who would like to take the lead on writing up the RFS (Request for Service) with a 10-day deadline for firms to get back to us. He has asked everyone to review the document that M McBride sent out knowing that the dates will be updated and that RFP will be updated to RFS.

Motion made by M Rosa and seconded by B Robertson that we should do an RFS in lieu of an RFP.

D Gagliardi....indicated that proposals will go out with replies due within 10 business days. Questions arose from the group to define 10 business days to which S Giroux confirmed that business days are working days while calendar days follow the calendar.

M Rosa....lets make the document available 4/28 with a due date of 5/9 @ noon EDT and proposals will be reviewed between 5/12 and 5/19.

Next meeting will be 5/14 @ 6PM in the Haines Conference Room.

M Riley....3 of the 4 firms expressed that this committee is too big and as a result many candidates feel anxious. All committee members were asked by Riley to show respect and attend all interview meetings so that the candidate can get a fair shot. We will set dates, but it is very important that we all show up.

M Riley to M Rosa....once we select a company can we add it to the next Selectboard agenda on 5/19? M Rosa, yes.

S Giroux...when is the drop dead date? D Gagliardi answered 8/21. Gather interested candidates June & July then meet with final candidates in August.

M Lovell.....do we need to have dates on our request in order to be taken seriously? M Riley answered that Groux & White told him 6 weeks.

S Giroux....what needs to be "cleaned up"? Are we referring to the meeting that was held on 4/30? M Riley replied that there is a lot of work to be done and the 30th is a guideline.

M Rosa...should we set up a sub-committee to review the current RFP document and clean it up? D Gagliardi answered that we should just do it now. M Rosa went through the document with the following changes:

- *change all RFP to RFS

- *update dates as previously mentioned

- *change...selected proposal will be scheduled for interview to may be scheduled for interview

- *add timeline to be worked out with the Town Manager Selection Committee and client

- *strike 10/16/24 from last paragraph page 1

- *page 2 make sure #s on bylaw have not changed and insert bylaw

- *page 5 regarding proposal submission (last 2 sentences) strike out sealed and change to services

*change to all RFS should be sent to the Town Managers office by 5/9/25 @ noon in 1 envelope.

*page 7 evaluation of services, lowest possible bidder etc...strike all pages and sentences regarding scoring and network strategy.

*page 11 strike all sentences until contract awards

*page 13 contract shall begin on approximately 5/19 and add shall be completed on a mutually agreed upon date.

*remove attachment D

*page 18 remove all

S Giroux...what happens if 2 bids come in at the same price. E Giroux...then we would interview. B Robertson....Federal Law says we need to flip a coin.

M Riley feels that all the companies will know our date is X and then we need to go to Counsel for opinion if date can be extended.

S Giroux....can we leave the remainder @ the Secretary's discretion for cleanup and then the updated document can be distributed via email as BCC to all. All were in agreement and M Riley asked that any questions or comments be sent to him directly rather than replying to the whole group.

Motion to adjourn @ 6:59 PM made by S Giroux and seconded by M Rosa.