



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

May 14, 2025 6:30 pm

Haines Conference Room & Via Zoom

Absent: M Domina and B Robertson

6:30 Meeting called to order by Chairman Riley.

Pledge of Allegiance

Moment of Silence for Police Chief Paul Matthews who passed recently.

6:34 M Riley reviewed the applications received from the search firms. Both proposals received are almost equal. Thoughts on both proposals are as follows going clockwise around the table:

E Giroux - MRI seems to have more local references where Groux & White seem to have had more recent clients on the South Shore & Cape Cod.

D Gagliardi - MRI seems to have more personnel. With our tight timeline, they will have the staff to add to our project if needed. He would go with MRI.

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TOWN OF BILLERICA

D Damon - Groux & White proposal reads in the 1st paragraph that they are going to the Select Board 1st? M Riley answered that these are cookie cutter proposals & some towns have the process reversed. Riley confirms that they will do their due diligence and understands the process. Damon did not see a price for services to which M Rosa answered that Groux & White is \$11,920 and MRI is \$16,800. D Damon feels that the company with the higher staff count is the way to go.

M McBride - Groux & White seem to have references for smaller towns and are using the Town Manager & Town Administrator interchangeably.

J Mahoney - He also noticed a North Shore and South Shore split between the two companies. He also noticed that the Groux & White references seem to be older. Between the two companies, he is leaning in one direction.

A Famolare - both companies are fine however she is leaning more towards MRI. When we had the last meeting, it was mentioned that we would need to go with the lowest bid. Is this still the case? Riley answered that since we changed to an RFP, that is no longer a requirement.

M Rosa - Likes the Groux & White price but MRI appears to have more resources & more references. He is leaning towards MRI as they appear to have better services.

M Lovell - Groux & White has 18 month retention clause where MRI has a 12 month retention clause which should be considered given the length of time Mr Main remained in the position. She is however leaning toward MRI as they have more services available.

B Dorrington - Shares the opinion of many of the other Committee Members. B Mercier being a former Town Manager is very helpful. Do we need to rank the two companies based on certain criteria? M Riley - we can. He ranked them personally when he reviewed the two proposals.

S Giroux - The 18 vs 12 month retention clause is a big deal. The time of references provided is important, recent information is better than older information. If we all think MRI is the better company, do we need to go through everything line by line?

M Riley - with the 4 companies he spoke to on the phone MRI was always his top choice. They send an email to the community & residents can contact them directly. They value the importance of privacy. Groux & White seems to send an email & everyone is on there. Paradigm didn't submit a proposal as they will not compete with themselves. There are currently 30 towns looking for a Town Manager and Groux & White is working with Swampscott already. He feels that MRI will have 4 sharks working for us making it very beneficial for Billerica to get the best candidates. Groux & White seems to work more with smaller communities where MRI appears to work with larger communities. He would go with MRI.

E Giroux - How negotiable is their 12 month retention clause? Riley mentioned that this will be one of the questions he will ask MRI and is very confident that they can get it done. They only have 1 failed search where the clause needed to be enacted in the last 6 years.

J Mahoney - Groux & White has not had the clause enacted at all.

M Riley - Groux & White has 12 week timeline where MRI has a 13 week timeline.

D Damon - do candidates need to pay either company a fee to be on their client list? Many in at the table answered no.

M Rosa - the criteria for the committee was to review both proposals and draw a conclusion individually. If we have all done that already, can we just vote on which company we would like to go with now? Riley - yes, we can do that.

Vote taken 11-0 to go with MRI. M Riley, congratulations to MRI and he will call them tomorrow. He then asked Rosa to put this on the Selectboard agenda for their meeting on 5/19. M Rosa replied that the meeting on 5/19 has been cancelled but he will get with Dawn

McDowell to set up a special meeting. It may not be after business hours & will need to see when everyone is available. M Riley asked if the meeting can be this coming Monday. M Rosa will let Riley know once the meeting is scheduled as he needs to make sure there is a quorum.

6:54 Meeting opened for Public Comment. George Simolaris was present and found the meeting to be very interesting. He feels Billerica would be better moving in the direction of a City government but he applauds the process and looks forward to seeing the candidates that are brought forward.

M Riley - It is very important that the community knows that this is an open and transparent process. All individuals who apply will get an equal and fair opportunity. What does the group think about a Facebook page dedicated to the search? E Giroux indicated that we will be open & transparent until we start the interview process. M Rosa feels that we should not do a Facebook page and let the professional do his job to find us the best candidates.

6:59 M Rosa departed to attend another meeting.

J Mahoney - How are we funding this? M Riley answered that there is money in the budget & Finance Committee Reserve Fund. He believes it will be paid through this year's budget. Current CPO (C Main) feels that we should go to Amit (Town Accountant) or Robert Maynard (Asst Town Manager) for payment of funds to MRI as our Interim Town Manager. Chris Dillon could be applying for this position.

7:02 Motion to accept the previous meeting minutes of 4/22 & 4/29 made by D Damon and seconded by E Giroux. Voted yes 10-0

7:04 Motion to adjourn made by S Giroux and seconded by J Mahoney.