



December 31, 2014

Bryan O'Connor, Chair  
Board of Selectmen  
Town of Berwick  
11 Sullivan Street  
Berwick, Maine 03901

Dear Chair O'Connor,

Eaton Peabody Consulting Group, LLC ("EPCG") is pleased to submit this proposal to the Town of Berwick ("Client") to assist in the recruitment of a new Town Manager (the "Project").

#### Scope of Work

---

EPCG team members Don Gerrish and Richard Metivier will be the consultants for the Town Manager search. The recruitment process will include:

- developing an overall recruitment strategy with the Board of Selectmen ("Board");
- assisting the Board in determining the essential skills and experiences required for the next Town Manager who will assist with the issues and challenges facing Berwick;
- determining, with the Board, the process and timeline that will be used in the search, including whether anyone else other than the Board will be involved in the process.
- developing a format that allows citizens and employees to have input into the personal characteristics, education, traits and experience that the new Town Manager should possess, and allowing citizens and employees to meet the finalists for the position.
- preparing a draft employment advertisement for review by the Board;
- determining, with the Board, where and in what media to advertise (i.e. nationally, regionally, locally, internet and/or newspapers);
- receiving and reviewing all applications, including performing initial investigation of the applicants, preparing information packets for the Board on applicants, and assisting the Board regarding suitable applicants to interview;
- scheduling all interviews, assisting with suggested questions, and participating in the interviews as an observer;

- after the Board has selected the finalist(s), completing background checks on the top candidate(s), and scheduling second interviews with questions if necessary,
- being available to answer any questions and assisting the Board in its evaluations and selection;
- assisting in contract negotiations for the terms of employment with the selected candidate, if so directed by the Board.

Eaton Peabody Consulting Group agrees to provide a free Manager Search, excluding direct expenses associated with the search, for Berwick if the selected candidate leaves the position for any reason within one year of starting their job as the Berwick Town Manager.

### Proposed Timeline

---

- Week 1: Meeting with Selectmen to discuss timeline and process for Manager Search.
- Week 2: Department Head/Staff interviews and public meeting inviting citizen/staff input into desired qualities for new Town Manager (Selectmen option)
- Week 3: Selectmen meet to discuss information gathered from public session and Department Head/Staff interviews; Agree to wording of the advertisement and where to advertise.
- Week 4: Town Manager Ad placed for 4 weeks
- Week 9: Proposed candidates to Selectmen and meeting to decide on which candidates to interview.
- Week 11: Interviews of Initial Candidates
- Week 13: Interviews of Final Candidates
- Week 14: Decision on final candidate and negotiations of contract.
- Week 15: New Manager and starting date announced

If EPCG can commence the work the first week of February and the above schedule is approved, the announcement of the new manager would be the week starting Monday May 12, 2015. There is flexibility in the proposed timeline so it can be adjusted based upon the Selectmen's schedule. EPCG believes that a timeline can be agreed upon to meet the Selectmen's request to have a new Town Manager appointed by the end of May.

The starting date for the new Manager will depend on how much notice the selected candidate will need to give to their existing employer. In most cases we have found that a minimum of two weeks and in many cases up to 30 days will be needed before the new manager can start.

### Project Team and Related Experience

---

Don Gerrish has over 37 years of experience in Municipal Government in the State of Maine and retired as Town Manager of Brunswick after 19 years of service. He has successfully

assisted the Towns/Cities of Wiscasset, Greenville, Corinth, Orono, Arundel, Bowdoinham, Poland, Old Town, Damariscotta, Bucksport, Kittery, Rockland, Auburn, Freeport, Howland, Lisbon, Castine and Bar Harbor with their Manager searches. He also assisted the Town of Kittery with their Police Chief search. While assisting Wiscasset, Bowdoinham, Poland, Damariscotta, and Auburn he was also their interim Town/City Manager. He served as Interim General Manager of Portland Metro and assisted in their General Manager search. Please feel free to contact any of these communities for a reference.

Dick Metivier has over 41 years of experience in Municipal Government and retired as Finance Director of Lewiston after serving in that capacity for 29 years. He has performed collaboration and consolidation evaluations for the Town of Yarmouth and City of Lewiston and assisted the Town of Poland with the selection of a Financial Advisor for an Endowment Fund. He assisted Old Town, Damariscotta, Rockland, Auburn, Freeport, Lisbon, Castine, Poland, Wiscasset, and Bar Harbor with their Manager searches.

Mr. Gerrish and Mr. Metivier also completed the search for a new Executive Director for Maine Municipal Bond Bank and Maine Health and Higher Education Facilities Authority and for the General Manager of the Greater Portland Transit District (METRO).

A copy of each of their resumes is attached, as is a list of references for five recent searches.

#### Rates and Fees

---

EPCG professional services will be provided for a fee of \$5,000, plus reimbursement of direct expenses such as mileage, printing, advertising, and other reasonable expenses incurred. This particularly relates to any advertising or expenses related to attracting the candidates. Any and all candidate expenses agreed to by the Client are the responsibility of the Town of Berwick. Payment is due upon receipt of an individual invoice and is current if paid within 30 days.

An estimated cost for the search is as follows:

Consultant Fee	\$5,000 (flat fee)
Advertising	\$450 (ICMA, recommended)
Indirect Costs	\$500

Cost to bring finalists/spouses to Berwick for final interviews, if any, will vary depending on from where the finalists are coming, and will be the responsibility of the Client.

We are excited about the prospect of working with the Town of Berwick and would welcome the opportunity to meet with the Board to discuss this proposal. Please contact Don Gerrish at [dgerrish@eatonpeabody.com](mailto:dgerrish@eatonpeabody.com) or 207-751-6828 with any questions you may have.

Don has been involved in all aspects of Town and City Management in the State of Maine for over 37 years. He retired from the Town of Brunswick after serving as its Manager for nearly 20 years. Prior to that, Don managed the Town of Gorham for 10 years, and worked in Auburn and Rockland as well. In 1993 he was elected by his peers from all over the world to serve on the Board of the International City/County Managers Association as a Regional Vice-President, and was then chosen by the membership in 1996 to serve as the Association's President. This allowed him to travel throughout the United States and Europe meeting managers and discussing issues they and their communities were facing. Don has extensive experience in all facets of Municipal Government including:

- Council/Selectmen/Manager Relations
- Ethics for Staff and Elected Officials
- Manager Evaluations
- Town/School Relations
- Goal Setting for Elected Officials
- Municipal Budgeting
- Personnel Issues
- Union Negotiations
- Federal Relations
- University/College/Town Relations

## **EDUCATION**

University of Maine, BS

## **MEMBERSHIPS AND AFFILIATIONS**

International City Managers Association 1974 to present

*President 1996-1997; Northeast Regional Vice President 1993-1995*

Maine Town and City Managers Association 1974 - present

*President 1983-1984; Manager of the Year 1987*

Maine Municipal Employees Health Trust 1981 - present

*Chairman 1981-1987; 1999-2002*

Maine Health Care Performance Council 2002

*Co-Chairman appointed by Gov. King*

Cumberland County Strategic Planning Committee 2001

*Chairman*

Trustee, Cumberland County Civic Center 1985-1991

*Chairman 1987-1988*

Member, Waste Management Advisory Council 1991-1992

*Appointed by Gov. McKernan*

Board of Directors, Greater Portland United Way 1989

Member of Portland Area Comprehensive Transportation Study 1980-1989

*Chairman 1985-1986*

Member, of Governor's Municipal Advisory Committee 1983-1984

Maine Municipal Association Executive Committee 1982-1983

Member, MidCoast Council of Business Development and Planning

Richard "Dick" Metivier has worked in municipal finance for more than 40 years. Starting as the Assistant to the Controller for the City of Lewiston in 1969, Dick worked his way up to Assistant Controller and Purchasing Agent and then, in 1980, was promoted to the position of Director of Finance for the City of Lewiston.

As the Director of Finance, Dick was responsible for planning, organizing, directing, promoting, and securing the financial and property interests and activities of the City. Those responsibilities included:

- general oversight of the financial activities of the City including water and sewer utilities;
- advising the City Administrator on fiscal policy;
- developing revenue estimates for the annual budget;
- reviewing departmental budget requests and assisting the City Administrator in their review;
- providing on-going reporting of the City's financial activities;
- administering the City's debt program;
- providing supervision over the Accounting, Tax Collection, Purchasing and Treasury functions of the City; and
- directing the risk management activities of the City.

## **EDUCATION**

Husson College, BS, Business Administration

## **MEMBERSHIPS AND AFFILIATIONS**

Member, Charter President, Maine Government Finance Officers Association (GFOA)  
Director, New England States Government Finance Officers Association (NESGFOA)  
Member, International Foundation of Employee Benefits and Public Risk and Insurance Management Association

Treasurer, Lewiston Urban Civic Center Enterprises

Treasurer, Auburn/Lewiston Airport Board of Directors

Treasurer, Lewiston Mill Redevelopment Corporation

Member and Past Chairman, Lewiston Auburn Transit Committee

Member, Androscoggin Valley Council of Governments Executive Board

Trustee, Maine Public Employees Retirement System

Trustee and Past Chairman, Maine Municipal Employees Health Trust

Director and Past Chairman, Board of the Lewiston Municipal Federal Credit Union

Member, Lewiston Auburn Economic Growth Council Loan Qualification Committee

## **AWARDS**

Maine State Government Finance Person of the Year Award, 1994

Government Finance Officers Association Distinguished Budget Presentation Award, 1986, 1989

City of Lewiston Employee of the Year Award, 2009

## References

---

Paul Paradis, Chairman  
Bar Harbor Town Council  
207-266-8995

Pam Dunning, Chairperson  
Wiscasset Board of Selectmen  
207-350-0099

Lisa Ward, Former Chairperson  
Lisbon Town Council  
207-577-6544

Steve Robinson, Vice-Chairman  
Poland Town Council  
207-998-3212

Bonny Rodden, President  
Greater Portland Transit District (METRO) Board of Directors  
207-781-2505 (H)  
207-329-4978 (C)

**Attachment A**

**BID FORM**

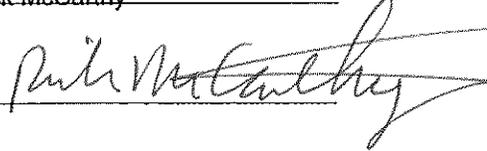
We herewith submit our proposal in accordance with the acknowledged requirements and specifications hereinabove and hereinafter and further agree to comply with the general specifications hereinabove and hereinafter.

Company Name: Eaton Peabody Consulting Group

Company Address: 77 Sewall Street, Suite 3000, Augusta, ME 04330

Company Telephone: 207-622-9820

Authorized Representative Name: Rick McCarthy

Authorized Representative Signature: 

Representative Telephone Number: 207-754-6828

Representative Email if Available: dgerrish@eatonpeabody.com

**Attachment B**

