

**BOARD OF SELECTMEN/BOARD OF ASSESSORS
MEETING MINUTES
January 9, 2015**

I. CALL TO ORDER: 6:41 p.m.

ROLL CALL: Chairman O'Connor, Selectman Crichton, Selectman Ganiere, Selectman Pendergast

ABSENT: Selectman Wright

OTHERS PRESENT: Town Manager Patrick Venne, Town Clerk Jo Anne Lepley

PLEDGE OF ALLEGIANCE

II. FIRST PUBLIC COMMENT – NONE

III. UNFINISHED BUSINESS

a. Review of Town Manager Recruitment Services RFP Responses (Action Likely)

Gary Stenhouse was present to speak on behalf of Municipal Resources (MRI). Mr. Stenhouse stated that it was his belief that the RFP submitted by MRI was responsive to all aspects of the RFP and he stated that MRI had a 1 year guarantee and would go through the process a second time for free if the result was not satisfactory. He also stated that MRI's Vice President, Allan Gould, authorized him to make an offer of \$9,000 including the cost of advertising. This would not cover Mr. Stenhouse's contract as Interim Manager.

Chairman O'Connor noted that MRI did not have a lot of "Maine" experience. Mr. Stenhouse stated that they have done a lot of work in Maine; just not a lot of recruitment. Recruitment is looked at from a "regional perspective" and this area has an attractive lifestyle.

Selectman Pendergast asked what the difference in service would be between MRI and the other two original bidders with about twice the cost. He also stated that the Town is looking for a long-term applicant and not a "resume" builder. Mr. Stenhouse stated that the other two firms are very reputable and he believes in the thoroughness of MRI's vetting process.

Chairman O'Connor asked Mr. Stenhouse how many times the 1 year guarantee had been used by a municipality. Mr. Stenhouse stated that he has had to use it one time in ten years.

Frank Underwood – Mr. Underwood stated that the Town of Berwick has come a long way and it is his belief that the two selectman seats that will be voted on in May are more important than the Town Manager replacement. He had liked the Eaton Peabody RFP response and their representative Mr. Gerrish; he understood Maine. The new Manager needs to understand the citizens of Berwick and the whole Brownfields process and continue to follow the goals and objectives set by the BOS.

Chairman O'Connor read an email from Selectman Wright in which he stated his choice to go with Eaton Peabody.

Motion: It was moved by Selectman Crichton and seconded by Selectman Pendergast to reject the bids, waive the parameters of the purchasing policy and enter into negotiations with MRI.

The motion carried unanimously; 4 – 0.

IV. NEW BUSINESS

a. Suggested Use of contingency Funding for Net Insurance Costs of Prime Tanning - \$3,462.00

The Town Manager explained that Maine Municipal Association's underwriters had been unable to extend insurance coverage for the Prime Tanning property which the Town currently owns and had to go to the market to get the insurance. Under the agreement the Town executed with Fund of Jupiter (FOJ), the amount agreed upon for FOJ to help pay towards this cost was capped at \$4,000. The total cost of the insurance policy is \$7,462.00 annually. After subtracting the FOJ amount of \$4,000.00 the Town is left with a balance to pay of \$3,462.00. The Town Manager suggested that this amount be taken out of contingency.

Motion: It was moved by Selectman Crichton and seconded by Selectman Pendergast to recommend the use of contingency funds to pay the insurance balance of \$3,462.

The motion carried unanimously; 4 – 0.

b. Professional Services Agreement for Interim Town Manager

The Town Manager stated that there was a copy of the previous Interim Town Manager contract with MRI for Mr. Stenhouse's services from 2012.

Selectman Crichton stated that he was concerned regarding the limited number of hours. Chairman O'Connor asked if the contract could be revisited if needed.

Mr. Stenhouse stated that it could be revisited within reason.

Motion: it was moved by Chairman O'Connor and seconded by Selectman Ganiere to accept the terms of the professional services agreement as presented in the previous contract of 2012.

The motion carried unanimously; 4 – 0.

c. Recruitment Contract with Municipal Resources

Chairman O'Connor asked if the funding was available and the Town Manager stated that this item could be covered by contingency.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Pendergast to accept the \$9,000 recruitment contract from MRI to include the cost of advertising the position.

The motion carried unanimously; 4 – 0.

V. SECOND PUBLIC COMMENT

Frank Underwood – Mr. Underwood thanked the BOS for allowing his participation in this evening's process.

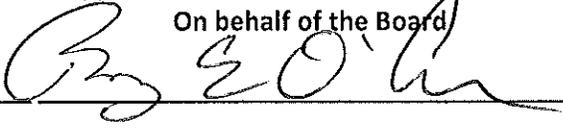
VI. Adjournment

Motion: It was moved by Selectman Ganiere and seconded by Selectman Pendergast to adjourn.

The motion carried unanimously; 4 – 0.

The meeting adjourned at 7:36 p.m.

The January 9, 2015 Special BOS Meeting Minutes
Signed as approved at the Board's January 20, 2015 Meeting
On behalf of the Board



Bryan O'Connor, Chairman, Berwick Board of Selectmen