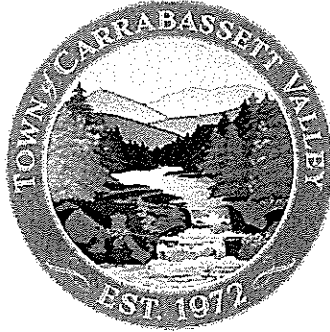


Carrabassett Valley Select Board Meeting
4:30 p.m. Monday January 8th, 2024 at the Town Office



The Town provides a zoom link for members of the Public to link into Town of Carrabassett Valley Select Board and other public meetings. To participate by zoom you must use the link provided in an email from the Town (this link is the same for any Town public meeting and is provided on the email in which the Board or Committee Agenda was sent out in). You may also obtain this link by sending an email to the town office (townofcv@roadrunner.com) during normal business hours.

Join Zoom Meeting:

<https://us02web.zoom.us/j/5312682243?pwd=TGxrUExKcXdqQTdlZUZhYUVteG5GZz09>

If you need to "phone in":

Dial by Phone – 1-929-205-6099 US (New York)

Meeting ID: 531 268 2243

Passcode: 04947

Review and sign Payroll Warrants: #54--2023 (\$24,293.84) and #1--2024 (\$11,071.63).

Review and sign Expenditure Warrants: #55—2023 (\$225,937.75) and \$2—2024 (\$36,373.32).

AGENDA:

1. MINUTES of the previous meeting (December 27th, 2023) are attached.

2. FLOOD DAMAGE REPAIRS TO THE NARROW-GAUGE PATHWAY: We hired Jordan Excavation to make immediate repairs to both the Outdoor Center interior Road/Trail and the Narrow-Gauge Pathway (north end of the trail and parking lot and the south end of the trail near the Huston Brook bridge). We purchased timber mats to cover the Huston Brook Bridge also. The Narrow Gauge is open from the Stratton Brook trailhead south to near the 's-turns' and from the Airport Trailhead north (approximately a mile) to Crommett's By-Pass. The approximate two miles of this trail located in the s-turns is closed until late spring/early summer when it can be repaired. Due to the hazardous walking terrain, we would advise folks not to walk through the closed -turn" area.

With regards to the damage in the s-turns, upon further on-site inspection we believe it might make sense to investigate whether or not there are more permanent repair options and whether or not we can obtain FEMA funding to make more permanent repairs. The damage to the trail in the s-turns is probably going to happen again (four times in the last twelve years). The type of a more permanent repair (pinning rip rap to bed rock) we are looking at would not be a total fix but could eliminate significant future damage. We are doing some preliminary investigation of feasibility and cost.

There are two types of FEMA funding that are available. In the past, we have used FEMA "traditional" Public Assistance (PA) funding as opposed to "Hazard Mitigation Grant Funding" (HMGF). We provided FEMA with the required preliminary damage assessment to apply for the PA funding for the repairs we have completed to date (Narrow-Gauge and Outdoor Center). The HMGF funding is more complicated and may entail timing issues.

Chris Parks and myself have been on site taking rough measurements of the damage (more extensive than initially thought) and we will present information at the meeting. To build a case for HMGF funding we may request that we purchase trail counters immediately and seek some engineering design assistance.

3. BUDGET COMMITTEE AND MEETING: The Board needs to schedule the annual Budget Committee meeting(s). Would Wednesday January 24th work? (the Comprehensive Plan Committee is meeting on the 25th).

4. ASSESSOR'S CONTRACT: We discussed the contract with Mike Rogers, the Town Assessor, and he agreed to a 3.5% increase (on per diem basis).

5. TOWN MANAGER SEARCH SCHEDULE: The Town Manager and Board Chair Bob Luce discussed a possible schedule with Don Gerrish of Eaton, Peabody, the firm the Select Board agreed to hire to conduct the search. Attached are copies of the Eaton, Peabody proposal and schedule.

6. INFORMATIONAL:

January 11th, 4:30 p.m. at the Library: Public Hearing on Proposed Ordinance Changes (see attached notice).

January 12th, 1:00m p.m. at the Town Office: Trails Committee meeting.

January 25th, 4:00 p.m. at the Library: Comprehensive Plan Committee meeting.

**Minutes of the Carrabassett Valley Select Board Meeting
December 27, 2023**

Location: Town Office conference room

Time: 4:30-6:40

Board Present: Karen Campbell, Lloyd Cuttler, Bob Luce, Jay Reynolds

Board absent: John Beaupre

Others Present: Deb Bowker, Dave Cota, Susan Davis; Jim Benoit, Tom Butler, Tom Cromwell, Tim Gerencer, Alex Godomsky, Courtney Knapp, Brian McClellan, Doug Merrill, Kate Punderson, Joe Tutlis

On Zoom: Sacha Gillespie, Annie Twitchell

Chair Bob Luce opened the Wednesday, December 27 meeting, rescheduled from December 18, of the Carrabassett Valley Select Board at the Town Office conference room at 4:30. The board reviewed and signed payroll and expenditure warrants. *Jay Reynolds made a motion to approve the December 4th minutes, seconded by Karen Campbell. The motion passed unanimously.*

Snowmobile parking trailhead

The Board discussed a proposed trailhead on the northern end of Town on Sanitary District Land. Jim Benoit, representing the Snowmobile Club, presented plans and the request for the \$22,000 Town appropriation (as approved at the March Town Meeting) to help with the project and a similar 2024 appropriation request, to be included as an article on the Annual Town Meeting warrant for March. *Jay Reynolds moved approval, seconded by Lloyd Cuttler and the motion passed unanimously.*

Nordic ski project at the Outdoor Center

Tom Butler, Sugarloaf's Director of Skier Services, and Deb Bowker, Carrabassett's Recreation Director, presented a plan to upgrade the existing Nordic 2.5k race trail and to develop a 2nd loop to create a full 5k loop, planned but never executed, to a certified professional standard at the Outdoor Center. It was explained that after a meeting with representatives of the Bureau of Parks and Land that a successful grant application (Land and Water Conservation) for a snowmaking project is unlikely. Therefore, Deb, Tom and Dave feel that it makes sense to apply for the extended Nordic Ski Race Loop project at this time that will also include widening these trails for a possible snowmaking project in the future.

Nordic trail standards have changed since this trail was developed in 2010 to allow for safety considerations and improvements to equipment and athlete conditioning.

Butler explained that a 5k homologated racecourse would allow Sugarloaf to attract regional, national, even international, competitions such as NENSA Regionals and NCAA Nationals as well as Maine High School State championships, much like the Narrow Gauge at Sugarloaf attracts nationally and internationally sanctioned races. Currently, only small local races take place because of the restraints from lack of certification.

Once certified, grant applications for snowmaking may also have a chance of succeeding, although this first level of investment does not include snowmaking, pointed out by Lloyd Cuttler. Butler stressed that the two questions posed when applying for national races are 1) is the course homologated and 2) is there snowmaking.

Adding snowmaking comes with its own expense, Cota pointed out. Bringing three-phase power to the Outdoor Center could cost as much as half a million dollars according to his research to date

Butler presented drawings outlining the changes to the current 2.5k racecourse. These improvements included widening the trail in certain spots, removing negative radius S-curves, improving site lines by removing trees on the inside of certain curves, creating a sprint extension, moving the racecourse off the warming hut trail, and a new mass start alignment. He estimates the cost at \$160,000.

Karen Campbell expressed concern that such work might detract from the Outdoor Center's important quaint appeal. Butler assured her that none of these improvements would be apparent from the parking lot or to the casual observer. He added that the recreational skier would also benefit from and enjoy the improvements.

Such improvement would provide an opportunity for some of the c. 800 local children using the ski program to develop Nordic skills. Currently less than .018% are Nordic skiers, only 15 of the 800. Because of the Narrow Gauge and Sugarloaf's alpine racing heritage, the pipeline of alpine athletes from youth programs to the regional, national and international stage has been full and flowing for years.

Bob Luce noted that putting on a high-level event would require a correspondingly capable organization of volunteers similar to the Ski Club's volunteers for alpine events.

Bowker commented that Vermont has added snowmaking to its Nordic trails for 12-14 years. She also noted that Waterville has recently invested \$100,000 of economic development money in their Quarry Road Nordic facility.

Bowker has been working with the Bureau of Parks and Lands and looking at different sources of funding for the \$160,000 needed to make these improvements. There's water conservation funding. A required 20% to 50% match could come from the Recreation Endowment Reserve (currently at \$420,000). Grant writing success is strongly affected by the financial capacity of the grantee.

Noting the next deadline for these grants is in June, Bowker stressed that letters of support needed for these monies take as many as 3-4 months to assemble. She would like to get them out by March at the latest. She has polled 6 of the 7 members of the Recreation Committee who are interested and positive about the project. Representing several positions, Joe Tutlis expressed strong support as President of the Sugarloaf Ski Club, a member of Town's Recreation Committee and a local resident and Nordic skier.

Lloyd Cuttler moved to forward this to the budget committee with a recommendation that it be an article on the Town warrant for the annual Town Meeting in March. Jay Reynolds seconded the motion, which passed unanimously.

Letter to Penobscot Indian Nation--Tabled

Update on 2023 Town Work Plan

Outdoor Center: Painting and building repairs have been completed; EV charger installation waiting for final grant funding; Ski Wax Building replacement almost done; Hydrology study for use of pond in snowmaking almost completed; development of Nordic ski racecourse—see above.

Mountain-bike-trail related: Stoney Brook Trail completion hampered for lack of equipment operator; additional trail signage completed; siting the location for a "pump track" still pending; Stony Brook parking lot completed with Club, County TIF and State funding; working on additional winter fat bike trail locations.

2023 Golf Course and related Capital Maintenance Projects: Club house building painted with some capital repair projects; reserve fund increased to \$240,00 with \$45,000 each from Town and Sugarloaf; Greens committee committed c. \$160,000 in course capital improvements and repairs: \$49,275 for cart path paving, \$21,885 for green covers, \$18,330 for new Greens Nursery, leaving approximately \$150,00 in reserve; no drainage or irrigation system projects completed.

Comprehensive Plan: consultant selected, committee has met twice, moving forward.

Airport: no progress on 10-unit hangars—too risky for developers who have to front the cost, may switch to 4-unit hangars as demand dictates; three new box hangar leases signed, two hangars constructed in 2023; contractor unable to get to crack sealing project in 2023, moved to 2024, grant funding and Town share determined; previous airport projects completed in 2023; working on agreement for use of common septic and well for new hangars.

Town Park projects: buried propane tank removed, new tank installed, and gas line changed for ambulance service portion of Town Office building; new walkway to pavilion not completed, (awaiting direction from the Recreation Committee); new awning for pool purchased; wooden plant container and seating at edge of riverbank repaired/replaced (Wonderful!); Dead trees removed; possible tree planting, shoreland bank stabilization project and tennis court fix (side piece has sunk from the recent flood) for 2024.

AGC: Damaged siding and boiler not replaced; CVA proposing to build and own an indoor facility adjacent to AGC; reviewing 10-year MOU operating agreement due for renewal incorporating new CVA facility.

Regional Employee Housing initiative: non-profit formed, County money funding start-up; Contract Zoning passed by Town of Kingfield, which is voting on possible project in February; Contract Zoning ordinance nearing completion for Carrabassett Valley for consideration at public hearing and March Town Meeting vote.

Town Public lots: waiting for grant funds from Project Canopy and Forest Management Plan; wood harvesting delayed because of rain; deficit in Public Lot account.

Fire Department: new “mini pumper” fire truck has been delivered, been on its first structure fire call; small equipment items still to be purchased.

Proposed Bus/Shuttle bus wash facility: to be owned jointly by Sugarloaf and Carrabassett Valley; \$300,000 in fund, each member contributing \$75,000 each year; site tentatively selected on Sugarloaf land; committee developing concept plan and budget; project estimated to cost a million dollars or more.

Town other: New copier and phone system in office purchased and installed; Library log project not completed; net energy billing not allowed from Sanitary District solar project by State; possibility of grant funding for solar on town buildings.

Par 3 “walking golf course”: looking like a 2025 project; Sugarloaf has spent a lot already on this; plan to build a 4-million-gallon pond for irrigation and snowmaking, a Sugarloaf expense.

Snowmaking at Outdoor Center: not funded, see Outdoor Center above.

Roof over OC Skating rink: UMaine engineering student study estimates \$3,398,100 for a timber structure, \$961,070 for steel structure.

“Still out there”: purchase Dead River Land adjacent to Town Park; ADA compliance issues at G.C. clubhouse, Outdoor Center; Caribou Pond Road—no action from State; dam project off the table currently.

Short term rental concerns: no action, problem given HOAs and their rules and regulations. Dave has obtained several other community ordinances should a commitment be made to study this.

Preliminary budget Considerations

Operations: add \$10,000 to current \$20,000 for legal and representation; Audit increased by \$3,500 to \$14,000; Northstar ambulance increased by \$21,420 to \$115,400 due to expense increases based mainly on personnel and formula based on CV State Valuation; Insurances up \$6,000 to \$68,600 (bill put out to bid in 2024); Narrow Gauge Pathway maintenance/Reserve up \$5,000 to \$23,500; Community Building cleaning up \$4,500 to \$10,000; Town Manager search (\$8,500—see below).

Public lot account: \$130,000 in the hole waiting for income from delayed harvesting; add \$30,000—not enough funding from wood harvesting, two bridges may need culvert replacement.

Narrow Gauge Pathway: add \$10,000

Flood damage: \$100,000 to cover repair if not covered by MEMA or FEMA funding; In initial damage assessment sent to MEMA and FEMA Dave noted: Narrow Gauge pathway \$50,000; Outdoor Center trails \$25,000; single track repair \$35,000; Tennis court \$20,000.

ARPA funding balance of \$26,000: Shoreland stabilization \$20,000; Fence around propane tank \$5,000?; Town Park stump removal/tree planting, etc., \$5,000?

Inflationary increases for Town Employees for 2024

The board reviewed increases based on inflation over the last five years, ranging from 5% in 2022 to a \$3,000 increase for each full time employee in 2023. All agreed that Carrabassett Valley staff were exceptional, that every effort should be made to show the Town's appreciation. *Jay Reynolds moved to increase pay by 3.5%, seconded by Karen Campbell. The motion passed unanimously.*

Other

Cota noted that the Planning Board and Select Board will be holding a public hearing on January 11 on Contract Zoning and shoreland zoning. The Select Board will be adding changes to the marijuana retail store ordinance review to that hearing, to eliminate the residency requirement and to fix some clerical errors.

Town Manager retirement

After 48 years working as a town manager, the last 24 years for Carrabassett, Cota is ready to retire and has given the board notice to leave July 1, 2024. Chair Bob Luce spoke for the whole board in praising Cota's service. After considering options for a job search from advertising, creating a search committee and hiring a consultant, the board decided to hire Eaton, Peabody, experienced in doing managerial searches, for a total cost of approximately \$8,500.

Executive Session

Per title 1, Section 405 6 (A), the Select Board declared executive session at 6:12 pm. The Board moved to end executive session at 6:37 pm.

Back in public session, the Board confirmed the 3.5% increase for all employees. *The Board added \$1,000 Step Increases to two Town employees, moved by Jay Reynolds and seconded by Lloyd Cuttler. The motion passed unanimously.*

Karen Campbell moved to adjourn at 6:40, seconded but Jay Reynolds and approved unanimously 4-0.

Respectfully submitted, Susan Davis, Secretary

DRAFT

**Carrabassett Valley Manager Search
Example of Timeline/Flexible
January 2024**

DRAFT

Feb 26-29

Meet with Selectboard discuss/ approve process and timeline

March 11- 14

Public Meeting??
Staff Interviews??

March 18-21

Approve Ad

March 26 Tuesday

Ad Placed

April 23 Tuesday

Deadline for Resumes

April 26 Friday

Notebooks with recommended resumes of candidates to interview along with all resumes delivered to Selectboard..

April 29-May 2

Meet with Selectboard to review candidate's resumes and decide on candidates for first interview.

May 6-9

First round of interviews most likely two days needed. (Zoom or in person) Decide on finalists.

May 20-23

Selectboard interviews finalists and decides on final candidate.

May 27-31

Contract negotiated with finalist and starting date determined and finalist announced.



December 28, 2023

Bob Luce, Chair
Carrabassett Valley Selectboard
1001 Carriage Road
Carrabassett Valley, ME 04947

Dear Chair Luce,

Eaton Peabody Consulting Group, LLC (EPCG) is pleased to submit the following proposal to assist the Town of Carrabassett Valley in hiring its new Town Manager.

Introduction

Eaton Peabody Consulting Group, located in Augusta Maine, is a multi-disciplined consulting team providing services in the areas of Municipal Management, Business Development, Community Assistance, and Governmental Affairs. EPCG has the expertise to provide direct assistance at the municipal, regional, and state levels throughout Maine, Atlantic Canada, and New England.

Don Gerrish leads EPCG's Municipal Management services team. They have successfully completed over 60 executive searches in the last 13 years. The Municipal Services provided are geared toward assisting communities/associations who are in transition, and our Consultants can provide assistance in:

- Staff replacements, such as municipal manager/director recruitment
- Assisting communities in reorganization efforts
- Ethics Evaluations
- Labor and Contract Negotiations
- Assessing critical financial Issues
- Personnel Evaluations
- Organizational Assessment and Development
- RFQ/RFP Design and Support
- Conflict Resolution
- Board and Council Assistance

EPCG believes that for a successful Town Manager search all participants must make a commitment to an agreed upon timeline and process and actively participate. The agreed upon process ensures that everyone is committed to finding the best candidate for the position that

8

meets the desired qualifications, experience and education and, just as important, is the right fit for the Town . We also believe that citizens and staff should be included in the process by inviting them to contribute their ideas on what they feel are important qualities to consider for the next Town Manager . This information gathered will be shared with citizens, staff, candidates and the Town Council. Our goal is to help develop a successful process with the Selectboard using our experience and knowledge of the recruitment process, as well as our contacts in the industry, to provide Carrabassett Valley with a high level of satisfaction that an effective process was utilized to find the best candidate for the position.

Approach

Don Gerrish will lead the Town Manager search. The search process would include the following:

- developing an overall recruitment strategy and process with the Selectboard;
- assisting the Selectboard in determining the essential skills and experiences required for its next Town Manager to assist with the issues and challenges facing Carrabassett Valley;
- determining, with the Selectboard, the process and timeline that will be used in the search and who else, if anyone, will be included in the actual interviews;
- 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;
- preparing a draft employment advertisement for review by the Selectboard;
- determining, with the Selectboard 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 on all applicants, and assisting the Selectboard regarding suitable applicants to interview;
- scheduling all interviews, assisting with suggested questions, and participating in the interviews as an observer;
- after the Selectboard has selected the finalist(s), do complete background checks on the top candidate(s) and scheduling second interviews and providing questions if necessary;
- being available to answer any questions and assist the Selectboard in its evaluations and selection; and
- assisting in contract negotiations for the terms of employment with the selected candidate, if requested by the Selectboard.

Related Experience

Don Gerrish, retired from municipal government in 2008 after a successful 38 year career in managing a number of Maine communities including Gorham and Brunswick, Maine. He has worked for EPCG since October of 2009 heading up their Municipal Management Services Team. He has successfully assisted the Towns/Cities of Wiscasset (2), Greenville, Corinth, Orono, Arundel (2), Bowdoinham, Poland(3), Old Town, Damariscotta (2), Bucksport, Kittery(2), Rockland, Auburn, Freeport, Howland(2), Lisbon, Castine, Bar Harbor, Biddeford, Ellsworth, Hampden (2), Cape Elizabeth, South Portland, Gorham, Ogunquit, Standish, Lincoln , Boothbay

Harbor, Thomaston, Windham, Gray, Casco, Farmington, Millinocket, Sabattus, Gardiner, Vinalhaven, Sagadahoc County, Hancock County, Kennebec County, Wells, New Gloucester, Vinalhaven, Bristol, Winterport, Vassalboro, Waterville and Limestone with their Manager searches. He also assisted the Town of Kittery with their Police Chief search. While assisting Wiscasset, Bowdoinham, Poland, Damariscotta, Auburn, South Portland, Ogunquit, Windham and Casco he was also their interim Town/City Manager. He served as Interim General Manager of Portland Metro and assisted in their General Manager search. Mr. Gerrish has also done a number of workshops for the City Councils of Bangor, Lisbon, and Gray on Manager and Council relations. Please feel free to contact any of these communities for a reference.

Mr. Gerrish also successfully completed the search for a new Executive Director for the Maine Municipal Bond Bank and Maine Health and Higher Education Facilities Authority, General Manager of the Greater Portland Transit District (METRO), Finance Director for the City of Portland, Executive Director of the Greater Portland Council of Governments, Executive Director of the Presque Isle Industrial Council, General Manager of the Kennebunk Light and Power District.

A copy of Don Gerrish's resume is attached.

Rates and Fees

EPCG professional services will be provided for a fee of \$7500, plus reimbursement of direct expenses such as mileage, printing, advertising expenses, and other reasonable expenses incurred. This particularly relates to any expenses related to attracting the candidates. Any and all candidate expenses agreed to by the Town are the sole responsibility of the Town of Carrabassett Valley.

It is estimated that the process will take 2-3 months to have a new Town Manager named. A draft timeline for the search is attached for information purposes. The starting date will depend on the employment of the selected candidate, but it is not uncommon for the candidate to need 30-45 days before starting. The exact process and timetable for the search will be developed with the Selectboard.

We are excited about the prospect of working with the Town of Carrabassett Valley and welcome the opportunity to meet with the Selectboard to discuss this proposal. Please contact me with any questions you may have. I may be reached at 207-751-6828 or via email at dgerrish@eatonpeabody.com,

Thank you for the opportunity to submit this proposal.

Sincerely,

Don

Don Gerrish
Municipal Consultant

State of Maine Manager/Executive Searches

- Arundel (2)
 - Auburn
 - Bar Harbor(2)
 - Biddeford
 - Boothbay Harbor
 - Bowdoinham
 - Bristol
 - Bucksport
 - Cape Elizabeth
 - Casco
 - Castine
 - Corinth
 - Damariscotta (2)
 - Ellsworth (2)
 - Farmington
 - Freeport
 - Gardiner
 - Gorham
 - Greenville
 - Hancock County
 - Hampden (2)
 - Howland (2)
 - Kennebeck County
 - Limestone
 - Kittery (2)
 - Lincoln
 - Lisbon
 - Millinockett
 - New Gloucester
 - Old Town
 - Ogunquit
 - Orono
 - Portland (Finance Director)
 - Poland (3)
 - Rockland
 - Sagadahoc County
 - Sabattus
 - Standish
 - South Portland
 - Thomaston
 - Vassalboro
 - Vinalhaven
 - Waterville
 - Wells
 - Wiscasset (2)
 - Windham
 - Winterport
 - York
-
- Greater Portland Council of Governments (Executive Director)
 - Greater Portland Transit District (METRO) (General Manager)
 - Maine Municipal Bond Bank & Maine Health & Higher Education Facilities Authority (Executive Director)
 - Presque Isle Industrial Council (Executive Director)
 - Kennebunk Light and Power District (General Manager)

Donald H. Gerrish, Municipal Services Consultant

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
- City/Town Manager Recruitment

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

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE TOWN OF CARRABASSETT VALLEY AND
EATON PEABODY CONSULTING GROUP**

This Agreement is made on this ____ day of _____ 2024 by and between the Town of Carrabasset Valley, Maine (hereinafter “Client” or “Selectboard”) and Eaton Peabody Consulting Group (hereinafter “EPCG”).

The Client and EPCG agree as follows:

1. Scope of Services. EPCG staff will assist the Client in the recruitment of a new Town Manager (the “Project”), as follows:
 - developing an overall recruitment strategy with the Selectboard;
 - assisting the Selectboard in determining the essential skills and experiences required for the next Town Manager who will assist with the issues and challenges facing Carrabasset Valley;
 - determining, with the Selectboard, the process and timeline that will be used in the search, including whether anyone else other than the Selectboard 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 allows citizens and employees to meet the finalists for the position.
 - preparing a draft employment advertisement for review by the Selectboard;
 - determining, with the Selectboard, 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 Selectboard on applicants, and assisting the Selectboard regarding suitable applicants to interview;
 - scheduling all interviews, assisting with suggested questions, and participating in the interviews as an observer;
 - after the Selectboard 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 assist the Selectboard in its evaluations and selection;
 - assisting in contract negotiations for the terms of employment with the selected candidate, if so directed by the Selectboard.

2. Term of Agreement. EPCG is available to begin work on this Project upon return of this signed Professional Services Agreement and will continue until the Scope of Services is completed, or until the Agreement is terminated in accordance with Section 6 herein.
3. Compensation. EPCG professional services will be provided for a fee of \$7,500, 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 Carrabassett Valley. Payment is due upon receipt of an individual invoice and is current if paid within 30 days.
4. Insurance. EPCG carries workers compensation insurance coverage for its employees and requires sub-contractors to carry workers compensation insurance. EPCG also has in force general liability insurance of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
5. Conflict of Interest. EPCG agrees to inform the Client of any assignments that may create a conflict of interest. Should the Client determine that a conflict exists, it shall notify EPCG of its determination. Should EPCG choose to undertake work determined to be a conflict of interest, Client shall have the right to terminate this Agreement with written notice to EPCG as provided in Section 6 of this Agreement.
6. Termination. Client may terminate this Agreement at any time with written notice of such termination to EPCG. EPCG shall be compensated for all services rendered up to the date of receipt of written notification of termination.
7. Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if sent by First Class mail addressed as follows, or such other address as they may designate from time to time:

If to Client: Bob Luce, Chair
Carrabassett Valley Selectboard
1001 Carriage Road
Carrabassett Valley, ME 04947

If to EPCG: William V. Ferdinand, Jr.
Eaton Peabody
77 Sewall Street, Suite 3000
Augusta, ME 04330

8. Amendment. Both parties to this Agreement understand the current assumptions supporting this Agreement may change and that the parties must therefore exhibit flexibility, including a willingness to entertain and execute amendments. Amendments can only be executed with the mutual consent of the parties to this Agreement.
9. Disclaimer. EPCG is a wholly owned subsidiary of the law firm of Eaton Peabody. EPCG is not engaged in the practice of law and does not provide legal advice or services.

In witness whereof, Client and EPCG have each caused this Agreement to be signed by their duly authorized representatives.

Town of Carrabassett Valley

EATON PEABODY CONSULTING GROUP

By:
Its:

By: William V, Ferdinand, Jr.
Its: *duly authorized*

Town of Carrabassett Public Hearing Concerning Changes to Town Ordinances

January 11th, 2024 at 4:30 p.m. at the Carrabassett Valley Library & Community Center Begin Room located at 3209 Carrabassett Drive.

The Planning Board and Select Board have scheduled a public hearing at the above time and location to answer questions and hear public comments concerning changes to the following ordinances:

'Shoreland Zoning Ordinance of the Town of Carrabassett Valley, Maine as adopted by the Town Meeting June 30, 1992, last amended March 2008, with proposed amendments as of December 2023'

'Zoning Ordinance of the Town of Carrabassett Valley, Maine as adopted by the Town Meeting June 30, 1992 and as amended thru March 2020, specifically seeking to add Article XII Contract Zoning'

'2024 Amended Carrabassett Valley Marijuana Business Licensing Ordinance to Allow Marijuana Stores' (the proposed amendments to the original ordinance are to provide conformance with changes in State Law interpretation (residency requirements) and to correct a clerical mistake).

Copies of the Ordinances will be posted on the Town website (carrabassettvalley.org). Copies may also be viewed at the Town Office and will be available at this public hearing.