

TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY June 17, 2013 6:30PM
Town Hall, 109 Front Street, Winchendon
2nd floor Auditorium

Present: Elizabeth R. Hunt, Vice- Chairwomen
Keith Barrows
Fedor Berndt
Jack Blair-Remote Participation

James M. Kreidler, Jr., Town Manager
Margaret Giacobone, Admin. Assistant

Absent: Robert O'Keefe
Linda Daigle, Executive Assistant

List of Document Presented at Meeting:

- Donna Allard's Resume
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Beth Hunt as acting Chairman called the meeting to order at 6:50 PM.

New Business – Beth Hunt welcomed Donna Allard who was the person that was recommended to the Board of Selectmen from the Town Accountant Search Committee. Beth introduced her to James Kreidler, Town Manager, Keith Barrows, Fedor Berndt and Jack Blair who was remotely participating.

The Town Manger said that the Town Accountant Search Committee unanimously recommended that Donna Allard be brought before the Board of Selectmen for consideration as a candidate to replace Charlotte. The Town Manager said that the purpose of the meeting was to have Donna come in this evening and give the Board the opportunity to ask her any questions that they might have of her and get a sense if they concur with the committee and if the Board has an interest in moving forward in the process and see if we can come to a mutual agreement to have Donna come on board as the next Town Accountant. The Town Manager asked Donna to tell the Board something about herself that isn't in her resume that she would like the Board to know.

Donna said that she has been a town accountant for a while and is well versed in Municipal government. She said that she is looking forward to coming on board here. She said that it was an opportunity to work for our community which is bigger than the one she is working for now, and she was excited about it and would answer any questions that the board has for her.

Keith Barrows asked Donna what brought her to Winchendon. Donna said the retirement of Charlotte and that the position was open. She knew the community was in good shape thanks to Charlotte and it was a rare opportunity to find a position in a community such as ourselves. She said that she had wanted to go to a larger community and our community included the School and that would be a new experience as she hasn't done that in a long time. Donna said that she likes to learn new things and to be proactive and move forward. She also mentioned that we have different software and she would like to learn Munis.

Keith noted that one of her accomplishments was implementing departmental operational procedures for expense vouchers processing as well as some others. He wanted Donna to tell him about an experience she had that she undertook and didn't achieve the outcome or the results that she was looking for and what she learned from that experience. Donna said that they implemented a new procedure for schedule of bills payable through the warrant process. She thought that everything was in place, they had meetings with departments and came up against some roadblocks. Some of the departments didn't realize how much work it was for them. She said that she had talked to an auditor and he explained how he handles things like this in his firm. He said that they always pick one individual that no one questions in their firm. If that individual is on board with it and agrees with it then everybody would. Donna felt that initially they didn't pick that key target person but they now have one. She thinks that has taught her a lesson.

Keith asked Donna who she reported to in her current position. Donna said she works independently. She hasn't had to report to anyone but the Department of Revenue. She said that she very rarely had to report to the Board of Selectmen and that she didn't work for the Town Administrator. Keith asked if she knew that the structure in Winchendon is a little different. She said that she is working that all out. She sees that there is a different way of handling things and she would have to adapt. Keith said his last question was, if you are appointed in the position what would you like to accomplish in the first 90 days. Donna said depending on the timing as we are currently in year-end, she would be really busy closing things up and getting a feel for the software and how to use it. She said it would be a very busy 90 days.

Fedor said his questions were covered and Jack Blair said she covered all of his questions as well.

The Town Manager told Donna that we do have an agenda to go into executive session this evening. He said one of the exemptions to go into executive session is to consider negotiations regarding non-union personnel. He told Donna that what would come out of that is that either the Board of Selectmen have an interest in moving forward with her at which point she would be rescheduled to go into negotiations of the board wants to consider something different than you.

Town Manager asked if Donna had any questions and she said she didn't at the present moment.

Keith asked Donna her availability. Donna said it depended on when the move was made and when the transition would be. She stated her contract is expiring June 30 of this year and she should be available otherwise she wouldn't have gone forward with this. She said that she doesn't do anything halfway. Beth thanked Donna.

Beth said that we are going into executive session exemption # 2 to discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and under exemption #6 to consider the purchase. Exchange, lease or value of real estate. If the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Beth said that the Chair does declare

Keith moved that the Board enter into executive session under exemption #2 and # 6 as stated and that we reconvene in open session following the conclusion of the executive session. Fedor seconded the motion. All 4 Selectmen voted aye.

The Vice Chair declared back in open session at 8:01PM to discuss the purchase and sales agreement. The Town Manager said that the Board had an opportunity to consider the document that town council had presented for them. His understanding is that now that we are back in open session that a motion is in order. Keith moved that the Board of Selectmen vote to execute the Purchase and Sales agreement between the Town of Winchendon and Winchendon Court LLC with the stipulation that the closing date will take place within 60 days of execution of this Purchase and Sales agreement.

Town Manager said pursuant to that motion that the Board be able to come in after that change is made at their convenience to actually physically come in to sign. Fedor seconded the motion. Roll call vote all four Selectmen voted Aye.

Jack made motion to adjourn. Keith seconded the motion. All 4 selectmen voted aye.

The meeting was adjourned at 8:03PM.

Respectfully Submitted By:

Margaret Giacobone
Administrative Assistant