

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
WEDNESDAY, MAY 6, 2015  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present: Michael Barbaro, Chairman  
Barbara Anderson, Vice-Chair  
Audrey LaBrie  
Amy Salter  
Austin Cyganiewicz

Linda A. Daigle, Acting Town Manager  
and Executive Assistant  
Debra Dennis, Recording Secretary

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List of Documents Presented at Meeting:

- Search Committee Protocol Document from Kopelman and Paige (filed)
- Acting Town Manager's Report (filed)
  - o Brian Tata's Resume (filed)
  - o Debra Skinner's Resume (filed)
  - o Spending Freeze Memo dated 5/4/15 from Donna Allard, Town Accountant (attached)

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Linda Daigle stated since they don't have a Chairman that the Board can open the meeting collectively. The Board of Selectmen called the meeting to order at 6:17 p.m. with the Pledge of Allegiance to the Flag of the United States of America. The meeting aired live on local cable access channel 8.

Announce audio/video recording disclosure. No one is audio/video recording the meeting this evening.

**RE-ORGANIZATION OF THE BOARD OF SELECTMEN:** The Acting Town Manager asked if there were any motion for the Chairman. **Selectwoman Salter nominated Selectman Barbaro and was seconded by Selectwoman Anderson. Selectman Cyganiewicz nominated Selectwoman LaBrie there was no second.** Selectwoman LaBrie said that it would be helpful if the board knew who was interested in being the Chairman. The Acting Town Manager asked if there were anyone interested in being the Chairman. Selectman Barbaro and Selectwoman LaBrie said that they were interested. Linda Daigle said the next step would be to vote the first motion which was to nominate Selectman Barbaro as Chairman.

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(N)  
CYGANIEWICZ(Y)**

Linda Daigle said that Selectman Barbaro is now the Chairman of the Board of Selectman

Chairman Barbaro asked for nominations for the Vice Chairman.

**A motion was made by Selectwoman Salter to nominate Selectwoman LaBrie as the Vice Chairman. The motion was second by Chairman Barbaro. Selectwoman LaBrie declined. A motion was made**

by Selectwoman Salter to nominate Selectwoman Anderson as the Vice Chairman. The motion was seconded by Chairman Barbaro.

BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(N)  
CYGANIEWICZ(Y)

**SELECTMEN'S COMMENTS:** Selectman Cyganiewicz commented about the fire today at 25 Robins Road. He thanked the Winchendon Fire Department. They are doing a great job.

Selectwoman LaBrie commented about the 250th Anniversary Committee award dinner. She thanked all the committee members for all the time and energy they put into it.

LaBrie stated there are currently two open seats on the School Committee. If interested, send a letter of interest to the Board of Selectmen and the School Committee. She discussed maybe having a joint meeting with the School Committee.

On the town's website there is a Town Meeting voter's guide. She urged everyone to read it. Both sides of the table need to know what is going on. Chairman Barbaro thanked the voters for coming out on Monday. He thanked everyone that ran. It takes a lot of effort to do that.

**PUBLIC COMMENTS AND ANNOUNCEMENTS:** David Romanowski came forward and congratulated the board. He wanted to establish an advisory committee to assist the Board to help them find a Town Manager. He said he would like to serve on the committee.

Joe Snow came forward to ask a question. He said that he doesn't believe Keith Barrows should have a day. He wanted them to ask town counsel. Selectwoman LaBrie said that it was to name May 4, 2015 as Keith Barrow's day. It was just for one day. Selectwoman LaBrie wanted to make a public comment as a resident. Chairman Barbaro allowed her to make it. Selectwoman LaBrie reserved her comments to a later time.

**NEW BUSINESS:**

**Acting Town Manger-**Linda Daigle said that this special meeting was scheduled for this issue tonight. With the leaving of Town Manager James M. Kreidler, Jr. this past Friday, it is critical the Board appoints an Acting Town Manager or an Interim Town Manager as soon as possible. With the position being vacated, the prior Board appointed me the Acting Town Manager until the end of business today. I reluctantly accepted the position not wanting to expose the Town to liabilities. I am not able to continue on in this role as my position here as Executive Assistant is over-abundant in the hours needed to complete the necessary work. With that being said, there were two potential candidates the former Board looked into for an Interim Town Manager that ended up not being available to us. This week I have reached out to the Mass Municipal Association and our Town Counsel who have given me some suggestions if the Board wishes me to pursue or if the Chairman would like to pursue or if a Committee might be formed. At one of the last Selectmen's meetings there was a committee selected that consisted of two of the then current seated Selectmen and three potential new Selectmen. The appointments were never officially acted on though. You may wish to act on that or to form a new committee. So what we have here is the need for

appointment of an Acting Town Manager to fill an immediate spot until an Interim Town Manager can be put in place that is willing to do the important work needed while we search for a permanent Town Manager. You're Town Counsel, Kopelman and Paige, has supplied you with an advisory on a "Search Committee Protocol." It is enclosed for your guidance in searching for a new Town Manager.

Chairman Barbaro said that he would like to form a committee with two selectmen and three citizens to find an interim town manager based on earlier recommendations of the MMA. After that position is filled we will form a larger committee to find a permanent Town Manager. **A motion was made by Selectwoman LaBrie to form the committee. The motion was seconded by Selectman Cyganiewicz.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

Chairman Barbaro asked Linda Daigle to stay on until they can expedite the interim. Linda said that she would stay on until the end of Monday. You need to have someone else appointed as your Acting Town Manager by the end of Monday.

**A motion was made by Selectwoman LaBrie to keep Linda Daigle as Acting Town Manger until Monday after the Board of Selectmen Meeting. The motion was seconded by Selectman Cyganiewicz.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

Linda Daigle asked for direction where they would like to go for the Acting Town Manager. Some of the suggestions she got from Town Counsel and MMA could be looked at and you may consider them for the interim. **Selectwoman Anderson made a motion to have Linda Daigle pursue through the MMA and all expeditary to get us an Acting Town Manager. The motion was seconded by Selectwoman LaBrie.** Selectwoman Salter asked if it is realistic getting someone with that time frame. Linda said that she will have more answers Monday night. Selectman Cyganiewicz said that we should look at department heads to act as Acting Town Manager.

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

**A motion to form a sub-committee with two members from the Board of Selectmen and three citizens to get an Interim in place was made by Selectman Cyganiewicz and seconded by Selectwoman LaBrie.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

Chairman Barbaro said that letters of interest should be sent to town hall in care of the Board of Selectmen. We are looking for someone to step forward and fill a temporary position as Acting Town Manager. We need a caretaker.

**ACTING TOWN MANAGER’S REPORT:**

- **Library Director Position**-Linda said that the Beals Memorial Library has been without a Director for the past five months. The staff, trustees and Library Staff have done a good job keeping the Library open. Mr. Tata has been appointed to Library Director effective May 7, 2015. A copy of his resume is included. It is customary for the Town Manager to bring the appointment to the board for their affirmation. I am asking for the Board to affirm this action this evening. **A motion was made to affirm Mr. Brian Tata as the Library Director by Selectman Cyganiewicz and seconded by Selectwoman Salter.** Jane Lapointe a trustee of Beals Memorial Library came forward. She said he is a great fit for the town. He has been acting as our Interim Library Director.

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

- **Land Use Clerk Position**-Linda said that the Land Use Clerk has been vacant for a couple of months. Debra Skinner the part time Assistant Clerk has been appointed to this position. She will work full time for the town. I am looking for the board to affirm this action. **A motion was made by Selectwoman LaBrie to affirm Debra Skinner as the Land Use Clerk. The motion was seconded by Selectwoman Anderson.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

**Financial Updates**

- **Spending Freeze**-The Town Accountant has placed a spending freeze on all purchases \$150.00 or over. Any expenditure over this amount will have to be authorized by the Town Accountant and the Town Manager's office. This is to help us get through the end of the year. The spending freeze is on the town side.

**COMMUNICATIONS: none**

**AGENDA ITEMS:** Chairman Barbaro said he would like a current fiscal update. He would like information on the Snow and Ice deficit and also the reimbursement from FEMA. He asked the Board about maybe having a joint meeting with the School Committee on Thursday because on Monday night we will have a full agenda. The board would like to do it Monday so that they could have a full board by Thursday. Dawn Harris from the School Committee said that the Superintendent would not be available on Monday. Chairman Barbaro said that they will tentatively post a joint meeting for Monday night. If this isn't ok with the School Committee then it will be on Thursday. **A motion was made by Selectwoman LaBrie to schedule a joint meeting between the Board of Selectmen and the School Committee for Monday May 11th time to be determined for the sole purpose of considering any letters of interest that have been submitted to the School Committee for appointment. The motion was seconded by Selectwoman Anderson.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

Chairman Barbaro said he would like the time for the Board of Selectmen's meeting to be moved back to 7 p.m. He asked the boards opinion. Selectwoman LaBrie said maybe as a compromise we could have it at 6:30 p.m. **A motion was made by Selectwoman Anderson to change the time of the Board of Selectmen's meeting to 6:30 p.m. The motion was seconded by Selectman Cyganiewicz.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

Chairman Barbaro said we have a quick time frame. We have meetings next Monday, possibly next Thursday and then the following Monday. Monday is Memorial Day. We can meet on Tuesday if something comes up if not we will meet in June. I would like to have a tri town meeting for the first meeting in June. I think we will rotate the meetings. I think we should meet more than quarterly. I need two volunteers from the Board of Selectmen to be on the sub- committee for the search for the Interim Town Manager. Selectwoman LaBrie and Selectwoman Anderson said they would like to be on the sub-committee. Three citizens volunteered for the sub-committee, they are Mr. Romanowski, Joan Potvin and Mary Harrington. Joan Potvin asked how they would communicate with each other. Chairman Barbaro said they would communicate through the Town Managers office then it will be filtered by email. If it is the pleasure of the Board we could include the Finance Committee. Selectwoman LaBrie asked Linda Daigle if there should be any department member or office that should be included. Linda said it might be a conflict of interest. Mary Harrington suggested another citizen. Felicia Nurdsmen suggested having someone with Human Resource experience. **A motion was made to have an active committee of seven; two Board of Selectmen, one Finance Committee member and four citizens (one with Human Resource experience) by Selectwoman LaBrie. The motion was seconded by Selectwoman Anderson.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

**A motion to rescind the first vote for the committee of five was made by Selectwoman LaBrie and seconded by Selectman Cyganiewicz.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

Advisory Session from Town Counsel-Linda said this would be free of charge for the board. Chairman Barbaro said that they will meet on Tuesday, May 26th for the Attorney Advisory Session. Selectwoman LaBrie said it might be helpful to forward questions to her ahead of time.

Chairman Barbaro asked for a tickler to be placed to do the Open Meeting Law Session.

#### **ADJOURNMENT**

**A motion was made by Selectwoman Anderson to adjourn the meeting. The motion was seconded by Selectwoman Salter.**

**BARBARO(Y)      ANDERSON(Y)      SALTER(Y)      LABRIE(Y)  
CYGANIEWICZ(Y)**

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Debra Dennis  
Recording Secretary