

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
WEDNESDAY, November 3, 2015
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

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

Bernard Lynch, Acting Town Manager
Linda Daigle, Executive Assistant
Debra Dennis, Recording Secretary

List of Documents Presented at Meeting:

- o “Illegal Interview Questions” Sheet (filed)
- o Community Paradigm Associates, LLC Memo dated September 29, 2015 (filed)
- o Mr. Keith Hickey’s Resume/Letter of Interest (filed)

Chairman Barbaro called the meeting to order at 6:30 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 - When asked by the Chairman if anyone would be audio or video recording the meeting this evening, there was no response.

NEW BUSINESS:

Zoning Board of Appeals Alternate Appointment – David Grady, 18 Beachview Drive – Chairman Barbaro announced an urgent issue has come up with the ZBA needing to have an alternate appointed to the Board. ZBA Chairwoman, Cynthia Carvill, came forward to discuss the conflict. Ms. Carvill said there is a zoning issue hearing coming up that requires a super majority vote and they have two members that are abutters. She said this only leaves four members with the need to have five members to vote on it. She said Mr. Grady has stepped up and is willing to serve as an alternate. She said this is a unique situation never happening in the past. If we don't have a hearing, he will get the variance by default. She said it would be awesome to have a person appointed so they could conduct business Wednesday night.

A motion was made by Selectwoman LaBrie to appoint Mr. Grady as an alternate on the Zoning Board of Appeals. The motion was seconded by Selectwoman Anderson.

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CYGANIEWICZ(Y)**

Town Manager Interview Processes- Chairman Barbaro said this is the first interview for the Town Manager. He said we will discuss the questions we will ask over the next two nights. Selectwoman LaBrie asked if the members were comfortable with one member taking an area and asking the questions on that topic. Chairman Barbaro said we can assign questions. Selectwoman LaBrie selected the Economic Development section. Chairman Barbaro asked if everyone was happy with the format. **A**

motion was made by Selectwoman LaBrie to accept the format of asking questions. The motion was seconded by Selectwoman Salter.

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The Selectmen chose as follows: Chairman Barbaro would do the opening and the ending of the interview process. Selectwoman Anderson would take Management Style, Selectman Cyganiewicz chose Relations and Selectwoman Salter chose the Financial questions.

Selectwoman LaBrie asked about the residency requirement and Mr. Lynch said the candidate was told that was not an issue, we would waive that requirement. Mr. Lynch said he has handed out the “Illegal Interview Questions” sheet. Selectwoman Anderson asked if they are allowed to express their opinions in executive session. Mr. Lynch said interviews are tonight and tomorrow night and then on Monday night someone will make a motion for a candidate.

A motion was made by Selectwoman LaBrie to take a ten minute recess. The motion was seconded by Selectwoman Salter.

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The Select Board recessed at 6:50 p.m.

The Select Board reconvened at 7:00 p.m.

Town Manager Candidate Interview - Keith R. Hickey

Opening and General Section - Mr. Hickey, Town Manger of Salem New Hampshire, was introduced by Acting Town Manager Mr. Bernie Lynch. Chairman Barbaro said he was pleased he made it here and was pleased he applied. Mr. Hickey said he has 25 years in municipal government and 15 years as a Town Manager. He said he loves challenges. He stated that he lives in Greenfield and has come into Winchendon for several years. He said about a year ago when the town was newsworthy, probably more than it wanted to be, the Town peaked his interest. He said there are things to take advantage of in a small town. Chairman Barbaro asked how he would go about reaching out to the community and building community outreach. The Town has become very divisive. Mr. Hickey said a community becoming violent and less trusting of government certainly is an issue. He’s done a number of things in the past; some include neighborhood meetings, meetings with the schools, clubs, and invited members of the community to have casual conversations of issues or concerns. He said he has sent letters to new residents in Town welcoming them to the community with information about the community. He said he would walk around downtown and introduce himself to businesses and stop in offices. He has an open door style and prefers sometimes to stop in someone’s office rather than email them. Chairman Barbaro asked what his entry plan would be. Mr. Hickey said first thing, first day he would like to meet with him and Board members and speak about agenda items. He said he is aware there is a great team on board with Mr. Lynch and would like to sit down with staff to discuss the challenges and issues they have been facing.

Management-Selectwoman Anderson asked him what his management style is. Mr. Hickey said to interact with the staff face to face. He said to have conversations instead of calling or sending emails. He said to work together as a team because you are only as good as the people who are around you. Selectwoman Anderson asked about staff accountability. Mr. Hickey said he would have goals and

expectations and will be as honest as he can be and make them aware of the concerns and have them addressed. He also said he would share information when it becomes available. Selectwoman LaBrie asked how he would get department heads on task. Mr. Hickey said he would have weekly meetings with senior staff and talk about agendas, expectations and get the department heads' opinions. He said to have constant communication with everyone involved.

Financial Management- Selectwoman Salter asked what is his approach concerning financial management. Mr. Hickey said he has a Bachelor's degree in accounting, has worked in Accounting Department and was a Finance Director. Accounting and Finance is his strength. Mr. Hickey said he would speak to the Financial Director and be more involved with the finance piece. He said he would work with finance and collection.

Selectwoman Salter asked if he has any experience with oversight from the Department of Revenue. Mr. Hickey said there is a lack of trust in the community. He said he would have the DOR come in and look at the books to provide security to the Select Board and residents. Selectwoman Salter asked about Capital Improvements. Mr. Hickey said he would work on getting the downtown improved and also the recreation areas. He said he would have a six to eight year plan. He said it would identify the capital needs of the community and we would set goals for capital improvements. Selectwoman Salter asked if he had any grant experience. Mr. Hickey said he has experience writing and receiving grants. He said there is money out there to assist with funding. He said we can use these funding sources instead of tax dollars. Selectwoman Salter asked about technology. Mr. Hickey said technology is important; it's not always the answer but is becoming a greater part of communities. Selectwoman Salter asked Mr. Hickey if he has any collective bargaining strengths. Mr. Hickey said his approach is to be really direct, show them the pie and let them know this is what we have. He said he is tough but fair. Chairman Barbaro asked if he knows the Munis system. Mr. Hickey said he knows a little bit, several years ago he used it.

Economic Development- Selectwoman LaBrie asked Mr. Hickey to tell them his approach of economic development. Mr. Hickey said you have to have a good master plan. He said to bring businesses in you need to market yourself, identify needs, goals and expectations. He said you need to make people who move into Winchendon aware of the properties available.

Community Leadership Style- Selectman Cyganiewicz asked what his community leadership style is. Mr. Hickey said it's as a leader that leads with actions not with words. He said his rule is to provide information that this board needs to make decisions. Selectman Cyganiewicz asked how he would deal with stakeholders. Mr. Hickey said send emails to the Select Board as to what's going on. He said to give weekly updates to the Select Board which would be posted on the website. He said he would make himself available to civic groups. Selectman Cyganiewicz asked if he is comfortable working with representatives and senators. Mr. Hickey said it is critical to have relationships with them. Selectman Cyganiewicz asked about working with other towns. Mr. Hickey said regionalization is critical to provide affordable service to residents. He said it needs to be explored. Selectman Cyganiewicz thanked him.

Chairman Barbaro said the school budget is the biggest budget in town. He asked about his interaction with the school department and dealing with budgets. Mr. Hickey said it's important to having a strong relationship with the Superintendent. He said capital planning would include the school. He said you need to balance needs, and prioritize what organization gets funding one year or the next. Selectwoman

LaBrie asked about attending evening events or weekend events. Mr. Hickey said “Yes, those are the things to go to.” Selectwoman LaBrie thanked him.

Chairman Barbaro said this concludes questions. He thanked Mr. Hickey for coming in and asked if he had any questions. Mr. Hickey asked what the Select Board is looking for in the next Town Manager. Selectman Cyganiewicz said someone to talk to who you can give ideas back and forth. He said someone who is experienced in financial aspects. Selectwoman LaBrie said a jack of all trades who is hands on. Selectwoman Salter said a numbers person and someone to take control. Selectwoman Anderson said someone who communicates freely with the Select Board who is not just telling us what we want to hear. She said someone who is open and honest. Chairman Barbaro said a Town Manager who brings a healing and who is open to both sides. He said someone who helps us rebuild trust and opportunities. He said a communicator that wants to work with the public. Mr. Hickey said he has taken an interest in the community and has done his homework on the challenges we are facing. He said he would work with the Select Board. Mr. Hickey thanked the Select Board.

ADJOURNMENT: A motion was made by Selectwoman LaBrie to move to adjourn. The motion was seconded by Selectwoman Anderson.

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The meeting adjourned at 8:02 p.m.

Respectfully submitted,

Debra Dennis
Recording Secretary