

Approved: April 12, 2021

**TOWN OF WINCHENDON
BOARD OF SELECTMEN
JOINT MEETING WITH
TOWN MANAGER SCREENING COMMITTEE
MONDAY, MARCH 29, 2021
Conducted by Remote Zoom Meeting**

Board of Selectmen

Present:

Michael Barbaro, Chair
Rick Ward, Vice Chair
Amy Salter
Audrey LaBrie
Barbara Anderson

Stephen Delaney, Interim Town Manager
Linda Daigle, Executive Assistant
Taylor Tower, Administrative Assistant

Town Manager Screening Committee

Present:

Ryan Forsythe
Carly Antonellis
Felicia Nurmsen
Thomas Kane
Greg Vine

Jane LaPointe
Jill Sackett

Special Guests:

Bernard Lynch, Community Paradigm Associates

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- Introduction to Remote Meeting (filed)
 - Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20 (filed)
 - Resumes for Three Selected Candidates for Town Manager (attached)
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Due to Governor Baker's recent Executive Order and state of emergency declaration with the outbreak of the Coronavirus (COVID-19), this meeting was conducted remotely through Zoom Meeting. The public was notified how to join the meeting through instructions noted on the agenda.

Chairman Michael Barbaro called the meeting to order at 6:30 p.m.

Barbaro confirmed members present and persons anticipating to speak by calling their name and asking for a response in the affirmative: Ward, yes, LaBrie, yes, Anderson, yes, Salter, yes and Barbaro, yes. Staff members present and responding in the affirmative were Stephen Delaney, Interim Town Manager, Linda Daigle, Executive Assistant and Taylor Tower, Administrative Assistant. Town Manager Screening Committee members present were Tom Kane, Chair, Felicia Nurmsen, Jane LaPointe, Jill Sackett, Greg Vine, Carly Antonellis and Ryan Forsythe.

Barbaro read the "Introduction for Remotely Conducted Open Meetings" which noted Governor Baker's Executive order of March 12, 2020 and outlined the guidelines and ground rules for the meeting this evening.

Barbaro advised all participants that the meeting was being recorded and cautioned screen sharing. When asked if anyone besides the Town was video or audio recording the meeting, there was no response.

All rose for the Pledge of Allegiance.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS: None were heard.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** Dorwart asked the Selectmen to consider holding two meetings in the Town Manager interview process; the first to actually interview the candidates, and then another to vote on which candidate to select.

3. **NEW BUSINESS:**

3.1. JOINT MEETING WITH TOWN MANAGER SCREENING COMMITTEE

3.1.1. Tom Kane, Chair of the Town Manager Screening Committee, described the process by which the Committee came to recommend three candidates for Town Manager. They first met on March 4th with Bernard Lynch of Community Paradigm Associates, the recruitment firm hired to spearhead the Town Manager search, to discuss the process and the roles each would play. The advertisement for the position had already been published and applications were already being received. Mr. Lynch collected the applications and presented them to the Committee's March 10th meeting for their review. They established a selection of six semifinalists to interview, and the Committee then spent a full day on March 19th interviewing those semifinalists. The Committee then met again to narrow down the six semifinalists to three finalists, who will be presented to the Board tonight by Mr. Lynch.

Barbaro thanked the volunteers who served on the Screening Committee, acknowledging that they all had to take a whole week day to conduct their interviews. Lynch also praised the members of the Committee, explaining that he cannot say enough about the quality of work conducted to best represent the interests of the Town. He thanked the Board for appointing such a great Committee. In terms of applications received for the Town Manager position, he said they were of high quality and difficult to narrow down to three finalists. He described the interview process as an open dialogue, allowing the volunteers on the Committee to ask questions and then follow-up questions as necessary. Candidates were asked their knowledge of Winchendon and its recent history, why they chose to apply in Winchendon, their management style, and their capital budgeting, financial planning, grant writing and project management experience, among many other questions. Initial interviews were about an hour and fifteen minutes long and left the Committee with a good sense of each remaining candidate. Lynch noted that the candidates will be presented to the Board in alphabetical order and that they are not ranked by preference or qualifications. Lynch noted he will only highlight their past three jobs and not the span of their entire career.

Candidate #1: Tom Guerino. Mr. Guerino has a Bachelor's Degree from the University of Southern Maine and was the Town Administrator for the Town of Bourne for roughly fourteen years, where he started as their Interim Town Administrator. Lynch described Bourne as a larger community with a complex political environment. The Board of Selectmen of Bourne and Mr. Guerino mutually decided to move in different directions. He is currently the Executive Director of the Greenfield Housing Authority. His tenure in Bourne saw a good amount of success, specifically in economic development and in budget. He also served as the Executive Director on the Massachusetts Rural Development Council, which is a multi-community organization that represents rural interest in the Commonwealth.

Candidate #2: Nina Nazarian. Ms. Nazarian currently serves as the Project Manager for the City of Medford, and prior to that, where she started as their Interim Project Manager. Lynch said he spent some time speaking with the current Mayor, who spoke very highly of Ms. Nazarian. She also served as the Littleton Town Administrator, and prior to that, she has worked as the Town Administrator in Princeton and in Tyngsboro.

Candidate #3: Justin Sultzbach. Mr. Sultzbach earned his MS in Public Policy at Suffolk and a Bachelor's Degree in Political Science at Franklin Pierce University. He is currently the Assistant Town Administrator in Tyngsboro. He has worked in Watertown as the Assistant Tax Assessor and the Principal Account Clerk in the Treasurer's Office. He has a variety of experiences, including working for a Senator in Beacon Hill, and comes highly recommended.

Lynch said that each of the candidates had good interviews with the Committee. The next step is for the Board to interview these finalists on April 5th. Referring to Mr. Dorwart's earlier question, Barbaro

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March 29, 2021*

informed him that in the past, it has been precedent that the Board does not vote immediately after conducting interviews. He has already tentatively scheduled a meeting on April 7th to vote after the interviews that are conducted on April 5th, which will give the Board time to heavily consider each candidate before casting their votes. Lynch informed the Board that they will be provided with packets for each candidate, consisting of their cover letter, resume and a report on the comments that had been received from their references, along with other information from people familiar with their work. While these are public documents, he said, there are some comments in there that could be perceived as areas to be improved on by the candidates. There is information about the types of projects they have worked on, their decision making style and management style to give the Board a full sense of the candidates. He stressed to the Board that he is available for one-on-one discussions about the candidates prior to the interview and right up until the Board makes their decision. Each candidate has been CORI checked and education and employment verified.

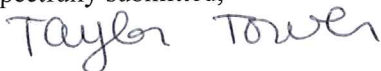
Kane spoke to the quality of work that Mr. Lynch and his company put into this process and noted the tremendous amount of information they were able to compile and distribute to the Committee in a timely manner. He described it as a streamlined process that allowed the Committee to quickly and thoroughly do their work.

Noting that there had been prior discussion on ranking applicants into Tier 1, Tier 2 and Tier 3, Ward asked if there were any Tier 2 applicants in the group of finalists; to which Mr. Lynch answered that there is.

Barbaro thanked Mr. Lynch for understanding the needs of the Town and what we are looking for, and thanked the Committee again for volunteering their time. Ward confirmed that the interviews to be held on April 5th will be at the Town Hall. LaPointe asked if the meeting will be broadcast, to which it was answered that Board meetings are always broadcast live on the cable channel and on the website. LaBrie added that while this is a public meeting, public participation will not be allowed as it is an interview of Town Manager candidates, making livestreaming a good option.

4. **ADJOURNMENT: LaBrie moved to adjourn, seconded by Ward. With a roll call vote of Salter, aye, Anderson, aye, LaBrie, aye, Ward, aye and Barbaro, aye, the meeting adjourned at 7:13 p.m.**

Respectfully submitted,



Taylor Tower
Administrative Assistant