

**TOWN OF WINCHENDON
BOARD OF SELECTMEN
EXECUTIVE SESSION MINUTES
WEDNESDAY, DECEMBER 30, 2020
Conducted by Remote Zoom Meeting**

Present:

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

Linda Daigle, Executive Assistant

Special Guest:

Bernard Lynch, Principal, Community Paradigm Associates, LLC

List of Documents Presented at Meeting:

- Draft Interim Town Manager Agreement

EXECUTIVE SESSION:

Exemption #2 to conduct strategy session in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel; the subject matter being the Interim Town Manager

Chairman Barbaro called Executive Session to order at 7:59PM.

Barbaro noted the draft agreement placed in the Dropbox for the Interim Town Manager contract for their review for tonight's Executive Session. He informed the Board that he was able to reach out to Mr. Stephen Delaney just after their open session informing him he was selected by the Board this evening to be the Interim Town Manager. Mr. Delaney would be available the week of January 25th affording a week of transition time with Mr. Hickey getting to know what is going on in Town. The Board agreed this overlap would be beneficial.

The Board discussed with Mr. Lynch the typical salary for this type of position being anywhere from \$75 to \$90 an hour but he did not know what Mr. Delaney charges. It was noted that this position does not offer any benefits such as health benefits or pension obligations. The Board discussed what they would be comfortable offering to begin with and what their maximum offer would be and what the hours would look like.

With no further questions about the draft agreement, **LaBrie moved the Board Chair be authorized to negotiate with Steve Delaney an Interim Town Manager contract for three months and to come back to the Board and let them know what the agreement is; Ward seconded.**

Barbaro advised he would review the draft agreement with Town Counsel before it being finalized.

Daigle asked for clarification with the way the motion was made, the agreement would be for only three months and the draft contract they were reviewing noted three months with the possibility of extending it for an additional three months. Mr. Lynch noted that the process to find the permanent Town Manager would take at least four months but would be completed within the six months and offered a possible amendment to the motion.

LaBrie moved to amend her motion to the Board Chair be authorized to negotiate with Steve Delaney an Interim Town Manager contract for three months which may be extended for another period for up to three months provided the total duration of the Agreement shall not exceed the duration allowed by the Town Charter and to come back to the Board and inform them of what the agreement is; Ward seconded the amended motion. By a roll call vote of all aye, the motion carried unanimously.

Barbaro informed the Board he would contact Mr. Delaney tomorrow and begin negotiations with him. He thanked Mr. Lynch for his assistance and looks forward to working with him in the next step in filling the position permanently. Mr. Lynch told the Board someone would be reaching out to them inquiring what they would like to see in the next Town Manager and would also be sending out a questionnaire for information to Department Heads and within the next three or four weeks put together a profile and advertise the position as soon as possible. The Board can think about putting together a Town Manager Search Screening Committee. He described the process he uses with each community. He will provide the screening committee with all of the resumes, walk them through each and give them recommendations who looks good and they will choose which seven to interview. Out of those seven, the Committee will choose three names to be brought to the Board of Selectmen. Mr. Lynch also noted that he could do some type of survey for the community asking what they see are the current issues and what they would like to see in the Town Manager's position and include this in the profile put together.

Barbaro concluded thanking everyone for their time and patience.

LaBrie moved to adjourn from Executive Session; Ward seconded. By a roll call vote of all aye, Executive Session concluded at 8:15PM.

Respectfully submitted,



Linda Daigle
Executive Assistant