

WARD COUNCILLORS

1 – David R. Thibault-Muñoz
2 – Dana M. Heath
3 – Paul G. Tassone
4 – Karen G. Hardern
5 – Aleksander H. Dernalowicz, Esq.

COUNCIL PRESIDENT

George C. Tyros

COUNCILLORS AT LARGE

Calvin D. Brooks
Craig R. Cormier
Brad E. Heglin
Elizabeth J. Kazinskas
Judy A. Mack

**CITY OF GARDNER
MASSACHUSETTS****CITY COUNCIL****SPECIAL SEARCH COMMITTEE FOR THE CITY AUDITOR MEETING NOTICE**

Date: Thursday, January 29, 2026
Time: 5:00 P.M.
Location: Gardner Police Headquarters, 200 Main Street

AGENDA**CALL TO ORDER****ANNOUNCEMENT OF OPEN MEETING RECORDINGS**

Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents and exhibits used or referenced at the meeting must be submitted in duplicate to the City Clerk, as they become part of the Meeting Minutes.

1. Approval of Previous Meeting Minutes.
 - December 1, 2025
2. Finalize Questions for the Auditor Interviews.
3. Discuss scheduling of the Interviews.
4. Discuss remaining steps in the Auditor Committee Process.

ADJOURNMENT

NOTICE: The listing of Agenda items are those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

CITY COUNCIL OF GARDNER

Aleksander H. Dernalowicz

Aleksander H. Dernalowicz, Co-Chair

Dana M. Heath

Dana M. Heath, Co-Chair

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL SPECIAL SEARCH COMMITTEE FOR THE CITY AUDITOR
MINUTES OF MEETING OF DECEMBER 1, 2025

The Special Search Committee for the City Auditor meeting was called to order by Councillor Aleksander Dernalowicz at 7:00 PM in the Mayor's Conference Room, Room 128, City Hall.

Committee Members and Councillors, Dana Heath, Judy Mack, Brad Heglin, and Elizabeth Kazinskas were also present.

Also participating, Assistant City Clerk Jayen Kumar.

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Review of the City Auditor Position

Councillor Dernalowicz noted that the Committee had taken quite of bit of time reviewing the Auditor's job description, line-by-line, at their previous meeting, proposing any deemed edits.

Councillor Heglin was able to compile these edits together, and provide an updated job description for the rest of the Committee, and was included in the meeting packet.

Councillor Dernalowicz stated that the first order of business would be to determine if any additional edits or changes would be necessary.

Councillor Mack added that in Line 20 of the job description, it should read "providing performance reviews of employees," rather than "appraising performance of employees."

There were no other proposed changes or additions.

On a motion made by Councillor Mack and seconded by Councillor Dana Heath, it was voted to accept the job description as presented, with the one edit,

5 yeas, motion passes.

Councillor Dernalowicz opened the meeting up for further discussion, and noted that the job opening had been posted on the City's website, and was in the process of being posted to all other external sites.

Councillor Kazinskas inquired about the next steps.

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Councillor Dernalowicz clarified that this process was now in the hands of the Human Resources Department, and that they would get back to the Committee with applicants to be reviewed. He added that he and Councillor Heath would stay on top of that, and that they made sure Human Resources would provide the Committee with all applicants.

Councillor Mack noted that the Committee should begin brainstorming specific questions to be asked during interviews.

ADJOURNMENT

On a motion by Councillor Mack and seconded by Councillor Heglin, it was voted to adjourn at 7:04 p.m.

DRAFT