

**PRESIDENT**  
George C. Tyros

**COUNCILLORS AT LARGE**  
Calvin D. Brooks  
Craig R. Cormier  
Brad E. Heglin  
Elizabeth J. Kazinskas  
Judy A. Mack  
George C. Tyros

**WARD 1 COUNCILLOR**  
David Thibault-Muñoz

**WARD 2 COUNCILLOR**  
Dana M. Heath

**WARD 3 COUNCILLOR**  
Paul Tassone

**WARD 4 COUNCILLOR**  
Karen G. Hardern

**WARD 5 COUNCILLOR**  
Alek Dernalowicz, Esq.

**CITY OF GARDNER**  
**MASSACHUSETTS 01440-2630**

OFFICE OF THE  
CITY COUNCIL



**APPOINTMENTS COMMITTEE MEETING NOTICE**

**Date:** Monday, March 9, 2026  
**Time:** 4:00 PM  
**Location:** City Council Chamber, Room 219, City Hall

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. This information is also posted on the wall by the door for review.

- I. CALL TO ORDER
- II. READING OF MINUTES OF PRIOR MEETING(S)
  - November 12, 2025
- III. INTERVIEW OF THE FOLLOWING APPOINTEE(S)

**11771** - A Measure Confirming the Mayor's Appointment of Melissa MacDonald, to the position of Building Commissioner, for term expiring January 13, 2027.

**11770** - A Measure Confirming the Mayor's Appointment of Jason Stevens, to the position of Director of Community Development & Planning, for term expiring January 13, 2029.

**11755** - A Measure Confirming the Mayor's Appointment of Christopher J. Black, to the position of Gardner Police Officer, permanent.

**11787** - A Measure Confirming the Mayor's Appointment of Michael King, to the position of Gardner Police Officer, permanent.

**11788** - A Measure Confirming the Mayor's Appointment of Ryan Coates, to the position of Sergeant, permanent.

**11789** - A Measure Confirming the Mayor's Appointment of Derek Wight, to the position of Gardner Police Officer, permanent.

**11757** - A Measure Confirming the Mayor's Appointment of Linda Rice, to the position of Historical Commission Member, for term expiring December 11, 2028.

**11758** - A Measure Confirming the Mayor's Appointment of Marcia White, to the position of Historical Commission Member, for term expiring December 11, 2028.

**11759** - A Measure Confirming the Mayor's Appointment of Ottavio Canu, to the position of Historical Commission Member, for term expiring December 11, 2028.

IV. RESIGNATIONS

V. DISCUSSION ON APPOINTEE(S)

**11654** - A Measure Confirming the Mayor's Appointment of Duncan Burns, to the position of Conservation Commission Member, for a term expiring August 21, 2028.

VI. APPOINTEES CONFIRMED IN COUNCIL

- Greg Dumas – Conservation Commission
- David Orwig – Conservation Commission

VII. APPOINTEE OATH ADMINISTERED

- Jim Bilodeau – Zoning Board of Appeals

VIII. COMMUNICATIONS

**11797** - A Measure Approving the Job Description Change for the City's Human Resources Director.

**11798** - A Measure Approving the Job Description Change for the City's Youth Center Director.

IX. DISCUSSION ON APPOINTMENTS COMMITTEE RULES

X. DISCUSSION ON THE CURRENT STATUS OF APPOINTMENTS

XI. UPCOMING MEETINGS

- March 10, 2026

XII. 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

*Dana M. Heath*

DANA M. HEATH

Chair, Appointments Committee

CITY OF GARDNER, MASSACHUSETTS  
APPOINTMENTS COMMITTEE  
MINUTES OF MEETING OF NOVEMBER 12, 2025

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The Appointments Committee meeting was called to order by Chair Dana Heath at 5:00 p.m. Appointments Committee Members, Councillors Brad Heglin and Elizabeth Kazinskas were present.

Also present were Mayor Mike Nicholson, Assistant City Clerk Jayen Kumar, and appointee Paul Cormier.

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 a 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. This information is also posted on the wall by the door for review.

**I. Reading of Minutes of Prior Meetings**

There were no prior meeting minutes.

**II. Interview of the Following Appointees**

**11621 - A Measure Confirming the Mayor's Appointment of Richard Roux, to the position of Planning Board Member, for term expiring July 21, 2028.**

The Committee agreed for more time on this item, as the appointee was not present.

**11642 - A Measure Confirming the Mayor's Appointment of Robert Rice, to the position of Zoning Board of Appeals Alternate Member, for a term expiring August 21, 2028.**

The Committee agreed for more time on this item, as the appointee was not present.

**11645 - A Measure Confirming the Mayor's Appointment of Paul Cormier, to the position of Planning Board Member, for a term expiring August 21, 2028.**

Mayor Nicholson noted that this is a reappointment for Mr. Cormier. He added that he is a resident of Gardner, a retired firefighter, is involved in the City in many ways, and is happy to put this reappointment forward.

Mr. Cormier introduced himself, noting his time as a firefighter, and having worked part time at Boucher Funeral Home for over 30 years, here in Gardner. He also added that he had served in the United States Air Force. He shared his feeling that the City's Planning Board plays a big role in how Gardner grows. He feels as though he still has "stuff left to give to the City," doing his best to study and be well informed on matters within the City of Gardner.

CITY OF GARDNER, MASSACHUSETTS  
APPOINTMENTS COMMITTEE  
MINUTES OF MEETING OF NOVEMBER 12, 2025

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Councillor Heglin inquired about how many years he has been on the Planning Board.

Mr. Cormier confirmed that he has been on the Planning Board for about 6 years.

Councillor Kazinskas inquired about any areas he sees where Gardner could grow.

Mr. Cormier expressed that he felt Gardner is trending in an overall good direction and cannot pinpoint an exact area for growth.

The Committee conveyed their gratitude for his hard work.

**11647 - A Measure Confirming the Mayor's Appointment of Melory Cornett, to the position of Zoning Board Member, for a term expiring August 21, 2028.**

Mayor Nicholson noted that this is Mr. Cornett's first reappointment as a full member of the Zoning Board, as he had previously served as an alternate member. He also expressed his proficiency in standards, and conveyed that he asks important questions relative to Zoning Code.

As Mr. Cornett was not present, the Committee agreed for more time on this item.

**III. Resignations**

Mayor Nicholson informed the Committee that there were no resignations to report on.

**IV. Discussion on Appointees**

**11621 - A Measure Confirming the Mayor's Appointment of Richard Roux, to the position of Planning Board Member, for term expiring July 21, 2028.**

This item was requested for more time.

**11642 - A Measure Confirming the Mayor's Appointment of Robert Rice, to the position of Zoning Board of Appeals Alternate Member, for a term expiring August 21, 2028.**

This item was requested for more time.

**11645 - A Measure Confirming the Mayor's Appointment of Paul Cormier, to the position of Planning Board Member, for a term expiring August 21, 2028.**

On a motion made by Councilor Kazinskas and seconded by Councilor Heglin, it was voted to recommend confirmation of the Mayor's appointment to the full Council.

3 years, motion passes.

CITY OF GARDNER, MASSACHUSETTS  
APPOINTMENTS COMMITTEE  
MINUTES OF MEETING OF NOVEMBER 12, 2025

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**11647 - A Measure Confirming the Mayor's Appointment of Melory Cornett, to the position of Zoning Board Member, for a term expiring August 21, 2028.**

This item was requested for more time.

**11641 - A Measure Confirming the Mayor's Appointment of James Faust, to the position of Williams-Rockwell Educational Gift Fund Trustee, for a term expiring August 21, 2028.**

Mayor Nicholson noted that Mr. Faust is one of the original Trustees and is a retired physician. He is extremely involved with the community, brings broad insight and historical knowledge, and is happy to put this appointment forward.

On a motion made by Councilor Kazinskas and seconded by Councilor Heglin, it was voted to recommend confirmation of the Mayor's appointment to the full Council.

3 years, motion passes.

**11651 - A Measure Confirming the Mayor's Appointment of Magnus Paul Carlberg, to the position of Redevelopment Authority Member, for a term expiring August 21, 2030.**

**11658 - A Measure Confirming the Mayor's Appointment of Magnus Paul Carlberg, to the position of Industrial Development Finance Authority Member, for a term expiring August 22, 2030.**

On a motion made by Councilor Kazinskas and seconded by Councilor Heglin, it was voted to recommend confirmation of the Mayor's appointments to the full Council.

3 years, motion passes.

**11659 - A Measure Confirming the Mayor's Appointment of Timothy Horrigan, to the position of Industrial Development Finance Authority Member, for a term expiring August 22, 2030.**

Mayor Nicholson informed the Committee that Mr. Horrigan had first been appointed as an Industrial Development Finance Authority Member in 2010. He added that he is a local business owner, being Horrigan Cleaners.

On a motion made by Councilor Kazinskas and seconded by Councilor Heglin, it was voted to recommend confirmation of the Mayor's appointment to the full Council.

3 years, motion passes.

CITY OF GARDNER, MASSACHUSETTS  
APPOINTMENTS COMMITTEE  
MINUTES OF MEETING OF NOVEMBER 12, 2025

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**V. Communications from the Mayor**

There are no Communications from the Mayor

**VI. Discussion on Appointments Committee Rules**

The Committee agreed to keep this discussion on the agenda, to be discussed once more information is clarified,

**VII. Adjournment**

On a motion made by Councilor Heglin and seconded by Councilor Kazinskas, it was voted to adjourn at 5:39 p.m.

DRAFT

## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Planning Board

Term Length: 3 Years

Compensation:

Paid/Stipend: Stipend

Amount: \$750.00

Appointment Type: NEW

Expiration Date: New Appointment

Gardner Residency Requirement: No

Reporting Structure:

Reports to the Mayor and the members of the Planning Board

Position Summary:

Performs all site plan approval work and special permit granting pursuant to Section 15 of Chapter 7 of the Code of the City of Gardner and the General Laws of the Commonwealth

## **SECTION 2: Appointee Information**

Name of Appointee: Richard Roux

Statement of Qualification:

Mr. Roux reached out to my office to express his interest in being on the Planning Board. As a long term Gardner resident and someone who worked in the business community, and a veteran of the US Airforce, I believe he would bring a new insight to this board in working toward the future growth of the City.

He also comes at the recommendation of the Planning Board's chair, Mr. Bob Swartz.

Mr. Roux's letter of interest is attached to this document.

SECTION 3: Administrative & Compliance Review

HR and Policy Training : Not applicable for Boards and Commission Members

Initial HR training and orientation completed? Not applicable for Boards and Commission Members

Annual HR training completed? Not applicable for Boards and Commission Members

City Employee Handbook received and signed? Not applicable for Boards and Commission Members

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Pichalman". The signature is written in a cursive style with a large initial "M".

## **SECTION 1: Position Details**

Position Title: Alternate Member, Zoning Board of Appeals

Department/Board/Commission: Zoning Board of Appeals

Term Length: 3 Years

Compensation:

Paid/Stipend: Stipend

Amount: \$200.00

Appointment Type: Reappointment

Expiration Date: 8/1/2025

Gardner Residency Requirement: No

Reporting Structure: Reports to the Mayor and the members of the Zoning Board of Appeals as an semi-independent adjudicatory body

Position Summary: When a full member of the ZBA cannot take part in discussions due to either absence or conflict of interest, Performs all appellate review of zoning determinations made by the Building Commissioner pursuant to MGL c.40A, Section 16 of Chapter 7 of the Code of the City of Gardner, and Chapter 675 of the Code of the City of Gardner.

## **SECTION 2: Appointee Information**

Name of Appointee: Robert Rice, Esq.

Statement of Qualification:

Atty. Rice has been serving as an alternate member of the ZBA for the last year. Atty Rice has been a very active member of the Gardner Community. As a former attorney, former director of the Levi Heywood Memorial Library, and Former State Representative for the area, he knows Gardner and its people and bring a tremendous perspective in this role. As one of the original trustees of this board, he has worked to help distribute over \$600,000 in grants to our students from the applications that are annually received by the Trustees.

Prior to the change to the Administrative Legislation portion of the City Code, this appointment was only for a term of one (1) year. This is Atty Rice's first three (3) year appointment.

SECTION 3: Administrative & Compliance Review

HR and Policy Training : Not applicable for Boards and Commission Members

Initial HR training and orientation completed? Not applicable for Boards and Commission Members

Annual HR training completed? Not applicable for Boards and Commission Members

City Employee Handbook received and signed? Not applicable for Boards and Commission Members

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink that reads "Michael J. Fubalan". The signature is written in a cursive style with a large initial "M".

## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Planning Board

Term Length: 3 Years

Compensation:

Paid/Stipend: Stipend

Amount: \$750.00

Appointment Type: Reappointment

Expiration Date: 11/12/2024

Gardner Residency Requirement: No

Reporting Structure:

Reports to the Mayor and the members of the Planning Board

Position Summary:

Performs all site plan approval work and special permit granting pursuant to Section 15 of Chapter 7 of the Code of the City of Gardner and the General Laws of the Commonwealth

## **SECTION 2: Appointee Information**

Name of Appointee: Paul Cormier

Statement of Qualification:

Mr. Cormier has been serving as a member of the Planning Board since December 2, 2019. During this time he has shown a vested interest in being a part of the technical side of how Gardner can grow and develop as a community. As a long-term Gardner resident, former firefighter, and someone who has actively been involved in the Community in various capacities, I believe he has the best interest in the City at heart and plays a strong role in the Planning Board's operations.

## **SECTION 3: Administrative & Compliance Review**

HR and Policy Training : Not applicable for Boards and Commission Members

Initial HR training and orientation completed? Not applicable for Boards and Commission Members

Annual HR training completed? Not applicable for Boards and Commission Members

City Employee Handbook received and signed? Not applicable for Boards and Commission Members

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Pichaloni". The signature is written in a cursive style with a large initial "M".

## **SECTION 1: Position Details**

Position Title: Member, Zoning Board of Appeals

Department/Board/Commission: Zoning Board of Appeals

Term Length: 3 Years

Compensation:

Paid/Stipend: Stipend

Amount: \$750.00

Appointment Type: Reappointment

Expiration Date: 1/12/2026

Gardner Residency Requirement: No

Reporting Structure: Reports to the Mayor and the members of the Zoning Board of Appeals as an semi-independent adjudicatory body

Position Summary: Performs all appellate review of zoning determinations made by the Building Commissioner pursuant to MGL c.40A, Section 16 of Chapter 7 of the Code of the City of Gardner, and Chapter 675 of the Code of the City of Gardner.

## **SECTION 2: Appointee Information**

Name of Appointee: Mellory Cornett

Statement of Qualification:

Mr. Cornett has been serving his first term as a full member of the ZBA and prior to that, he served as an alternate member of the Zoning Board of Appeals for five years. During this time, when conflicts or absences have come up, he served as a full voting member of the ZBA, giving him a true perspective and example of what the job entails and the training that has to be done to perform the job adequately. I am happy to put him forward for a full appointment and trust his judgement for the City in continuing to work with cases in this full role on the ZBA.

When he was appointed as a full member of the ZBA in 2024, he was appointed for a 2-year term to re-adjust the board back to being a staggered termed board with its members. This is his first appointment to a full 3-year term.

SECTION 3: Administrative & Compliance Review

HR and Policy Training : Not applicable for Boards and Commission Members

Initial HR training and orientation completed? Not applicable for Boards and Commission Members

Annual HR training completed? Not applicable for Boards and Commission Members

City Employee Handbook received and signed? Not applicable for Boards and Commission Members

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink that reads "Michael J. Fubalan". The signature is written in a cursive style with a large initial "M".

## **SECTION 1: Position Details**

Position Title: Trustee

Department/Board/Commission: Williams Rockwell Educational Gift Fund Board of Trustees

Term Length: 3 Years

Compensation:

Paid/Stipend: Volunteer

Amount: No

Appointment Type: Reappointment

Expiration Date: 1/5/2021

Gardner Residency Requirement: Yes (MGL)

Reporting Structure:

Reports to the Mayor and the Board of Trustees

Position Summary:

Members of the Williams Rockwell Educational Gift Board of Trustees meet to oversee the financial operations and disbursement of funds from the Williams-Rockwell Educational Gift Trust Fund, as established by Chapter 155 of the Acts of 2015.

## **SECTION 2: Appointee Information**

Name of Appointee: James Faust, MD

Statement of Qualification:

Dr. Faust was one of the original trustees of the Williams-Rockwell Fund when it was first created in 2015. During his time on the Trustees, he has always put the experience of the students first in mind when making decisions and I have been truly proud of the insights he's provided to discussions that the Trustees have had. I truly believe him to be an integral member of this board and am proud to put forward his appointment.

SECTION 3: Administrative & Compliance Review

HR and Policy Training : Not applicable for Boards and Commission Members

Initial HR training and orientation completed? Not applicable for Boards and Commission Members

Annual HR training completed? Not applicable for Boards and Commission Members

City Employee Handbook received and signed? Not applicable for Boards and Commission Members

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink that reads "Michael J. Pichler". The signature is written in a cursive style with a large initial "M".

## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Gardner Redevelopment Authority

Term Length: 5 Years

Compensation:

Paid/Stipend: Volunteer

Amount: No

Appointment Type: Reappointment

Expiration Date: 6/24/2024

Gardner Residency Requirement: Yes (MGL)

Reporting Structure: Under the General Laws of the Commonwealth, the Gardner Redevelopment Authority is a quasi-public agency which acts as its own independent authority, not subject to any other reporting structure in their operations unless outlined by other sections of the General Laws- some of which require approval of actions by the Executive Office of Housing and Livable Communities. While 4 of 5 members are appointed by the Mayor and confirmed by the Council, they are not subject to a reporting structure to the City.

Position Summary:

Members of the Gardner Redevelopment Authority oversee the functions of the GRA through their meetings to discuss various development projects within the City's Urban Renewal Districts.

## **SECTION 2: Appointee Information**

Name of Appointee: Magnus Carlberg

Statement of Qualification:

Mr. Carlberg has been serving as a member of the GRA since August 4, 2014. Mr. Carlberg currently serves as the Executive Director of the Wachusett Business Incubator in partnership with Mount Wachusett Community College to help new entrepreneurs get their footing under them as they start their new business endeavors. Prior to this, he served for quite some time in the Department of Public Utilities. As a long-term Gardner Resident, Mr. Carlberg knows Gardner and has a strong drive to want to see it grow and succeed.

### SECTION 3: Administrative & Compliance Review

HR and Policy Training : Not applicable for Boards and Commission Members

Initial HR training and orientation completed? Not applicable for Boards and Commission Members

Annual HR training completed? Not applicable for Boards and Commission Members

City Employee Handbook received and signed? Not applicable for Boards and Commission Members

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Pichalman". The signature is written in a cursive style with a large initial "M".

## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Gardner Industrial Development Finance Authority

Term Length: 5 Years

Compensation:

Paid/Stipend: Volunteer

Amount: No

Appointment Type: Reappointment

Expiration Date: 6/24/2024

Gardner Residency Requirement: Yes (MGL)

Reporting Structure: Under the General Laws of the Commonwealth, the Gardner Industrial Development Finance Authority is a quasi-public agency which acts as its own independent authority, not subject to any other reporting structure in their operations unless outlined by other sections of the General Laws- some of which require approval of actions by the Executive Office of Housing and Livable Communities. While 4 of 5 members are appointed by the Mayor and confirmed by the Council, they are not subject to a reporting structure to the City.

Position Summary:

Members of the Gardner Industrial Development Finance Authority oversee the functions of the IDFA through their meetings to discuss various development projects within the City's Urban Renewal Districts.

## **SECTION 2: Appointee Information**

Name of Appointee: Magnus Carlberg

Statement of Qualification:

Mr. Carlberg has been serving as a member of the IDFA when he was first appointed by Former Mayor Agnelli on April 12, 1987 and then reappointed by former Mayor Hawke on June 1, 2015. Mr. Carlberg currently serves as the Executive Director of the Wachusett Business Incubator in partnership with Mount Wachusett Community College to help new entrepreneurs get their footing under them as their start their new business endeavors. Prior to this, he served for quite some time in the Department of Public Utilities. As a long-

Term Gardner Resident, Mr. Carlberg knows Gardner and has a strong drive to want to see it grow and succeed.

### SECTION 3: Administrative & Compliance Review

HR and Policy Training : Not applicable for Boards and Commission Members

Initial HR training and orientation completed? Not applicable for Boards and Commission Members

Annual HR training completed? Not applicable for Boards and Commission Members

City Employee Handbook received and signed? Not applicable for Boards and Commission Members

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

### SECTION 4: Signatures & Certification

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink that reads "Michael J. Pichalman". The signature is written in a cursive style with a large initial "M" and "P".

## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Gardner Industrial Development Finance Authority

Term Length: 5 Years

Compensation:

Paid/Stipend: Volunteer

Amount: No

Appointment Type: Reappointment

Expiration Date: 10/5/2022

Gardner Residency Requirement: Yes (MGL)

Reporting Structure: Under the General Laws of the Commonwealth, the Gardner Industrial Development Finance Authority is a quasi-public agency which acts as its own independent authority, not subject to any other reporting structure in their operations unless outlined by other sections of the General Laws- some of which require approval of actions by the Executive Office of Housing and Livable Communities. While 4 of 5 members are appointed by the Mayor and confirmed by the Council, they are not subject to a reporting structure to the City.

Position Summary:

Members of the Gardner Industrial Development Finance Authority oversee the functions of the IDFA through their meetings to discuss various development projects within the City's Urban Renewal Districts.

## **SECTION 2: Appointee Information**

Name of Appointee: Timothy Horrigan

Statement of Qualification:

Mr. Horrigan has served on the IDFA since February 10, 2010. As a local business owner, he brings a key perspective on making the City a more business friendly, and growing community. I anticipate the GRA to be a more active community partner moving forward with the amount of growth and development anticipated to be taking place in the City shortly.

SECTION 3: Administrative & Compliance Review

HR and Policy Training : Not applicable for Boards and Commission Members

Initial HR training and orientation completed? Not applicable for Boards and Commission Members

Annual HR training completed? Not applicable for Boards and Commission Members

City Employee Handbook received and signed? Not applicable for Boards and Commission Members

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Fubalan". The signature is written in a cursive style with a large initial "M".

January 13, 2026

RECEIVED

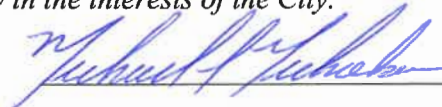
# Commonwealth of Massachusetts

2026 FEB -9 A 8:48  
Worcester County  
CITY CLERK  
GARDNER

City of Gardner

## CERTIFICATE OF APPOINTMENT

I appoint **Melissa MacDonald** to the position of **Building Commissioner**, and I certify that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

  
\_\_\_\_\_  
Mayor  
Michael J. Nicholson

Confirmed by City Council \_\_\_\_\_

\_\_\_\_\_  
City Clerk  
Titi Siriphan

Expires: January 13, 2027

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named Melissa MacDonald and made oath that he/she would faithfully and impartially perform the duties of the office of Building Commissioner according to law and the best of his/her abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

## SECTION 1: Position Details

Position Title: Commissioner

Department/Board/Commission: Building Department

Term Length: 1 year

Compensation:

Paid/Stipend: yes

Amount: \$87,908.74

Appointment Type: New appointment

Gardner Residency Requirement: No

Reporting Structure: e.g., Reports to the Mayor

Position Summary:

Oversees the operations of the Building Department and City Facilities

## SECTION 2: Appointee Information

Name of Appointee: Melissa MacDonald

Statement of Qualification:

Commissioner MacDonald recently completed her probationary period with the City. During this time, she has worked to clean up a lot of issues that existed in the Building Department and hired the staff needed to run the department in an efficient manner. She has made many recommendations to improve departmental efficiencies and improve the services that are provided to the public. She holds her certified building official certification from the Commonwealth.

## SECTION 3: Administrative & Compliance Review

HR and Policy Training

Initial HR training and orientation completed? Yes

Annual HR training completed? yes

City Employee Handbook received and signed? yes

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, reading "Michael J. Fichman". The signature is written in a cursive style with a large initial "M".

January 13, 2026

RECEIVED

*Commonwealth of Massachusetts*

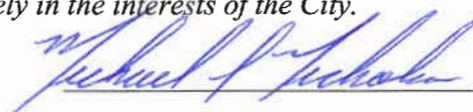
Worcester County

City of Gardner

2026 FEB -9 A 8:48  
CITY CLERK'S OFFICE  
GARDNER

**CERTIFICATE OF APPOINTMENT**

I appoint Jason Stevens to the position of Director of Community Development & Planning, and I certify that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: January 13, 2029

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named Jason Stevens and made oath that he/she would faithfully and impartially perform the duties of the office of Director of Community Development & Planning according to law and the best of his/her abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

## SECTION 1: Position Details

Position Title: Director

Department/Board/Commission: Department of Community Development and Planning

Term Length: 3 year

Compensation:

Paid/Stipend: yes

Amount: \$103,886.86

Appointment Type: Re-appointment

Gardner Residency Requirement: No

Reporting Structure: e.g., Reports to the Mayor

Position Summary:

Oversees the operations of the Department of Community Development and Planning, the City's Community Development Block Grant projects and funds, and the development projects performed by the City.

## SECTION 2: Appointee Information

Name of Appointee: Jason Stevens

Statement of Qualification:

Mr. Stevens has served as the City's Director of Community Development and Planning for just over a year now. In his year as Director, I have truly been impressed by the work he has done to modernize the department, clean up issues of the past, restore accountability to the department's work, and push the City and its projects forward. Having Mr. Stevens in the role has truly been one of the best things for the City, and I could not be happier with the work he has done. Prior to coming to the City, he served as the Marketing Director for the Greater Boston Chamber of Commerce.

## SECTION 3: Administrative & Compliance Review

HR and Policy Training

Initial HR training and orientation completed? Yes

Annual HR training completed? yes

City Employee Handbook received and signed? yes

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink that reads "Michael J. Fichalman". The signature is written in a cursive style with a large initial "M" and "F".

December 11, 2025

RECEIVED

# Commonwealth of Massachusetts

2026 Worcester County

City of Gardner

CITY CLERK'S OFFICE  
GARDNER, MA

## CERTIFICATE OF APPOINTMENT

I appoint **Christopher J. Black** to the position of **Police Officer** and I certify that in my opinion he is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council : \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: PERMANENT

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named **Christopher J. Black**, and made oath that he would faithfully and impartially perform the duties of the office of **Police Officer** according to law and the best of his abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

## **SECTION 1: Position Details**

Position Title: Police Officer

Department/Board/Commission: Police Department

Term Length: Permanent (MGL)

Compensation:

Paid/Stipend: paid

Amount: Union Contract Step Scale

Appointment Type: New appointment

Gardner Residency Requirement: No

Reporting Structure: e.g., Reports to the Police Chief

Position Summary:

Operates in a law enforcement capacity for the City, its residents, and guests, in accordance with the General Laws of the Commonwealth

## **SECTION 2: Appointee Information**

Name of Appointee: Christopher Black

Statement of Qualification:

Chris graduated from the Fitchburg State Police Program in September 2025. The program is relatively new and puts candidates on a track as a freshmen to graduate with a bachelor's degree and then move directly into the police academy. Chris is the first police officer from that program. Chris has completed his field training program and is currently assigned to the overnight shift. He lives in Gardner with his wife. He is a graduate of both Narragansett Regional High School and Fitchburg State University. Chris has been an excellent addition and is progressing well.

## **SECTION 3: Administrative & Compliance Review**

HR and Policy Training

Initial HR training and orientation completed? Yes

Annual HR training completed? yes

City Employee Handbook received and signed? yes

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Fichalman". The signature is written in a cursive style with a large initial "M".

RECEIVED

February 9, 2026

2026 FEB 12 A 10:00

**Commonwealth of Massachusetts**

**Worcester County**

**City of Gardner**

**CERTIFICATE OF APPOINTMENT**

I appoint **Michael King**, to the position of **Police Officer**, of the Gardner Police Department and I certify that in my opinion he is a person specially fitted by education, training, or experience to perform the duties of said office and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council: \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: Permanent

Worcester, ss., \_\_\_\_\_ 2026

Then personally appeared the above-named **Michael King** and made oath that he would bear true faith and allegiance to the United States of America and the Commonwealth of Massachusetts and would support the Constitution and laws thereof.

Before me,

\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

## SECTION 1: Position Details

Position Title: Police Officer

Department/Board/Commission: Police Department

Term Length: Permanent (MGL)

Compensation:

Paid/Stipend: paid

Amount: Union Contract Step Scale

Appointment Type: New appointment

Gardner Residency Requirement: No

Reporting Structure: e.g., Reports to the Police Chief

Position Summary:

Operates in a law enforcement capacity for the City, its residents, and guests, in accordance with the General Laws of the Commonwealth

## SECTION 2: Appointee Information

Name of Appointee: Michael King

Statement of Qualification:

Michael recently graduated the Western Massachusetts Police Academy in December 2025. He is currently in the field training program and doing very well according to his field training officers. Michael will be finishing the field training program in the next two weeks and will be assigned a permanent shift at that time. Michael lives in Gardner with his wife and three children.

## SECTION 3: Administrative & Compliance Review

HR and Policy Training

Initial HR training and orientation completed? Yes

Annual HR training completed? yes

City Employee Handbook received and signed? yes

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, reading "Michael J. Fichman". The signature is written in a cursive style with a large initial "M" and "F".

February 17, 2026

RECEIVED

2026 FEB 17

Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Ryan Coates, to the position of Sergeant, of the Gardner Police Department and I certify that in my opinion he is a person specially fitted by education, training, or experience to perform the duties of said office and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council: \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: Permanent

Worcester, ss., \_\_\_\_\_ 2026

Then personally appeared the above-named Ryan Coates and made oath that he would bear true faith and allegiance to the United States of America and the Commonwealth of Massachusetts and would support the Constitution and laws thereof.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

## **SECTION 1: Position Details**

Position Title: Police Sergeant

Department/Board/Commission: Police Department

Term Length: Permanent (MGL)

Compensation:

Paid/Stipend: paid

Amount: Union Contract Step Scale

Appointment Type: New appointment

Gardner Residency Requirement: No

Reporting Structure: e.g., Reports to the Police Chief

Position Summary:

Operates in a law enforcement capacity for the City, its residents, and guests, in accordance with the General Laws of the Commonwealth. Provides supervisory authority over patrol officers of the Gardner Police Department.

## **SECTION 2: Appointee Information**

Name of Appointee: Ryan Coates

Statement of Qualification:

Sgt. Coates has been with the Gardner Police Department since 2014. During his time with the Gardner Police Department, he has been a large asset for the City. He served for several years in the Detective Bureau of the Police Department, leading the units narcotics operations with his membership in the HIDTA DEA taskforce.

His promotion is one of the last promotions to utilize the former Civil Service list, as was agreed to by the collective bargaining units when the City removed the Police Dept from civil service a few years ago.

## **SECTION 3: Administrative & Compliance Review**

HR and Policy Training

Initial HR training and orientation completed? Yes

Annual HR training completed? yes

City Employee Handbook received and signed? yes

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Fichaloni". The signature is written in a cursive style with a large initial "M".

RECEIVED

February 17, 2026

2026 FEB 17 A 9:19

Commonwealth of Massachusetts

Worcester County  
GARDNER

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Derek Wight, to the position of Police Officer, of the Gardner Police Department and I certify that in my opinion he is a person specially fitted by education, training, or experience to perform the duties of said office and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council: \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: Permanent

Worcester, ss., \_\_\_\_\_ 2026

Then personally appeared the above-named Derek Wight and made oath that he would bear true faith and allegiance to the United States of America and the Commonwealth of Massachusetts and would support the Constitution and laws thereof.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

## **SECTION 1: Position Details**

Position Title: Police Officer

Department/Board/Commission: Police Department

Term Length: Permanent (MGL)

Compensation:

Paid/Stipend: paid

Amount: Union Contract Step Scale

Appointment Type: New appointment

Gardner Residency Requirement: No

Reporting Structure: e.g., Reports to the Police Chief

Position Summary:

Operates in a law enforcement capacity for the City, its residents, and guests, in accordance with the General Laws of the Commonwealth. Provides supervisory authority over patrol officers of the Gardner Police Department.

## **SECTION 2: Appointee Information**

Name of Appointee: Derek Wight

Statement of Qualification:

Officer Wight recently graduated from the Massachusetts Police Academy and is in the midst of his field training with the Gardner Police Department, in which he shadows a long term officer for a period of 10-weeks. During his time in the academy and his training, I have received strong reports on his performance from Chief McAvene and his peers and believe him to be a great addition to the department.

## **SECTION 3: Administrative & Compliance Review**

HR and Policy Training

Initial HR training and orientation completed? Yes

Annual HR training completed? yes

City Employee Handbook received and signed? yes

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

#### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink that reads "Michael J. Fichalman". The signature is written in a cursive style with a large initial "M" and "F".

December 11, 2025

RECEIVED

# Commonwealth of Massachusetts

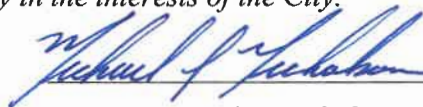
Worcester County

City of Gardner

2026 JAN -6 P 3:11  
CITY CLERK OFFICE  
GARDNER, MA

## CERTIFICATE OF APPOINTMENT

I appoint **Linda Rice** to the position of **Member, Historical Commission** and I certify that in my opinion she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council : \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: December 11, 2028

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named **Linda Rice**, and made oath that she would faithfully and impartially perform the duties of the office of **Historical Commissioner** according to law and the best of her abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

Linda M. Rice



November 10, 2025

Honorable Michael J. Nicholson  
95 Pleasant Street  
Room 125  
Gardner, MA 01440

Re: The Gardner Historical Commission

Dear Mayor Nicholson,

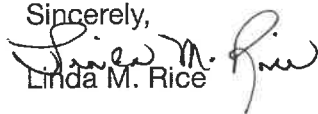
I would like your consideration for appointment to The Gardner Historical Commission.

I have lived in Gardner for 49 years. During this time I have served as former Principal of Prospect School as well as Sacred Heart School, President of the Gardner College Club, and a charter member of the Gardner Museum, Inc. From participating in these organizations, I learned about the history of Gardner from knowledgeable people like Mrs. Esther Moore, Warren Sinclair, Dr. David Russell, and Reverend Donald H. Baker.

My interest in historical preservation began as a young adult when my great-uncle wrote our family genealogy. I continue to maintain our family history to this day. When I attended Fitchburg State University, my major was Elementary Education and my minor was in Social Studies/Political Science with specialization in American History.

My intent as a member of the Gardner Historical Commission will be to assist in the preservation and protection of the historical assets of Gardner MA.

Sincerely,

  
Linda M. Rice

## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Historical Commission

Term Length: 3 years

Compensation:

Paid/Stipend: No

Amount: Volunteer

Appointment Type: Appointment

Gardner Residency Requirement: No

Reporting Structure: Reports to the Mayor and the Historical Commission

Position Summary:

The Gardner Historical Commission was established in 1973 for the preservation, protection and development of the historical and archaeological assets of the City of Gardner. The Historical Commission conducts research for places of historic or archaeological value, cooperates with the state archaeologist in conducting such research or other surveys, and seeks to coordinate the activities of other entities organized for similar purposes. For the purpose of protecting and preserving such places, the Commission may take such recommendations as it deems necessary to the city council and, subject to the approval of the city council, to the Massachusetts historical commission, that any such place be certified as a historical or archaeological landmark.

## **SECTION 2: Appointee Information**

Name of Appointee: Linda Rice

Statement of Qualification: Linda has been a resident of Gardner for almost 50 years. Her passion for local history began after reading her great-uncle's written family genealogy as a young girl. She has been an active member of the community serving as Principal of Prospect and Sacred Heart Schools, President of the Gardner College Club, and charter member of the Gardner Museum, Inc. Linda will bring great experience and dedication to the Historical Commission.

### **SECTION 3: Administrative & Compliance Review**

HR and Policy Training:

Initial HR training and orientation completed? Yes

Annual HR training completed? N/A

City Employee Handbook received and signed? N/A

Background check completed? Yes

Conflict of Interest: No

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements Training materials received? Yes

### **SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Fichaloni". The signature is written in a cursive style with a large initial "M".

December 11, 2025

RECEIVED

# Commonwealth of Massachusetts

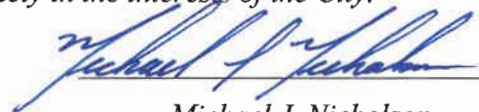
Worcester County

City of Gardner

2026 JAN -6 P 3:12  
CITY CLERK'S OFFICE  
GARDNER, MA

## CERTIFICATE OF APPOINTMENT

I appoint **Marcia White** to the position of **Member, Historical Commission** and I certify that in my opinion she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council : \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: December 11, 2028

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named **Marcia White**, and made oath that she would faithfully and impartially perform the duties of the office of **Historical Commissioner** according to law and the best of her abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

November 22, 2025

Michael Nicholson  
Mayor, City of Gardner  
City Hall  
95 Pleasant Street  
Gardner, MA 01440

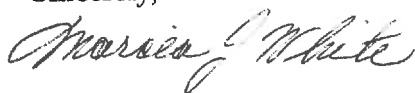
Dear Mayor Nicholson,

I am writing to request you to consider me for appointment to the Gardner Historical Commission.

I have resided in Gardner my entire life and am the 4<sup>th</sup> or 5<sup>th</sup> generation of my family to do so. Over the years I have developed a strong interest in the history of the city, its people and preservation of its buildings. Over the past few months I have attended and participated in meetings of the Historical Commission. I believe my position as a local history librarian and genealogist at the Levi Heywood Memorial Library, and knowledge of its holdings and resources, would be an asset to the Commission and its mission of preservation of buildings and spaces, be it public, private or commercial. I am willing to devote my time and knowledge to the Commission.

Please feel free to contact me at 978-632-8436 if you have any questions or to arrange an interview. Thank you for your consideration of my application.

Sincerely,



Marcia J. White



## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Historical Commission

Term Length: 3 years

Compensation:

Paid/Stipend: No

Amount: Volunteer

Appointment Type: Appointment

Gardner Residency Requirement: No

Reporting Structure: Reports to the Mayor and the Historical Commission

Position Summary:

The Gardner Historical Commission was established in 1973 for the preservation, protection and development of the historical and archaeological assets of the City of Gardner. The Historical Commission conducts research for places of historic or archaeological value, cooperates with the state archaeologist in conducting such research or other surveys, and seeks to coordinate the activities of other entities organized for similar purposes. For the purpose of protecting and preserving such places, the Commission may take such recommendations as it deems necessary to the city council and, subject to the approval of the city council, to the Massachusetts historical commission, that any such place be certified as a historical or archaeological landmark.

## **SECTION 2: Appointee Information**

Name of Appointee: Marcia White

Statement of Qualification: Marcia is a lifelong Gardner resident whose family has resided in Gardner for several generations. While not officially on the board, she has attended and participated in many historical commission meetings. She developed a strong interest in the City's history over the last several years and has served as the local history librarian and genealogist at the Levi Heywood Memorial Library. She will bring dedicated and spirited service to the commission.

**SECTION 3: Administrative & Compliance Review**

HR and Policy Training:

Initial HR training and orientation completed? Yes

Annual HR training completed? N/A

City Employee Handbook received and signed? N/A

Background check completed? Yes

Conflict of Interest: No

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements Training materials received? Yes

**SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Fichaloni". The signature is written in a cursive style with a large initial "M".

December 11, 2025

RECEIVED

2026 JAN -6 P 3:12

CITY CLERK'S OFFICE  
GARDNER, MA

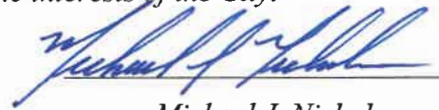
# Commonwealth of Massachusetts

Worcester County

City of Gardner

## CERTIFICATE OF APPOINTMENT

I appoint Ottavio Canu to the position of Member, Historical Commission and I certify that in my opinion he is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council : \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: December 11, 2028

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named Ottavio Canu, and made oath that he would faithfully and impartially perform the duties of the office of Historical Commissioner according to law and the best of his abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

*Oct. 20/25*

Dear Mayor Nicholson:

I am writing to ask you to consider me for an appointment to the Gardner Historical Commission.

In brief, I am a lifelong resident of Gardner with a passion for local history and genealogy. In the past few months, I have attended and participated in meetings of the Historical Commission and find myself with a renewed interest and passion for recording and preserving our shared history for the present and for generations to come. I believe my knowledge of the community would be an asset to the Commission's mission. I am retired, having been a carpenter since 1970 and member of the United Brotherhood of Carpenters and Joiners of America, and am willing to devote my time and talents to the Commission.

Please feel free to contact me at 978-895-2436 with any questions or to arrange an interview with you. Thank you very much for your consideration of my application.

Sincerely, *Ottavio Canu*

Ottavio Canu



## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Historical Commission

Term Length: 3 years

Compensation:

Paid/Stipend: No

Amount: Volunteer

Appointment Type: Appointment

Gardner Residency Requirement: No

Reporting Structure: Reports to the Mayor and the Historical Commission

Position Summary:

The Gardner Historical Commission was established in 1973 for the preservation, protection and development of the historical and archaeological assets of the City of Gardner. The Historical Commission conducts research for places of historic or archaeological value, cooperates with the state archaeologist in conducting such research or other surveys, and seeks to coordinate the activities of other entities organized for similar purposes. For the purpose of protecting and preserving such places, the Commission may take such recommendations as it deems necessary to the city council and, subject to the approval of the city council, to the Massachusetts historical commission, that any such place be certified as a historical or archaeological landmark.

## **SECTION 2: Appointee Information**

Name of Appointee: Ottavio Canu

Statement of Qualification: Ottavio is a lifelong resident of Gardner with a passion for local history. While not an official member, he has been an active participant with the Historical Commission. He is currently retired and has expressed interest in not only serving on the Commission, but assisting in furthering it's efforts in any way he can.

**SECTION 3: Administrative & Compliance Review**

HR and Policy Training:

Initial HR training and orientation completed? Yes

Annual HR training completed? N/A

City Employee Handbook received and signed? N/A

Background check completed? Yes

Conflict of Interest: No

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements Training materials received? Yes

**SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, appearing to read "Michael J. Fichaloni". The signature is written in a cursive style with a large initial "M".

11654  
11654

August 21, 2025

RECEIVED

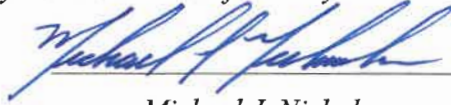
Commonwealth of Massachusetts

2025 AUG 21 P 2:12  
Worcester County  
CITY CLERK'S OFFICE  
GARDNER, MA

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Duncan Burns to the position of Member, Conservation Commission and I certify that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor  
Michael J. Nicholson

Confirmed by City Council \_\_\_\_\_

\_\_\_\_\_  
Titi Siriphan  
City Clerk

Expires: August 21, 2028

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named Duncan Burns and made oath that he/she would faithfully and impartially perform the duties of the office of Member, Conservation Commission according to law and the best of his/her abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Conservation Commission

Term Length: 3 years

Compensation:

Paid/Stipend: Yes

Amount: \$750/yr (member Stipend)

Appointment Type: Reappointment

Gardner Residency Requirement: No

Reporting Structure: e.g., Reports to the Mayor and the Conservation Commission

Position Summary: Oversees conservation projects and the enforcement of the Wetlands Protection Act and Ordinance in accordance with the General Laws and City Code.

## **SECTION 2: Appointee Information**

Name of Appointee: Duncan Burns

Statement of Qualification:

Mr. Burns has been serving on the City's Conservation Commission for several years, and has been very involved in the hands-on portions of the job, particularly with site visits and continuing education for the position. He was a local business owner in Gardner for years, as the owner of Burns Locksmith Company and has remained active in his role on the Conservation Commission and in other parts of the City as well.

## **SECTION 3: Administrative & Compliance Review**

HR and Policy Training

Initial HR training and orientation completed? Yes

Annual HR training completed? N/A

City Employee Handbook received and signed? N/A

Background check completed? Yes

Conflict of Interest

Any known conflicts under M.G.L. c. 268A? No

Open Meeting Law & Public Records Requirements

Training materials received? Yes

**SECTION 4: Signatures & Certification**

Mayor's Certification: I hereby certify that the information provided above is accurate to the best of my knowledge and that this appointment has been made in the best interest of the City of Gardner.

Signature:

A handwritten signature in blue ink, reading "Michael J. Johnson". The signature is written in a cursive style with a large initial "M".

11628

August 21, 2025

RECEIVED

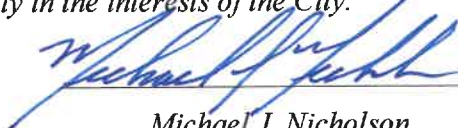
Commonwealth of Massachusetts

2025 AUG 21 P 2:14  
Worcester County  
CITY CLERK'S OFFICE  
GARDNER, MA

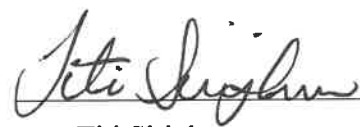
City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Greg Dumas to the position of Member, Conservation Commission and I certify that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

  
\_\_\_\_\_  
Michael J. Nicholson Mayor

Confirmed by City Council Feb. 17, 2026

  
\_\_\_\_\_  
Titi Siriphan City Clerk

Expires: August 21, 2028

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named Greg Dumas and made oath that he/she would faithfully and impartially perform the duties of the office of Member, Conservation Commission according to law and the best of his/her abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

11676

August 21, 2025

**RECEIVED**  
**Commonwealth of Massachusetts**

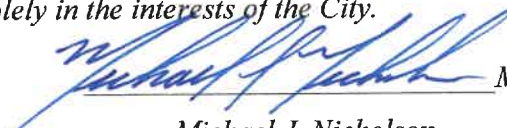
Worcester County

City of Gardner

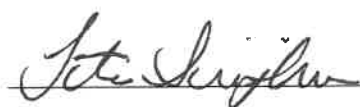
2025 AUG 21 P 2: 15  
CITY CLERK'S OFFICE  
GARDNER, MA

**CERTIFICATE OF APPOINTMENT**

I appoint **David Orwig** to the position of **Member, Conservation Commission** and I certify that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

  
\_\_\_\_\_  
Mayor  
Michael J. Nicholson

Confirmed by City Council Feb. 17, 2026

  
\_\_\_\_\_  
City Clerk  
Titi Siriphan

Expires: August 21, 2028

Worcester, ss., \_\_\_\_\_

Then personally appeared the above named **David Orwig** and made oath that he/she would faithfully and impartially perform the duties of the office of **Member, Conservation Commission** according to law and the best of his/her abilities.

Before me,  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received \_\_\_\_\_

11680

August 22, 2025

RECEIVED

Commonwealth of Massachusetts

Worcester County  
2025 AUG 22 A 11:53

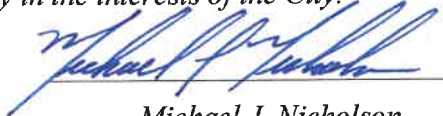
City of Gardner

CITY CLERK'S OFFICE  
GARDNER, MA


CERTIFICATE OF APPOINTMENT

I appoint Jim Bilodeau to the position of Member, Zoning Board of Appeals, and I certify

that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

  
\_\_\_\_\_  
Mayor  
Michael J. Nicholson

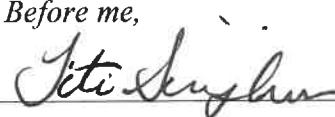
Confirmed by City Council Feb. 17, 2026

  
\_\_\_\_\_  
City Clerk  
Titi Siriphan

Expires: August 22, 2028

Worcester, ss., Feb. 17, 2026

Then personally appeared the above named Jim Bilodeau and made oath that he/she would faithfully and impartially perform the duties of the office of Member, Zoning Board of Appeals according to law and the best of his/her abilities.

Before me,  
  
\_\_\_\_\_  
City Clerk

Chapter 303 Acts of 1975  
and  
Chapter 409 Acts of 1983

Received   
\_\_\_\_\_



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

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February 26, 2026

Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: A Measure Approving the Job Description Change for the City's Human Resources Director

Dear Mr. President and Councilors,

Section 6 of Chapter 3 of the Code of the City of Gardner requires City Council approval for job description changes.

Attached, please find a proposal from the Administration to amend the job description for the Director of Human Resources removing oversight of the Greenwood Pool operations.

This accompanies an additional measure that adds these duties to the job description of the Youth Center Director.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

A MEASURE AUTHORIZING AN AMENDMENT TO THE JOB DESCRIPTION OF THE DIRECTOR  
OF HUMAN RESOURCES

ORDERED: That the attached job description of the Director of Human Resources be accepted and authorized as amended.

## HUMAN RESOURCES DIRECTOR

### **Position Purpose:**

Performs highly responsible professional and administrative work overseeing and administering the City's comprehensive human resources programs for municipal and school employees. Responsibilities include wage and salary administration, benefits administration including health, life, dental, and Medicare, unemployment administration, labor relations and collective bargaining, employee assistance programs, workers' compensation, recruitment and selection, performance management, disciplinary processes, personnel policies and procedures, training and development, and records management. Ensures compliance with all applicable federal, state, and local laws and regulations affecting personnel administration.

### **Supervision:**

*Supervision Scope:* Perform complex and responsible duties requiring independent judgment in ensuring compliance with applicable laws, collective bargaining agreements, and City policies. Participates in the development of management plans and programs at the city-wide level. Work regularly requires coordination across multiple departments and functional areas.

*Supervision Received:* The work is performed independently under the administrative direction of the mayor.

*Supervision Given:* Provides direct supervision to Human Resources Department staff including hiring, assigning work, evaluating performance, and providing coaching and discipline consistent with City policies. Provides general guidance to all department heads regarding matters of personnel policies, procedures, and best practices. Participates in administrative processes related to hiring, discipline, and termination of City and School employees.

### **Job Environment:**

Work is performed under typical office conditions within municipal facilities.

Operates computer, telephone, copier, and other standard office equipment.

Maintains frequent contact with employees, department heads, elected officials, job applicants, union representatives, legal counsel, consultants, insurance providers, and federal, state, and regional agencies. Contacts involve both routine matters and complex or sensitive issues requiring discretion, diplomacy, and sound judgment.

Has access to highly confidential information such as personnel records, labor negotiations, investigations, and legal matters.

Errors in judgment could result in significant legal liability, financial loss, operational disruption, or negative impact on employee morale and public trust.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Administers and oversees all human resources functions including recruitment, selection, onboarding, classification and compensation, employee relations, benefits administration, and compliance programs.

Develops and implements human resources policies, procedures, and programs consistent with federal and state law and City policy including ADA, FLSA, FMLA, HIPAA, MCAD, and EEO requirements.

Oversee recruitment and hiring activities including posting vacancies, screening applications, coordinating interviews, convening interview panels, administering examinations, coordinating pre-employment requirements, and overseeing new employee orientation.

Maintains centralized personnel records and ensures accuracy and compliance with reporting requirements.

Participates in collective bargaining including development of proposals, strategy support, contract administration, and grievance processes in collaboration with the mayor, department heads, and labor counsel.

Administers and maintains classification and compensation plans including reviewing job descriptions, salary structures, and recommending updates.

Ensures timely processing of personnel actions including hires, promotions, transfers, leaves, retirements, and separations.

Administers Civil Service processes and serves as liaison with the Civil Service Commission including maintaining required documentation and records.

Supports the annual budget process by ensuring accurate personnel and compensation projections.

Oversees employee benefits programs for active employees and retirees including health, dental, life, and Medicare programs.

Administers employee wellness programs, pre-employment physicals, and drug and alcohol testing programs.

Develops and coordinates employee training programs including compliance training and leadership development.

Conducts or oversees workplace investigations including harassment and employee relations matters.

Serves as the City's designated representative for compliance areas including workers' compensation, ADA, FMLA, FLSA, EEO, and related programs.

Serves as a strategic partner to department leadership in promoting effective workforce management and equitable employment practices.

Maintains awareness of emerging trends, laws, and best practices in public sector human resources.

Attends City Council meetings as needed regarding personnel matters.

Performs similar or related duties as required.

### **Recommended Minimum Qualifications:**

#### Education, Training and Experience:

Bachelor's degree in human resources, Public Administration or related field with ten years of increasingly responsible local government management, human resources and labor relations experience that includes supervisory experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. A Master's degree is preferred. Coursework in employment law is helpful.

#### Special Requirements:

Valid Driver's License  
Certifications in SPHR or PHR is desired.

#### Knowledge, Ability and Skill:

*Knowledge:* Maintains knowledge of personnel administration programs; insurance, safety and loss control principles; human resources trends. Practical knowledge of city management and the mandates affecting human resources in local government. Practical knowledge of administrative, managerial and supervisory practices and techniques. Thorough knowledge of the principles, practices, regulations, and applicable Federal and State laws relating to personnel administration in the public sector. Thorough knowledge of position classification, compensation and benefits, recruitment, selection, training, risk management, safety practices, and labor relations. Knowledge and understanding of FMLA, ADA, FLSA, COBRA, Affirmative Action, Equal Opportunity Employment, and HIPAA. Knowledge of legal and legislative practices in MA.

*Ability:* Ability to interact in a positive and effective manner with personnel at all levels. Ability to demonstrate objectivity, sensitivity, and a balanced perspective regarding employee concerns and organizational expectations. Ability to communicate clearly and concisely, in writing and

orally. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports. Ability to interpret and analyze union contracts.

*Skill:* Strong interpersonal and negotiation skills. Proficiency with computer systems and common office software applications. Strong organizational and problem solving skills.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to work at a desk; regularly communicate with City/School employees and applicants to identify and exchange information; regularly move about inside the office to access file cabinets and office machinery; traverse stairs. The employee must occasionally lift and/or move objects weighing up to 25 pounds, such as supplies, folders and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Ability to discern numerical details such as pay scales. Ability to operate a motor vehicle to attend business meetings.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

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February 26, 2026

Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: A Measure Approving the Job Description Change for the City's Youth Center Director

Dear Mr. President and Councilors,

Section 6 of Chapter 3 of the Code of the City of Gardner requires City Council approval for job description changes.

Attached, please find a proposal from the Administration to amend the job description for the Youth Center Director adding oversight of the Greenwood Pool operations.

This accompanies an additional measure that removes these duties to the job description of the Director of Human Resources.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

A MEASURE AUTHORIZING AN AMENDMENT TO THE JOB DESCRIPTION OF THE YOUTH  
CENTER DIRECTOR

ORDERED: That the attached job description of the Youth Center Director be accepted  
and authorized as amended.

<b>Job Title:</b>	<b>Director of Youth Center Services</b>
<b>Position Status:</b>	<b>Exempt</b>
<b>Report to:</b>	<b>Mayor</b>
<b>Date:</b>	<b>February 2026</b>

**Position Purpose:**

The Director of Youth Center Services is responsible for the overall management, planning, and daily operations of the City's Youth Center, which serves students in grades 6 through 12. The Director will develop and implement engaging programs, supervise staff and volunteers, foster partnerships with schools and community organizations, and ensure a safe, inclusive, and supportive environment for all youth participants.

**Supervision:**

*Supervision Scope:* Performs a variety of very responsible functions requiring the exercise of judgment, initiative and discretion in dealing with the public and in interpreting and applying relevant state laws and city ordinances.

*Supervision Given:* The Director of Youth Center Services provides direct supervision to departmental staff and volunteers including assigning work, monitoring performance, and ensuring programming is completed in a safe, timely, and efficient manner.

*Supervision Received:* Works under general direction of the Mayor, referring specific problems to supervisor only when clarification or interpretation of policy or procedure is required. Works according to established department and city policies and procedures, standards, or special directives, instructions and intent.

**Job Environment:**

Majority of work is performed indoors with possible exposure to weather extremes of hot and cold temperatures and inclement weather. Work may be performed outside of normal business hours and on the weekends.

Operates standard office equipment to include personal computer, calculator, telephone, copier, etc. Operates miscellaneous equipment relating to position specific programming.

Make frequent contact with school age children, parents, school department, community groups, vendors, and all other persons/organizations associated with the duties of the position.

Has access to department-related confidential information.

Errors could result in danger to public, personal injury, confusion, delay or loss of services, and cause adverse public relations, and have financial and/or legal repercussions.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of*

*work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Oversee the daily operations of the Gardner Youth Center, including program planning, scheduling, staffing, and facility management.
- Develop and implement afterschool, evening, and occasional weekend programs that support academic achievement, social-emotional growth, recreation, and life skills development.
- Recruit, train, supervise, and evaluate a team of youth center staff, part-time employees, and volunteers.
- Establish and maintain strong relationships with local schools, youth-serving organizations, city departments, and community stakeholders.
- Manage the Youth Center's budget, including purchasing, expense tracking, and seeking out grant funding or sponsorship opportunities.
- Ensure the Youth Center operates in compliance with all applicable city, state, and federal regulations, including safety and health codes.
- Maintain accurate record and provide reports on program attendance, outcomes, and community impact.
- Promote the Youth Center through outreach, marketing campaigns, and social media.
- Serve as a mentor and positive role model for youth, encouraging participation, leadership, and personal development.
- Serves as the Pool Facilities Manager for the City. Oversees the operations of the pool facility. Processes all facilities related repair requests and work orders. Responds to inquiries from staff and personnel via phone, email, and in person concerning maintenance issues. Analyze and take corrective action on reported and preventative pool facility maintenance issues. Schedules pool usage. Coordinates and schedules the work of repair staff. May assist and train personnel.

### **Recommended Minimum Qualifications:**

#### Education, Skills and Experience:

Bachelor's degree in Education, Social Work, Recreation, Public Administration, or a related field. Minimum of 3-5 years of progressively responsible experience working with youth in an educational, recreational, or community setting. Master's degree in a related field and familiarity with the Gardner community and regional youth resources preferred.

#### Special Requirement:

Possession of a valid motor vehicle operator's license.  
CPR/First Aid Certification (or willingness to obtain upon hire).

#### Knowledge, Ability and Skill:

*Knowledge:* Thorough working knowledge of applicable Massachusetts General Laws, city ordinances and town bylaws. Thorough knowledge of principles and practices of youth development, positive youth engagement, and trauma-informed programming. Working knowledge of adolescent social, emotional, and behavioral development. Knowledge of program planning, implementation, and evaluation methods. Knowledge of applicable federal and Massachusetts laws, regulations, and policies related to youth services, including child safety, mandated reporting requirements, CORI/SORI compliance, and public procurement requirements.

*Ability:* Ability to develop, implement, and evaluate comprehensive youth programming that meets diverse community needs. Ability to supervise, train, and evaluate full-time, part-time, and volunteer staff. Ability to establish and maintain effective working relationships with youth, families, school officials, community partners, elected officials, and the public. Ability to manage a departmental budget, monitor expenditures, and pursue grant and alternative funding opportunities. Ability to exercise sound judgment, discretion, and decision-making in sensitive situations involving minors.

*Skill:* Skills in operating above-mentioned equipment. Excellent problem-solving skills. Strong leadership and team-building skills. Program development and strategic planning skills. Financial management and organizational skills. Grant writing and fundraising skills. Interpersonal and community engagement skills. Crisis intervention and problem-solving skills. Proficiency in standard office software and data tracking systems.

#### Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Frequent light to moderate physical effort is generally required in performing duties. Very good mobility and physical conditioning required to spend the majority of shift actively engaging in programming and using hands to operate all tools and equipment. Ability to talk and hear sounds. Regularly lifts up to 30 pounds; occasionally lifts and/or moves objects weighing up to 100 pounds. Accesses all levels of structures/offices. Vision and hearing at or correctable to normal ranges.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference checks; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

*The City of Gardner is an EOE/AA employer: Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.*

**SUPPLEMENTAL RULES**  
**GARDNER CITY COUNCIL STANDING COMMITTEE ON APPOINTMENTS**  
*Revised February 10, 2026*

To ensure a timely, orderly, and transparent appointment process, the following supplemental rules are hereby established:

**I. ANNUAL ORGANIZATIONAL REVIEW**

At the start of each calendar year, the Committee shall convene to:

1. Audit the current list of municipal Appointees.
2. Identify all existing vacancies.
3. Forecast all upcoming term expirations for the year.
4. Discussion and approval of standing committee rules.

**II. DOCUMENTATION & REQUIREMENTS**

1. **Deadline Compliance:** Strict adherence to required documentation submission and deadlines is required for an Appointee to be considered.
2. **Reappointment Notice:** Certificates of Reappointment must be filed with the City Clerk between 60 and 90 days prior to the current term's expiration. An Appointee serves in their role until they are either replaced or reappointed. The Mayor has the executive authority to submit a reappointment before the stated expiration date. If confirmed, the reappointment establishes a new term beginning on the date the most recent appointment is filed.
3. **Required Documentation:** Appointees shall be considered only upon receipt of a completed Certificate of Appointment and Appointment Detail Form.
4. **Information Disclosures:** All submissions must include the Appointee's educational background, professional experience, or any specific skills required by the City Charter for the applicable office or position.
5. **Term & Contact Information:** Appointment term beginning and expiration dates, and the Appointee's contact information (phone number, email), shall be provided to the Chair and maintained by the Mayor.
6. **Appointment Consideration Procedure:**
  - 1) The Mayor shall maintain and regularly update a list of pending and upcoming appointments. The list shall be available for the Chair to review regularly and include the current appointment term's expiration date.
  - 2) The Mayor shall provide the Chair with the required documentation (II., 3.) for all re- and new appointments, and within the specified timeframe for reappointments (II., 2.). A resume or other relevant supporting documentation may be provided if applicable. All documentation shall be submitted together.
  - 3) Once the Mayor has submitted the required documentation, the Chair shall assume all documentation for the Appointee has been provided and may schedule the Appointee for consideration at a Committee meeting.
  - 4) The Clerk shall contact all Appointees regarding meeting attendance and shall notify the Chair as soon as possible, but no fewer than 5 business days prior to the 48-hour posting requirement, of those Appointees attending in person and those submitting letters (III., 2.). The Clerk shall include Appointee letters in the meeting packet with all documentation pertaining to their appointment.
  - 5) Meeting agenda notices shall be posted in compliance with the 48-hour posting requirement. The meeting packet shall be posted together with the meeting agenda notice, including all required and applicable documentation at the time of posting.
7. **Appointment Finalization Procedure:** The Clerk shall provide the standing committee with the fully completed Certificate of Appointment for review and to be placed on file.

### **III. TWO-MEETING DELIBERATION PROCESS**

#### **1. General Requirement**

Except by unanimous vote of the Members present, all appointments shall follow the two-meeting deliberation process outlined below, unless the Committee determines that additional time is necessary.

#### **2. Meeting 1 – Interview & Inquiry**

Purpose: Direct engagement with the Appointee and initial vetting.

- Appointees under consideration for part-time or full-time paid positions, including paid Board, Committee, or Department roles, are required to attend this meeting.
- Appointees under consideration for unpaid positions shall either attend this meeting or submit a letter to the Committee for inclusion in the meeting packet. The Committee may conduct follow-up inquiries as needed.

#### **3. Meeting 2 – Final Recommendation**

Purpose: Committee deliberation and formal vote on a recommendation.

### **IV. PROCEDURAL GOVERNANCE**

In matters not covered by these Supplemental Rules, the Committee shall follow the Rules of the Gardner City Council. These Rules supplement the City Charter. Appointing authorities are encouraged to submit documentation promptly to avoid gaps in municipal service. The Committee shall review these Supplemental Rules at the first meeting of each calendar year; upon approval, they remain in effect and may be amended as needed.