

**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:** Tuesday, February 10, 2026  
**Time:** 5:30 PM  
**Location:** City Council Chambers, 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)

- October 14, 2025

III. INTERVIEW OF THE FOLLOWING APPOINTEES

**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.

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

IV. RESIGNATIONS

V. DISCUSSION ON APPOINTEE(S)

**11628** - A Measure Confirming the Mayor's Appointment of Greg Dumas, to the position of Conservation Commission Member, for a term expiring August 21, 2028.

**11646** - A Measure Confirming the Mayor's Appointment of David Orwig, to the position of Conservation Commission Member, for a term expiring August 21, 2028.

**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

**11680** - A Measure Confirming the Mayor's Appointment of Jim Bilodeau, to the position of Zoning Board of Appeals Member, for a term expiring August 22, 2028.

VI. COMMUNICATIONS

**11784** - Department Head Job Description Review

VII. DISCUSSION ON APPOINTMENTS COMMITTEE RULES

VIII. DISCUSSION ON APPOINTMENT DETAIL FORM

IX. DISCUSSION ON THE CURRENT STATUS OF APPOINTMENTS

X. 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 OCTOBER 14, 2025

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The Appointments Committee meeting was called to order by Chair Dana Heath at 4:45 p.m. Appointments Committee Members Councilors Brad Heglin and Elizabeth Kazinskas were present.

Also present were Mayor Mike Nicholson, Assistant City Clerk Jayen Kumar, and appointees Josh Cormier, Jonathan Zlotnik, Judy Mack, and Philip Baczewski.

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**

- September 24, 2025

Councillor Kazinskas proposed an amendment to *Section IV, Discussion on Appointments Committee Rules*, adding specific language that was discussed during the September 24, 2025 meeting.

On a motion made by Councilor Heglin and seconded by Councilor Kazinskas, it was voted to approve the minutes as amended.

3 yeas, motion passes.

After the motion occurred, Councillor Kazinskas added that the Appointments Committee Meeting packet for this meeting did include the new template from Mayor Nicholson, however, it did not include the expiration dates for the appointees, which was requested to be added to this template at the September 24, 2025 meeting. She clarified that she had reached out to the Mayor for this information, which was provided. Councillor Kazinskas had copies of the information that was provided, which was then given to the rest of the Committee members.

A 5-minute recess was called for, so this information could be reviewed.

The meeting was then called back to order.

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**II. Interview of the Following Appointees**

**11643 - A Measure Confirming the Mayor's Appointment of Joshua Cormier, to the position of Director of Purchasing/Civil Enforcement, for a term expiring August 21, 2028.**

Mayor Nicholson outlined Director Cormier's professional background and experience working within municipal government, emphasizing his familiarity with purchasing procedures, contract management, and compliance with applicable laws and regulations.

Director Cormier discussed his experience working in municipal operations and explained his understanding of the responsibilities associated with overseeing purchasing functions and civil enforcement. He stated that he is committed to transparency, efficiency, and fiscal responsibility in municipal purchasing, and emphasized the importance of ensuring that procurement processes are fair, competitive, and compliant with state law. He further noted the role of the Purchasing and Civil Enforcement Department in supporting other departments across the City, maintaining accountability, and protecting the City's financial interests. He expressed appreciation for the opportunity to serve and stated that he looks forward to continuing to work collaboratively with City leadership, department heads, and the City Council.

Committee members thanked Mr. Cormier for his remarks and indicated that they were satisfied with his qualifications and experience. No additional questions were raised.

**11653 - A Measure Confirming the Mayor's Appointment of Jonathan Zlotnik, to the position of Redevelopment Authority Member, for a term expiring August 21, 2030**

**11657 - A Measure Confirming the Mayor's Appointment of Jonathan Zlotnik, to the position of Industrial Development Finance Authority Member, for a term expiring August 22, 2030**

Mayor Nicholson reported on the appointments of Jonathan Zlotnik to the Redevelopment Authority and the Industrial Development Finance Authority, noting that both appointments are five-year terms governed by state statute. He explained that it has been longstanding practice for members of the Redevelopment Authority to also serve on the Industrial Development Finance Authority to ensure continuity and informed decision-making regarding development projects and financing opportunities.

Appointee Zlotnik spoke on how he has served as State Representative for Gardner and surrounding communities for approximately thirteen years. He explained that when approached by Mayor Nicholson regarding these appointments, he felt the roles aligned well with the work he has focused on throughout his legislative career. He discussed his experience working on a wide range of development projects, from small-scale

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redevelopments to large commercial, industrial, and residential initiatives, and noted that he has been involved in projects from inception through completion.

Committee members spoke in support of Appointee Zlotnik's appointment, citing his extensive experience, knowledge of state programs, and longstanding working relationship with the City. Several members expressed appreciation for his continued service to Gardner and indicated their intent to support both appointments.

**11652 - A Measure Confirming the Mayor's Appointment of Judy Mack, to the position of Redevelopment Authority Member, for a term expiring August 21, 2030**

**11656 - A Measure Confirming the Mayor's Appointment of Judy Mack, to the position of Industrial Development Finance Authority Member, for a term expiring August 22, 2030**

Mayor Nicholson reported on the appointments of Judy Mack to the Redevelopment Authority and the Industrial Development Finance Authority, noting that both appointments are five-year terms governed by state statute. He explained that while City ordinances generally provide for three-year appointments, state law establishes five-year terms for these authorities. He added that Councillor Mack has been actively involved in the Gardner community throughout her life, beginning with early employment at the Levi Heywood Memorial Library, followed by a long career with Gardner Public Schools as a teacher and guidance counselor, and more recently through her service on the City Council.

Councillor Mack said that she has served as a City Councillor for six years and is currently Chair of the Public Welfare Committee and a member of the Finance Committee. She discussed her interest in continuing the work of the Redevelopment Authority, including the importance of regularly reviewing and updating the City's urban renewal plan to ensure it reflects the evolving needs of the community. She spoke about the significance of ongoing redevelopment efforts and referenced the redevelopment of Rear Main Street as an example of collaboration between the Redevelopment Authority and the Community and Economic Development Department to stimulate economic growth and address housing needs. She stated that through her work on the City Council, she has demonstrated a willingness to work diligently, ask questions, and approach issues independently while remaining open to change and focused on the City's future.

Committee members spoke in support of Councillor Mack's appointment, citing her long-standing commitment to Gardner, her professional background in education, her experience as a City Councillor, and her understanding of the City's needs.

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**11670 - A Measure Confirming the Mayor's Appointment of Robert O'Keefe, to the position of Information Technology Director, for a term expiring August 22, 2028**

Mayor Nicholson reported that Information Technology Director Robert O'Keefe had been notified of the meeting but was not present. The Committee agreed that the item should remain on the agenda.

**11648 - A Measure Confirming the Mayor's Appointment of Philip Baczewski, to the position of Youth Commission Member, for a term expiring August 21, 2028**

Mayor Nicholson highlighted Mr. Baczewski's extensive involvement with youth in the community through sports, mentoring, and social work, noting his long-standing commitment to Gardner's children and families. He stated that Mr. Baczewski's experience, leadership, and dedication make him well-qualified to serve on the Youth Commission.

Mr. Baczewski introduced himself and provided an overview of his background, noting his work in youth sports, coaching, and mentoring for over two decades. He described his professional experience as a social worker, including child protection investigations and adoption casework, and noted his ongoing involvement with programs such as Monty Tech athletics, Boy Scouts, and veterans' services. Mr. Baczewski spoke about his passion for advocating for children, supporting their development, and providing opportunities for youth in Gardner to thrive. He discussed his coaching philosophy, emphasizing the development of character and resilience in young people over winning games, and highlighted his understanding of Gardner's changing demographics and the need to provide inclusive opportunities for all children. Mr. Baczewski expressed his enthusiasm for working with the Youth Commission to revitalize its programs and ensure meaningful engagement with the City's youth.

The Committee expressed appreciation for Mr. Baczewski's experience, dedication, and commitment to youth development. Members noted his strong connection to the community, acknowledged his professional and volunteer contributions, and stated their intent to support his appointment to the Youth Commission.

**III. Resignations**

Mayor Nicholson informed the Committee that there were two resignations to report. The first being the administrative assistant from the Board of Health Department, whose position is currently posted. The other being the Board of Health Director, whose position will be posted soon.

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IV. Discussion on Appointees

**11653 - A Measure Confirming the Mayor's Appointment of Jonathan Zlotnik, to the position of Redevelopment Authority Member, for a term expiring August 21, 2030**

**11657 - A Measure Confirming the Mayor's Appointment of Jonathan Zlotnik, 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 yeas, motion passes.

**11652 - A Measure Confirming the Mayor's Appointment of Judy Mack, to the position of Redevelopment Authority Member, for a term expiring August 21, 2030**

**11656 - A Measure Confirming the Mayor's Appointment of Judy Mack, to the position of Industrial Development Finance Authority Member, for a term expiring August 22, 2030**

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

3 yeas, motion passes.

**11643 - A Measure Confirming the Mayor's Appointment of Joshua Cormier, to the position of Director of Purchasing/Civil Enforcement, 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 yeas, motion passes.

**11670 - A Measure Confirming the Mayor's Appointment of Robert O'Keefe, to the position of Information Technology Director, for a term expiring August 22, 2028**

On a motion made by Councilor Kazinskas and seconded by Councilor Heglin, it was voted to keep the item on the agenda.

3 yeas, motion passes.

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**11648 - A Measure Confirming the Mayor's Appointment of Philip Baczewski, to the position of Youth Commission 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 yeas, motion passes.

**11649 - A Measure Confirming the Mayor's Appointment of Frances Lemieux, to the position of Cultural Council Member, for a term expiring August 21, 2028.**

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

Councillor Heglin noted that this item, and the rest of the items on the agenda are reappointments. Mayor Nicholson had submitted reports for all these appointees, and Councillor Heglin expressed his support of these.

Councillor Kazinskas expressed her agreement and added that all these appointees are qualified for their respective positions.

3 yeas, motion passes.

**11650 - A Measure Confirming the Mayor's Appointment of Kathleen Deal, to the position of Cultural Council 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 yeas, motion passes.

**11668 - A Measure Confirming the Mayor's Appointment of Stephen Cormier, to the position of Housing Authority Member, for a term expiring August 22, 2028.**

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

3 yeas, motion passes.

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**11664 - A Measure Confirming the Mayor's Appointment of Scott Huntoon, to the position of Historical Commission Member, for a term expiring August 22, 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 yeas, motion passes.

**11663 - A Measure Confirming the Mayor's Appointment of Chris Pera, to the position of Historical Commission Member, for a term expiring August 22, 2028.**

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

3 yeas, motion passes.

**V. Communications from the Mayor**

**11698 - Correspondence from the Mayor regarding a Letter from the Appointments Committee Regarding the use of the title "Department of Inspectional Services"**

Mayor Nicholson addressed that the Committee had asked questions regarding a letterhead a Department Head had used. He clarified that it was changed by the Department Head but has since been rectified.

Councillor Heglin noted his gratefulness to receive this communication and is happy it has been resolved.

On a motion made by Councilor Heglin and seconded by Councilor Kazinskas, it was voted to recommend the communication to the full Council.

3 yeas, motion passes.

**VI. Discussion on Appointments Committee Rules**

Councillor Kazinskas noted that with all the information and documents received, she would like time to absorb the information and revisit this.

On a motion made by Councilor Kazinskas and seconded by Councilor Heglin, it was voted to keep the item on the agenda.

3 yeas, motion passes.

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**VII. Adjournment**

On a motion made by Councilor Kazinskas and seconded by Councilor Heglin, it was voted to adjourn at 5:57 p.m.

DRAFT

Appointments Committee Meeting Sept 10

RECEIVED

2025 SEP -5 A 11: 44

CITY CLERK'S OFFICE  
GARDNER, MA

From Mayor <Mayor@gardner-ma.gov>

Date Fri 9/5/2025 10:35 AM

To Jayen Kumar <jkumar@gardner-ma.gov>; Jenny Guercio <jguercio@gardner-ma.gov>; Titi Siriphan <tsiriphan@gardner-ma.gov>

Cc Dana Heath <dheath@gardner-ma.gov>

Dear Mr. Chair and Appointment Committee Members,

Below, please find information on the appointees who have been submitted for your review at your upcoming meeting.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

**Jonathan Zlotnik- Gardner Redevelopment Authority (New Appointment) and Gardner Industrial Finance Authority (New Appointment)**

Volunteer Positions.

Representative Zlotnik has served as the City's Representative to the General Court since his first election in 2012. He has worked directly with the City's administration to navigate various state processes, programs, and initiatives to help further Gardner's advancement, enabling the City to work toward a stronger future. With the amount of ways in which both the Redevelopment Authority and the Industrial Finance Authority interact with various state laws, processes, procedures, and agencies, I truly believe he would be a large benefit to these boards and am happy to put forward his appointment.

**Judy Mack- Gardner Redevelopment Authority (New Appointment) and Gardner Industrial Finance Authority (New Appointment)**

Volunteer Positions.

Councilor Judy Mack has served the City for decades in various roles and position. From her time as a Page at the Levi Heywood Memorial Library, to her role as a teacher and guidance counselor at Gardner High School, and now as a Councilor At-Large, she has always found various ways to serve this City and its residents and move the City in a forward direction. I have truly enjoyed our conversations on how to move Gardner forward and create new avenues for positive changes in Gardner and I believe that attitude and perspective will play a key role on these boards to bring a new mindset to their thinking.

**Joshua Cormier- Director of Purchasing and Civil Enforcement (Re-Appointment)**

Salaried Position.

Director Cormier has served the City for several years in various different capacities. He served on the City's School Committee from 2000 to 2004, City Council from 2006 to 2013, Economic Development Coordinator from 2013 to 2016, Assistant Director of Community Development from 2016 to 2019, and has been serving as the City's Director of Purchasing and Civil Enforcement since 2019. He recently became re certified as a Massachusetts Certified Public Purchasing Official (MCPPO) and has done a great job at streamlining the department's

processes and making the City's bidding and contracting processes more efficient to provide a better service to the City.

**Robert O'Keefe- Director of Technology (Re-Appointment)**

Salaried Position.

Mr. O'Keefe has served in this position since the Department was initially created in 2012. Since then he has done an amazing job at updating the City's technology and transforming the City into a 21<sup>st</sup> century working environment. This not only streamlines the processes for City Hall operations but then, in turn, also provides a more effective and efficient service to the City's residents. Director O'Keefe has also been recognized by the Commonwealth's Executive Office of Technology Services and Security as a recipient of the 2025 Massachusetts Excellence in Technology Award for Cybersecurity and Risk Management and will be honored at a ceremony at the Thomas Menino Convention Center on September 18<sup>th</sup> for the work he has done to protect our network.

**Philip Baczewski- Member, Youth Commission (New Appointment)**

Volunteer Position.

Mr. Baczewski is a new appointee who has expressed strong interest in joining the City's Youth Commission. He has extensive experience in working with the City's youth population through his previous employment with the Department of Children and Families, his various coaching roles for youth sports, a prior staff member at Monty Tech High School, and now through his work as a social worker for the Disabled American Veterans facility in Gardner. As a Gardner Resident, he truly exemplifies what it means to give back to your community and I am excited to see what he brings to this role.

**Frances LeMieux- Member, Cultural Council (Re-appointment)**

Volunteer Position.

Mrs. LeMieux has served as an art teacher in Gardner Public School for over a decade. I asked her for her willingness to serve on the Cultural Council to bring a perspective from someone who is involved in the fine arts as well as a way to increase the committees outreach to the younger residents of the City through her involvement in the school system. She has always been interested in getting involved in the City and is a very talented artist herself. The General Laws of the Commonwealth only allow members of the Cultural Council to serve no more than two consecutive three-year terms. This appointment is being filed for Mrs. Lemieux's second and final term on the Cultural Council.

**Kathleen Deal- Member, Cultural Council (Re-Appointment)**

Volunteer Position.

Mrs. Deal has continuously been an active member of the Gardner community and brings with her a wealth of knowledge and network of those in the area through her previous employment with the North Central Massachusetts Chamber of Commerce and North Central Massachusetts Development Corporation, and now with her own private business that she owns and operates. A Gardner resident, she brings both a strong knowledge of the community, coupled with the knowledge of different programming offered by the Commonwealth and other organizations with her that would largely benefit the work of the Cultural Council. The General Laws of the Commonwealth only allow members of the Cultural Council to serve no more than two consecutive three-year terms. This appointment is being filed for Mrs. Deal's second and final term on the Cultural Council.

**Stephen Cormier- Member, Gardner Housing Authority Board of Directors (Re-Appointment)**

Volunteer Position.

Mr. Cormier is completing his first three-year term on the Board of Directors for the Gardner Housing Authority. Over the course of this appointment, I have been very happy with the reports

I have received of the perspective he brings to the table from the other members of the Board and the Housing Authority's Director. As a former firefighter and member of the planning board, Mr. Cormier has dedicated much of his adult life to the people of Gardner and continues and furthers his service in this way. The Housing Authority Board has oversight over the operations of the Gardner Housing Authority and their staff. While technically a state agency under the jurisdiction of the Executive Office of Housing and Livable Communities, this board provides local oversight over the Authority's interactions with its tenants and serves as the appointing authority for the Authority's director. The board is made of 4 individuals appointed by the Mayor and 1 individual appointed by the governor.

**Scott Huntoon- Member, Historical Commission (Re-Appointment)**

Volunteer Position.

Mr. Huntoon has been serving as a member of the Historical Commission since 2012. In the 13 years he has served in this capacity, he has done a lot of work to make sure the City's history is preserved and remembered for generations to follow. As the Chair of the Board of Directors of the Gardner Museum, he has also helped with efforts to be collaborative in the functions of both of these organizations to be sure that they work together to tell the story of the City.

**Chris Pera- Member, Historical Commission (Re-Appointment)**

Volunteer Position.

Mr. Pera has served as a member of the City's Historical Commission since 2008 and currently serves as its chair. Through his work as a surveyor he has worked to bring that knowledge into the work of the commission and has even undertaken the task of creating 3D scan models of the various historic buildings around the City. He was been a real asset to the City and has received excellent reviews from his fellow commissioners in this role.

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**RE: Term Expiration Dates & Packet Correction - 10/14 Appointments Committee**

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**From** Mayor <Mayor@gardner-ma.gov>

**Date** Tue 10/14/2025 12:01 PM

**To** Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>

**Cc** Titi Siriphan <tsiriphan@gardner-ma.gov>; Jayen Kumar <jkumar@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>

 3 attachments (544 KB)

Fwd: [EXTERNAL] Appointments Committee drafted form; Appointment Committee Request for Additional Information Document; R OKeefe Corrected Page 34 of Packet 14Oct25.pdf;

Good Morning Councilor Kazinskas,

Thank you for your email. The information you requested is here below.

| Name             | Position              | Expiration Date |
|------------------|-----------------------|-----------------|
| Jonathan Zlotnik | GRA                   | New Appointment |
| Jonathan Zlotnik | IDFA                  | New Appointment |
| Judy Mack        | GRA                   | New Appointment |
| Judy Mack        | IDFA                  | New Appointment |
| Joshua Cormier   | Purchasing Director   | 10/11/2025      |
| Robert O'Keefe   | IT Director           | 7/18/2026       |
| Philip Baczewski | Youth Commission      | New Appointment |
| Frances LeMieux  | Cultural Council      | 8/30/2025       |
| Kathleen Deal    | Cultural Council      | 8/30/2025       |
| Stephen Cormier  | Housing Authority     | 12/7/2025       |
| Scott Huntoon    | Historical Commission | 9/13/2025       |
| Chris Pera       | Historical Commission | 9/13/2025       |

As always, I am happy to provide additional information to the Council when requested. I do want to state through that while the topic of expiration dates came up in the Committee's discussions, Chairman Heath send the form without this information in the form the following day, September 25<sup>th</sup> (here attached), and I did not think it was my place as mayor to interpret the committee's discussions outside of what my office was being requested from the Committee's Chair following the meeting where this was discussed, which is why this information was not included in the initial submissions for this meeting.

Additionally, while these appointments are being reviewed by the Committee now, they were originally submitted to the Council on August 21, 2025. As I have said before on several occasions, the Administration, with the help of the Appointments Committee, has been working on making sure our appointments are updated and up to date. Once this latest batch of appointments is completed, I believe we will – finally – be at the point where we can start

to plan ahead for the 60-90 day timeline that was discussed at the September 24<sup>th</sup> meeting, but wasn't a part of the discussion when these appointments were originally submitted for review or when these appointments were originally scheduled for review on September 10 before that meeting was canceled. Moving forward, the Administration will do its best to keep within that timeframe to assist in the Committee's operations. However, just for the sake of the record, the Administration has received legal opinions both from Late Solicitor Flick and current Solicitor Pusateri that confirm that an appointee continues in their role until either replaced or re-appointed, and that it falls within the Mayor's executive authority to submit a re-appointment of an official earlier than the stated expiration date the doing of which simply updates the appointees new term from the date of the most recent appointment filing upon confirmation.

The City's Human Resources Director and I have both sent our feedback on the form to Chairman Heath, and the Chairman has informed me that he has requested the law department opine on the form and its contents from both the feedback from Director Morse and I and the conversations had about it at the September 24<sup>th</sup> meeting. I figured this was worth mentioning as this is why Director Morse requested not to sign the forms yet until this review was done.

Thank you also for pointing out the error on Director O'Keefe's form. That has been corrected and is herein attached.

Best,

Mike Nicholson

**From:** Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>

**Sent:** Monday, October 13, 2025 9:10 AM

**To:** Mayor <Mayor@gardner-ma.gov>

**Cc:** Titi Siriphan <tsiriphan@gardner-ma.gov>; Jayen Kumar <jkumar@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>

**Subject:** Term Expiration Dates & Packet Correction - 10/14 Appointments Committee

**Importance:** High

Dear Mayor Nicholson,

Thank you for including trial template information for your appointees in the October 14th Appointments Committee meeting packet.

I respectfully request that you provide the expiration date of each appointee's current term to the Appointments Committee prior to the October 14th meeting, and moving forward for all appointees. As you may recall, during the Appointments Committee's discussion on the Committee's rules at the most recent meeting on September 24th, Chair Heath mentioned this addition to the template twice and I voiced my support for it. The Committee also discussed the value of including a window of 60-90 days prior to the expiration date of an appointment, to allow sufficient time for review and reappointment processes.

Additionally, it appears that information from Director Cormier's reappointment is part of Director O'Keefe's reappointment trial template information? The information in question is highlighted on the attachment, page 34 of the October 14th Committee meeting packet, for your reference.

Thank you for your attention to these matters, and for your continued efforts to improve the appointments process.

Best,  
Lizzy

**Elizabeth Kazinskas**  
**Councillor at Large**  
**Gardner City Council**  
(978) 337-1533  
[ekazinskas@gardner-ma.gov](mailto:ekazinskas@gardner-ma.gov)

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*Economic & Community Development Committee, Chair*  
*Appointments Committee, Member*  
*Capital Improvement Planning Committee, Council Designee*  
*Community Development Block Grant Steering Committee, Council Designee*  
*Constituent Services & Community Outreach, Council Liaison*  
*Master Plan Steering Committee, Member*

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**From:** Jayen Kumar <[jkumar@gardner-ma.gov](mailto:jkumar@gardner-ma.gov)>  
**Sent:** Thursday, October 9, 2025 10:20 AM  
**To:** CityCouncil <[CityCouncil@gardner-ma.gov](mailto:CityCouncil@gardner-ma.gov)>  
**Subject:** Appointments Committee Meeting - October 14, 2025 - 4:45 PM

President Tyros and Councillors,

Please find the agenda link for the Appointments Committee Meeting: [https://gardner-ma.gov/AgendaCenter/ViewFile/Agenda/\\_10142025-4667](https://gardner-ma.gov/AgendaCenter/ViewFile/Agenda/_10142025-4667)

Regards,  
Jay

Jayen Kumar  
Assistant City Clerk  
City of Gardner  
95 Pleasant Street, Room 121  
Gardner, MA 01440  
Phone: 978-630-4058  
Fax: 978-630-2589

January 13, 2026

RECEIVED

*Commonwealth of Massachusetts*

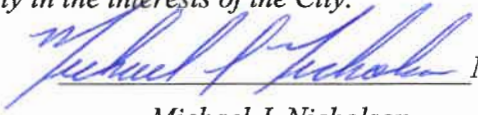
*Worcester County*

*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.

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

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

January 13, 2026

RECEIVED

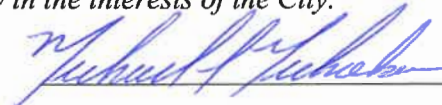
# Commonwealth of Massachusetts

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".

August 21, 2025

RECEIVED

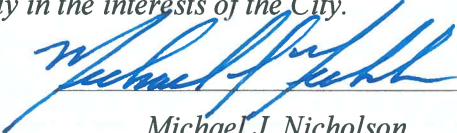
Commonwealth of Massachusetts

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.

 Mayor  
Michael J. Nicholson

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

\_\_\_\_\_  
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 \_\_\_\_\_

## **SECTION 1: Position Details**

Position Title: Member

Department/Board/Commission: Conservation Commission

Term Length: 3 years

Compensation:

Paid/Stipend: Yes

Amount: \$1,000/yr (Chair 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: Greg Dumas

Statement of Qualification:

Mr. Dumas currently serves as the Chair of the Conservation Commission and was originally appointed to the commission in September of 2010. During his time as Chair, Mr. Dumas has done an excellent job at making sure the commission thoroughly reviews all items that come before it, including undertaking professional development classes to make sure he and the commission are up to date on the latest rules and regulations regarding conservation in the Commonwealth. I have been very impressed with his work in this position and am happy to put forward his re-appointment.

## **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, appearing to read "Michael J. Fichaloni". The signature is written in a cursive style with a large initial "M".

11676 11646

August 21, 2025

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

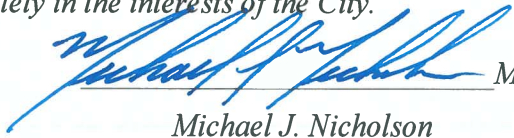
Worcester County 2025 AUG 21 P 2:15

City of Gardner

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 \_\_\_\_\_

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

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 \_\_\_\_\_

## 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: David Orwig

Statement of Qualification:

Dr. Orwig has been serving on the City's Conservation Commission since 2014 and has been an integral part of the commission's discussions.

Dr. Orwig currently works as Senior Ecologist at the Harvard Forest. His research interests encompass various aspects of forest ecology and ecosystem science, with particular emphasis on dendroecology and the role of land use history and disturbance on forest composition and structure. His doctoral dissertation focused on the responses of co-occurring tree species to various disturbances and included studies of radial growth, ecophysiology, canopy recruitment, and successional dynamics of oak-pine forests in Virginia. He has examined the composition, structure, and radial growth dynamics in many old-growth forests, including northwestern and southeastern Pennsylvania, the southern Appalachians, the Shawangunk Mountains of New York, and Wachusett Mountain in Massachusetts. More recently, Orwig has integrated stand, community, landscape, and ecosystem approaches in examining the ecological consequences of invasive insect pests in forests of southern New England.

He holds a Bachelor of Science in Biology from Rochester Institute of Technology, a Master of Science in Ecology from Pennsylvania State University, and a Doctor of Philosophy (PhD) in Ecology from Pennsylvania State University.

### **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, appearing to read "Michael J. Fichman". 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 of Gardner*

CITY CLERK'S OFFICE  
GARDNER, MA

**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 \_\_\_\_\_

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

Titi Siriphan

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".

August 22, 2025

RECEIVED

Commonwealth of Massachusetts

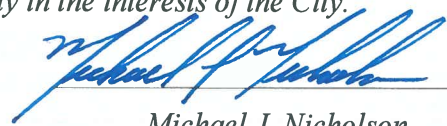
Worcester County

City of Gardner

2025 AUG 22 A 11:53  
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 \_\_\_\_\_

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

Expires: August 22, 2028

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

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 \_\_\_\_\_

## SECTION 1: Position Details

Position Title: Member

Department/Board/Commission: Zoning Board of Appeals

Term Length: 3 years

Compensation:

Paid/Stipend: Yes

Amount: \$750/yr (member Stipend)

Appointment Type: New appointment

Gardner Residency Requirement: No

Reporting Structure: e.g., Reports to the Mayor and the Chair of the ZBA

Position Summary: Oversees requests for variances and special permits relating to the City's zoning ordinance, in accordance with the General Laws of the Commonwealth and the City Code.

## SECTION 2: Appointee Information

Name of Appointee: James Bilodeau

Statement of Qualification:

Mr. Bilodeau has extensive years of corporate business experience with his work overseeing a regional McDonald's franchise prior to his retirement. During this work, he oversaw the construction and expansion of area restaurants and sat on the other side of the table dealing with zoning codes and business connections. I believe his experience will bring a great perspective to the ZBA as someone who has worked to put the current regulations into practice before and knows how they may be hindbersome to business.

## 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, appearing to read "Michael J. Fichman". The signature is written in a cursive style with a large initial "M".



**Gardner City Council**

**GEORGE TYROS**

Council President

January 27, 2026

Appointments Committee Members  
Gardner City Hall  
95 Pleasant Street  
Gardner, MA 01440

**RE: Department Head Job Description Review**

Dear Chair Heath,

During the Special Search Committee for the City Auditor meeting on November 24, 2025, testimony was provided indicating that department head job descriptions were reviewed and modified during the department head Working Group sessions.

Per City Code § 3-6(B), any changes to the job description of a department head position require approval by a majority vote of the City Council to become effective.

The Appointments Committee is requested to review all current department head job descriptions and, to ensure compliance with § 3-6(B), present them to the full Council for approval.

Best Regards,

George Tyros  
Council President

**SUPPLEMENTAL RULES**  
**GARDNER CITY COUNCIL STANDING COMMITTEE ON APPOINTMENTS**  
*Revised January 28, 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.

**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.
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, and 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 a scheduled meeting, 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.

**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.