



April 10, 2026

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

RE: A Measure Accepting the Job Description of a New Chief of Staff Position for the Mayor’s Office

Dear Mr. President and Councilors,

Over the past year, there have been several discussions regarding the way facilities staff is managed and overseen throughout the City’s buildings. This discussion, coupled with the foreseen tighter budget years, lead to a larger discussion regarding ways efficiencies can be better increased and improved upon to save time, energy, and funding by having a centralized point person overseeing vital functions that are currently scattered and decentralized.

As such, I am submitting my proposal for the creation of a Chief of Staff position within the Mayor’s Office. This position will replace the existing Executive Aide position that currently exists within my office.

The proposed Chief of Staff role builds upon the existing Executive Aide duties by creating a position capable of assuming a broader and more elevated level of responsibility within the Mayor’s Office. This would allow for certain day-to-day functions to be placed under a more experienced and qualified professional to independently manage complex operational and strategic executive-level tasks that currently require direct mayoral involvement. It is important to note that while an elevated level of responsibility will be given, all final executive decision-making authority will remain with the Mayor. All department heads will also still have full access to the Mayor with this position allowing for an additional resource for department heads in the assistance they are looking for.

The intention of the proposed Chief of Staff position is to function as a senior-level partner to the Mayor with the main objectives to advance strategic city priorities, improve operational efficiency, and ensure consistent execution of City initiatives. Notably, the Chief of Staff would serve as the central point of coordination for departmental and City projects, providing operational oversight, guidance, and assistance. Designating a single, experienced professional to oversee interdepartmental coordination, the City will be better positioned to manage complex projects, respond proactively to emerging issues, and ensure fiscal and operational compliance. During my State of the City Address in 2024, while addressing the Maki Park issue and other issues that arose in the Community Development Department, I promised to come up with new ways to increase direct oversight from my office on the City’s larger projects and utilize this increased accountability measure to break down the silos that can easily arise between departments when working on projects. I believe the creation of this position and addition of these duties adds this level of protection and accountability to the largest projects we undertake.

In addition to the elevated responsibilities, the Chief of Staff would directly manage three critical areas that have long required a centralized project manager:

- **Facilities Management:** The Chief of Staff will directly oversee and coordinate facilities operations, including supervision of the City maintenance staff and management of the associated budget. This centralized oversight will improve planning, prioritization, and cost-efficiency across all municipal buildings and maintenance operations. Prior to the switch to the Building Department, the oversight of facilities operations had fallen under the Mayor’s Office until a

change was made in the early 2010s. This position allows us to return to that model, ensuring operational equity and efficiency for municipal buildings through a centralized management contact.

- **Communications:** The Chief of Staff will be responsible for the City's communications channels and strategy, ensuring that messaging across social media, press releases, the City's website, and notification systems is consistent, professional, and centralized. This centralization will not only enhance transparency and resident engagement but will professionalize the City's image and modernize operations. If an item is being posted and published by the City, it should be a vetted, consistent message that puts forward the same information no matter where it is posted. Currently, communication duties are assigned and performed but not centralized, leading to different verbiage and content being posted in various platforms with large potential to lead to inconsistencies.
- **Waterford Street Community Center:** The Chief of Staff will serve as the main point of contact and oversee operations of the Waterford Street Community Center. This position will manage the logistics of all construction and facilities projects, coordinating with existing and prospective tenants, assist the Senior Center with any needs, track financials associated with the center, and perform all other duties relating to the day-to-day operations of the center. This important project has lacked an internal central project manager which the creation of this position establishes. This position would also oversee coordination with any outside groups looking to utilize space in the building for various initiatives and projects and coordinate the calendar of events for the shared spaces of the building.

The discussions that have taken place over the last few years have shown that these three critical areas are all in need of a centralized project manager who can ensure they move forward in a coordinated, professional, and efficient manner.

Beyond operational improvements, establishing this position is also an investment in the professionalization of the Mayor's Office and the City as a whole. The Chief of Staff role is structured to attract and retain a highly qualified candidate with significant experience in municipal government, project management, and executive leadership. In the attached job description, I have added the requirement to obtain a Massachusetts Certified Public Purchasing Official (MCPPO) designation. This further ensures the high level of expertise in procurement and compliance. While the City's Purchasing Department oversees all procurement operations of the City, having someone with this designation overseeing aspects of a project while it is on-going allows for further compliance with all relevant laws and regulations that the City is to abide by. An executive level professional with municipal government experience will allow for crucial support and guidance for our department heads who keep our city running every day.

Ultimately, the creation of a Chief of Staff position will enhance the City's ability to operate efficiently, respond to challenges, and deliver on its priorities. The creation of this position represents a forward-looking approach to municipal management that emphasizes coordination, professionalism, and strategic leadership.

I have not been shy of stating that I believe the upcoming budget year and those after it are going to have an increased level of difficulty with them that the City has not seen in a few years due to various cost increases and funding level concerns from the federal government. It is because of those reasons that I believe that this position is needed now more than ever. We have seen what happens through decentralized systems when things fall through the cracks and time gets wasted while decisions need to be made and costs go up. We have made significant improvements project oversight and have seen how job duty consolidation, professionalization, and oversight have exponentially increased the efficiencies of of the City's Community Development and Planning Office- this brings that same goal to a full City-wide

basis. We need to be sure we are doing everything we can to keep tasks, operations, and projects on time, within budget, and now pushed aside eventually leading to the need for increased funding. This level of oversight brings an additional check to make sure the City is operating in the best and most efficient manner possible.

Per the requirements of the City Code, I have attached a proposed job description for this position for your review, combining the existing Executive Aide job description with the additional duties listed above. I look forward to working with the City Council as the review of this item moves forward.

Thank you,

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

Michael J. Nicholson
Mayor, City of Gardner

A MEASURE AUTHORIZING THE JOB DESCRIPTION FOR THE POSITION OF CHIEF OF STAFF
TO BE HOUSED IN THE OFFICE OF THE MAYOR

VOTED: That the job description for Chief of Staff, here attached, be approved and accepted under the provisions of section 6 of Chapter 3 of the Code of the City of Gardner.

Job Title:	Chief of Staff
Position Status:	Exempt
Report to:	Mayor
Date:	April 2026

Position Purpose:

Under the direction of the Mayor, this position serves in a Chief of Staff–style capacity, providing senior-level coordination, strategic planning support, and executive administration for the day-to-day operations of the City of Gardner Executive Department. The position supports and advances the Mayor’s strategic goals and objectives by overseeing executive department relations, coordinating planning and outreach efforts, and ensuring the delivery of accurate, consistent, and positive communications regarding City programs and services. This role facilitates engagement and coordination with community members, civic and non-profit organizations, businesses, public bodies, elected officials, and City staff to strengthen awareness, alignment, and effective governance.

Supervision:

Supervision Scope: Performs highly responsible administrative, managerial, and strategic functions requiring independent judgment, discretion, and initiative. Interprets policies, directives, and objectives of the Mayor and implements them across City operations.

Supervision Received: Works under the general direction of the Mayor, with considerable latitude for independent action. Matters of major policy or unusual complexity are reviewed with the Mayor.

Job Environment:

Work is performed primarily in an office setting with frequent interaction with City departments, elected officials, union representatives, contractors, community organizations, and the public. The position requires extensive communication, coordination, and discretion. The role has access to confidential and sensitive information, including labor relations matters, contract negotiations, personnel issues, and executive decision-making.

Errors in judgment or execution could result in operational disruption, labor relations challenges, financial impacts, or reputational harm to the City.

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.)

Works directly with the Mayor on all City projects and initiatives overseen by the Executive Department.

Works directly with the Mayor in the oversight of City departments and labor relations with

collective bargaining units.

Performs a variety of duties requiring a high degree of precision, discretion, and knowledge of Executive Department operations.

Performs duties involving advanced computer knowledge and utilization.

Maintains files, compiles statistics, and posts and maintains general and confidential records.

Performs phone duties and provides services to the public entering the Executive Department.

Performs outreach, coordination, and support duties as directed by the Mayor.

Serves as the Mayor's Designee for bargaining with City employment unions and collective bargaining units, as directed.

Provides overall leadership and strategic oversight of all City facility operations and staff; directs and coordinates maintenance, custodial services, and facilities-related projects; and works closely with department heads to develop schedules, set priorities, and ensure efficient, compliant, and cost-effective operation of all municipal facilities.

Serves as Special Projects Coordinator for large-scale City initiatives; collaborates with department heads and key stakeholders to oversee project planning, implementation, and progress; and ensures projects advance in a timely manner with appropriate oversight, performance tracking, and accountability to the Mayor's Office.

Oversees operations at the City's Community Center and serves as the primary liaison between the Mayor's Office and building tenants; coordinates maintenance work, space scheduling, and leaseholder relations; and acts as the primary contact for all construction, renovation, and fit-out projects, including coordination with contractors.

Provides executive-level leadership over media relations, public messaging, public relations, social media, crisis communications, and policy messaging; acts as a public-facing spokesperson for the City as directed by the Mayor; leads interdepartmental communications coordination; and ensures consistent, accurate, and timely internal and external messaging aligned with City and Mayor's Office priorities.

Serves as the primary point of contact for contractors working on City projects; coordinates with the Purchasing Office to ensure compliance with procurement laws and contract requirements; and conducts regular check-ins to monitor progress, address issues, and provide status updates to the Executive Department.

Assists in municipal budget preparation and implementation.

Coordinates the operating departments of the City in conformance with Mayoral directives.

Receives, tracks, and responds to inquiries from City Councilors directed to the Executive Department.

Receives, processes, and manages correspondence received by the Mayor.

Responds to general inquiries from the public and refers matters to appropriate departments, commissions, or individuals when necessary.

Serves as liaison to City Councilors on matters relating to the Executive Department.

Assists in the planning, coordination, and organization of Mayoral functions and meetings.

Researches and organizes information for Mayoral speeches, presentations, reports, and briefing materials.

Serves on boards and committees at the discretion of the Mayor.

Assists in strategic planning initiatives and implementation.

Coordinates and research issues as delegated by the Mayor.

Performs general constituent services.

Works collaboratively with State and Federal officials, City Council, and local businesses.

Performs all other duties and responsibilities necessary to maintain the efficient operation of the Executive Department, as assigned by the Mayor.

Recommended Minimum Qualifications:

Education, Skills and Experience:

Bachelor's degree in Public Administration, Business Administration, Communications, Political Science, or a related field is preferred. A minimum of five (5) to seven (7) years of progressively responsible experience in municipal government, public administration, executive management, communications, facilities management, or a related field is required, or an equivalent combination of education, training, and experience.

Special Requirement:

Must possess the ability to maintain confidentiality and handle sensitive information with discretion. Must be able to attend meetings outside of normal business hours as required. Must obtain MCPPO designation from the Office of the Inspector General within one (1) year of appointment, if applicable. Must possess a valid Massachusetts driver's license.

Knowledge, Ability and Skill:

Knowledge: Knowledge of municipal government operations, local, state, and federal laws and regulations, collective bargaining processes, labor relations, public finance, procurement requirements, and public records and open meeting laws. Knowledge of public communications, media relations, crisis communications, and strategic planning principles. Knowledge of facilities operations and project coordination within a municipal environment.

Ability: Ability to plan, organize, and coordinate complex initiatives across multiple City departments. Ability to exercise sound judgment, discretion, and confidentiality in sensitive matters. Ability to communicate effectively with elected officials, department heads, union representatives, contractors, community organizations, and the general public. Ability to prioritize competing demands in a fast-paced executive environment. Ability to interpret and implement Mayoral directives and policy objectives.

Skill: Strong organizational and time-management skills. Excellent written, verbal, and public presentation skills. Demonstrated skill in research, analysis, and report preparation. Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and database systems; familiarity with municipal financial or ERP systems such as MUNIS is a plus. Skill in relationship-building, negotiation support, and interdepartmental coordination.

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.

While performing the duties of this job, the employee is required to sit; frequently required to communicate, talk and hear; occasionally must walk, and must be able to handle, or feel objects, tools, or controls. The employee seldom must lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges to read documents and analyze data. This position requires the ability to operate a keyboard at efficient speed.

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.



Memorandum

To: City Council Finance Committee
From: Michael J. Nicholson, Mayor
Date: April 23, 2026
Subject: Chief of Staff Position – Follow up

Dear Finance Committee Members,

At the most recent Finance Committee meeting on April 14th, I submitted the proposed Chief of Staff job description along with the respective salary ordinance. Several comments and questions from Councilors arose during the initial discussion of this proposal which I have spoken to, in detail, below.

The position, title, and responsibilities of Chief of Staff is very common in Mayors’ Offices throughout the Commonwealth. In Massachusetts, out of 47 Mayors’ Offices, 31 have a Chief of Staff position. If you do not count Cambridge and Lowell (due to their unique forms of government) that is 31/45 who have Chief’s of Staff—representing 68% of Mayors’ Offices. The remaining offices have “one-off” positions that are equivalent to Chief of Staff under a different name (e.g. Chief Operating Officer, Chief of Operations, etc.). There are three Mayors’ Offices who have no equivalent position. (See attached).

Chiefs of Staff generally act as senior-level project coordinators who assist the Mayor in a variety of areas. There is a clear distinction between Chief of Staff positions and the duties of the Mayor. The position is meant to strengthen the Mayor’s oversight and increase the capacity over the projects and initiatives overseen by the City. A Chief of Staff is a senior-level support position for a Mayor—not a position with independent authority. Chiefs of Staff are given direction by the Mayor to carry out a specific function or project with the Mayor remaining the final decision maker in all cases.

General daily and monthly duties typically include (but not limited to):

- Interdepartmental/City project coordination
- Troubleshooting small to large, day-to-day operational issues across the organization
- Implementation of city-wide policies, procedures, and practices
- Provide day-to-day operational guidance to department heads and staff
- Assistance with the Annual Operating Budget, implementation of the Annual Capital Improvement Plan, and other high-level financial matters
- Advise on, assist with, and implement the Mayor’s/City’s strategic short-, medium-, and long-term priorities
- Serve as liaison with City Council, state/federal legislative delegation, and other state/federal contacts on a variety of issues
- Support labor relations, collective bargaining, hiring, and other personnel related matters

While Chiefs of Staff have general duties (as listed above), many are tailored for (or adapt to) the specific needs of the City/Town and organization. After five years as Mayor, I have an acute understanding of where our limitations and opportunities lie at an executive level. Based on my experience, as well as feedback from the City Council and department heads, the areas that would be specific to Gardner are the Waterford Community Center, Communications, Facilities Oversight, and Grant Management. I have addressed each of these in more detail below on how these specific, additional responsibilities would ensure operational efficiency and provide cost saving measures.

Waterford Community Center

- Provide a centralized point of contact for scheduling, tenant relations/issues, department questions/concerns, historical knowledge, maintenance oversight, and all other items
- Allow us to properly monetize the space while keeping within its original intent
- Adequately address deferred or emergency maintenance which can cost tens of thousands of dollars
- Properly plan, track progress, and update stakeholders and public on a regular basis
- Work to actively engage tenants, one-time special uses, and public to fully utilize the building
- Proactively engage vendors and contracts ensuring compliance with procurement laws and budgeting efficiently
- Manage contractors and provide oversight on obtaining quotes that are cost efficient and advantageous to the building and City
- Work to identify internal strategies or programs providing external assistance to defray operational costs such as maintenance, utilities, etc.

Communications

- Directly manage all communication channels including the City's website, social media pages, notification systems (text, call, email, etc.), City signage, press releases, and media relations
- Identify vendors and services that are both operationally and financially efficient for the resident and City, respectively
- Ensure a consistent and reliable message is being provided to residents and stakeholders across the organization on all communication channels
- Create marketing materials such as flyers, banners, brochures, and other advertisements internally, saving on costs to be designed by professional contractors

Facilities Oversight – As mentioned, this position will simply serve as the day-to-day oversight and coordinator for the current Facilities Maintenance Manager and facilities operations. The intent is to centralize oversight of facilities within the Mayor's Office to ensure smooth and efficient operations. All final decision-making authority is retained by the Mayor.

- Oversee the day-to-day operations of maintenance alongside the Maintenance Manager through weekly meetings, constant updates, and SOPs
- Manage the City's Building Maintenance annual operating budget ensuring it is being spent efficiently and in accordance with all applicable laws
- Assist the Mayor in the hiring and review of the Maintenance Manager and other maintenance personnel to ensure operational efficiency and consistency as well as overall compliance
- Provide the Mayor with weekly (and emergency) updates on all items relating to maintenance
- Creation of Standard Operating Procedures (SOPs) which provide operational efficiency and financial savings; ensuring we are being proactive over reactive

- Ensure that all building maintenance operations are performed and equipment is purchased in line with the long-term strategic needs and priorities of the City

Grant Management

- Facilities meeting with consultants to gather all necessary application materials required of the City
- Identify, monitor, and report on grant activities city-wide to stakeholders and public
- Work on the day-to-day operations with outside grant consultants ensuring the City receives its full scope of work within contract
- Ensuring scope of grants are being used/applied for in conjunction with other City funding to prevent duplication which minimizes grant impact and lessens usefulness of taxpayer dollars
- Compose an annual grant plan for the City that is aligned with strategic goals and priorities
- Directly assist with smaller grants outside the scope/capacity of departments or consultants
- Ensure all required reporting and compliance is done on time to prevent loss of grant funds

Combining the duties of Waterford Community Center, Communications, Facilities Oversight, and Grant Management allows the City to have one centralized coordinator rather than several new or existing positions that continue the operational fragmentation and miscommunication. While stipends and new positions are something to be considered to cover these many duties—such as a Waterford stipend, Communications Director, Grants Manager, or others—it would likely cost more than the adjusted salary request for this existing position. The goal and intent of this proposal is to be both operationally and financially efficient.

In addition to streamlining and improving internal efficiency, the new position and adjusted salary reflect the increased demands on Mayor's Office that come with a City growing as much as Gardner is currently. In the last hiring round for Executive Aide, we received no candidates with direct municipal experience—let alone management experience.

The additional duties, technical requirements, and higher level of responsibility assigned all fall in line with the adjusted salary. We have worked together on several job description adjustments to existing positions for similar reasons including the Economic Development and Finance Manager, Human Resources Manager, and others. It is important that the City find where efficiencies can be increased that assist the City in saving money in the long term and simply allow us to work better.

This proposal does not remove authority from the Mayor, rather it provides additional and clarified responsibilities to ensure the centralization of projects and operational efficiency. It is not my intention to change my current management style, decrease access to department heads or Councilors, or provide any mayoral authority to anyone other than myself. It is my belief that the Mayor should be directly involved in and aware of the day-to-day operations of the City and it will always remain that way as long as I serve.

In conclusion

We as a City, have worked together to constantly adapt and respond to the needs of not just the present—but the future. This proposal and position responds, in a fiscally and operationally responsible way, to several crucial needs we currently have now and will continue to have in the future.

The Waterford Community Center project is moving forward and will only continue to get more complex and demanding. This project, which we have all worked incredibly hard on, comes with

increased, sustained responsibilities and requires centralized oversight and management to continue its success. Communications is an ever changing and intricate responsibility which requires constant adaptation to reach residents where they are in the moment. It is a function that we cannot ignore and have a responsibility to our residents to handle in a 21st century fashion. Facilities will only continue to grow older and require more streamlined oversight. It is an area that needs to be brought back into the executive's office to ensure critical and sensitive duties, funding, and projects are handled correctly and proactively. Grants will remain a critical funding source in a community like Gardner as budgets get tighter. A centralized point person to help implement an area where details are crucial and planning is imperative is more important than ever.

Thank you for your consideration of this additional information. I welcome any additional questions you may have.

Respectfully,

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

Michael J. Nicholson

Mayor

CITY	Position Title
Agawam	Chief of Staff
Amesbury	Chief of Staff
Attleboro	Legal Specialist
Beverly	Chief of Staff
Boston	Chief of Staff (FORM A)
Braintree	Chief of Staff & Director of Operations
Brockton	Chief of Staff
Cambridge	N/A
Chicopee	Chief of Staff
Easthampton	No Equivalent
Everett	Executive Director of City Services
Fall River	Chief of Staff
Fitchburg	Chief of Staff
Frammingham	Chief Operating Officer
Gardner	Executive Aide
Gloucester	Chief Administrative Officer
Greenfield	Chief of Staff
Haverhill	Chief of Staff
Holyoke	Mayor's Aide
Lawrence	Chief of Staff
Leominster	Mayoral Aide (2)
Lowell	N/A
Lynn	Chief of Staff
Malden	Administrative Officer
Marlborough	Chief of Staff
Medford	Chief of Staff
Melrose	Chief of Staff
Methuen	Chief of Staff
New Bedford	Chief of Staff
Newburyport	Chief of Staff
Newton	Chief of Staff / Chief of Operations
North Adams	No Equivalent
Northampton	Chief of Staff
Peabody	Chief of Staff
Pittsfield	Director of Administrative Services
Quincy	Chief of Staff / Director of Operations
Revere	Chief of Staff
Salem	Chief of Staff
Somerville	Chief of Staff
Springfield	Chief of Staff
Taunton	Chief of Staff
Waltham	Unknown
Westfield	No Equivalent
West Springfield	Chief of Operations
Weymouth	Chief of Staff
Woburn	Chief of Staff
Worcester	Chief of Staff (FORM E)

Title	Total	Notes
Chief of Staff	31	Represents 65% of ALL (47) Mayors' Offices
Legal Specialist	1	
Executive Aide	1	
Mayor's Aide	1	
Chief Operating Officer	1	
Chief Administrative Officer	1	
Administrative Officer	1	
Mayoral Aide	1	
Director of Administrative Services	1	
Chief of Operations	1	
Executive Director of City Services	1	
N/A	2	Cambridge, Lowell
No Equivalent	3	North Adams, Westfield, Easthampton
Unknown	1	Waltham
Total	47	All Mayors' Offices within the Commonwealth
	45	Mayors' Offices (N/A Cambridge, Lowell)
		31/45 = 68% of Mayors' Offices



City of Gardner - Executive Department
Mayor Michael J. Nicholson

April 10, 2026

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

RE: An Ordinance to Amend the Attachment F of Chapter 8 of the Code of the City of Gardner, thereof entitled "Primary Non-Union Compensation Schedule"

Dear Mr. President and Councilors,

With the proposed job description for a new Chief of Staff position, I am attaching an ordinance proposal to add this position to the Non-Union Compensation Schedule should the job description process be approved.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

AN ORDINANCE TO AMEND ATTCHMENT F OF CHAPTER 8 OF THE CODE OF THE CITY OF GARDNER, THEREOF ENTITLED “PRIMARY NON-UNION COMPENSATION SCHEDULE,” TO ADD THE POSITION OF CHIEF OF STAFF TO GROUP 2

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

SECTION 1: That the attached schedule be added to group 2 of Attachment F of Chapter 8 of the code of the City of Gardner, thereof entitled “Primary Non-Union Compensation Schedule.”

SECTION 2: That this ordinance take effect upon passage and publication as required by law.

AMENDED

AN ORDINANCE AMENDING ATTACHMENT F OF CHAPTER 8 OF THE CODE OF THE CITY OF GARDNER TO ADD THE POSITION OF CHIEF OF STAFF TO GROUP 2 OF THE PRIMARY NON-UNION COMPENSATION SCHEDULE, REMOVE THE POSITION OF EXECUTIVE AIDE, AND REPEAL CERTAIN PROVISIONS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

SECTION 1.

Group 2 of Attachment F of Chapter 8 of the Code of the City of Gardner, thereof entitled "Primary Non-Union Compensation Schedule," is hereby amended by adding the position of Chief of Staff and the attached compensation schedule.

SECTION 2.

The position entitled "Executive Aide" and its associated pay scale in Group 2 of Attachment F of Chapter 8 of the Code of the City of Gardner are hereby deleted in their entirety.

SECTION 3.

Section 3 of Ordinance No. 1692 is hereby repealed.

SECTION 4.

Section 6 of Ordinance No. 1694 is hereby repealed.

SECTION 5.

Sections 1 and 2 of this ordinance shall take effect August 1, 2026.

SECTION 6.

Sections 3 and 4 of this ordinance shall take effect upon passage and publication as required by law.



City of Gardner - Executive Department
Mayor Michael J. Nicholson

May 27, 2026

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

RE: A Measure Authorizing an Amendment to the Lease Agreement between the City of Gardner and Growing Places, LLC. for space at the Waterford Community Center

Dear Mr. President and Councilors,

In December of 2024, the City entered into a lease agreement with Growing Places, LLC for space in the Waterford Community Center.

Growing Places is looking at expanding their operations in the Community Center and leaving their current other location in Leominster to consolidate their operations in Gardner.

The attached lease amendment proposal, recommended by Growing Places, adds the former teachers lounge to the CAC's lease agreement with the City.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner