

**CITY OF WOBURN  
JANUARY 6, 2015 - 7:00 P.M.  
REGULAR MEETING OF THE CITY COUNCIL**

Roll Call

|           |              |
|-----------|--------------|
| Anderson  | Gaffney      |
| Concannon | Gately       |
| DiTucci   | Mercer-Bruen |
| Drapeau   | Raymond      |
| Haggerty  |              |

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Pursuant to Title 2, Article III, Section 2-13 of the 1989 Woburn Municipal Code, as amended, His Honor the Mayor Scott D. Galvin delivered the State of the City Address.

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VOTED to dispense with the reading of the previous meeting's Journal and to APPROVE.

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**MAYOR'S COMMUNICATIONS:**

**ORDERED** That the sum of \$2,306,196.88 be and is hereby transferred as so stated from Debt Reserve Acct #648059-596100 \$2,306,196.88 to Debt Principal Acct #01099049-497600 \$1,645,000.00, Debt Interest Acct #01099049-497600 \$661,196.88, Total \$2,306,196.88 – Purpose: Debt service for High School & White Elementary

I hereby approve the above: s/Scott D. Galvin, Mayor  
I have reviewed the above: s/Gerald W. Surette, City Auditor

s/Alderman \_\_\_\_\_

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**ORDERED** That the sum of \$135,000.00 be and is hereby transferred as so stated from BLS Ambulance Receipts Acct #31359-595000 \$135,000.00 to Fire Ambulance Salary Acct #0122051-511500 \$125,000.00, Fire/Medical Attention Acct #0122054-558103 \$10,000.00, Total \$135,000.00

I hereby recommend the above: s/Scott D. Galvin, Mayor  
I hereby approve the above: s/Timothy Ring, Chief, Fire Department  
I have reviewed the above: s/Gerald W. Surette, City Auditor

s/Alderman \_\_\_\_\_

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## **PUBLIC HEARINGS:**

On the petition by NSTAR Electric Company for a grant of right in a way to install conduit a distance of about 40 feet in Wyman Street southwesterly from pole 242/20 approximately 37 feet north of Brae Circle, to install conduit a distance of about 22 feet in Wyman Street easterly from pole 242/21 approximately 25 feet west of Brae Circle, and to install conduit a distance of about 2274 feet in Brae Circle at and southerly at intersection of Wyman Street. PUBLIC HEARING OPENED. A communication was received from Jacqueline Duffy, Right of Way Agent, NSTAR Electric Company requesting that the matter be continued as the petitioner requires additional time to prepare a new survey plan at the request of the Superintendent of Public Works. A communication dated December 5, 2014 was received from Superintendent of Public Works John Duran as follows:

Subject: NSTAR Petition - Brae Circle

Pursuant to the request from NSTAR Electric for the Grant of Way for the installation of underground conduit and conduit in Brae Circle, I recommend the following based upon the my review of the submitted plan dated June 6, 2014, last revised October 15, 2014. I support this plan based upon the intent of the project. However, I have the following concerns:

- The plan states that it is not the result of an on-ground survey which is a requirement;
- The plan does not accurately show the location of all utilities and there is insufficient information shown for me to properly evaluate any impacts on the City of Woburn infrastructure.

My recommendation is for NSTAR to provide a surveyed plan with more accurate information including utility locations and elevations for proper evaluation of the impacts upon the City of Woburn infrastructure. This would also minimize the possibility of disturbance to residents.

I recommend that all utilities be painted out and the proposed conduit be accurately marked in the field for site review. The proposed trench as shown appears to be shown hugging the gutter line which will require the resetting to proper grade of the sloped granite curbing and possible restoration of the sidewalk. In addition, there are many utilities shown too close to the water and sewer mains. If a mutually agreed location is approved, the restoration of curbing and sidewalks, as well as roadway restoration to DPW specifications, should be minimum conditions of the permit. Upon final location, the proposed conduit should be added to the record plan and discussed at a preconstruction meeting prior to excavation. As-built plans should be submitted to the DPW for their records and to the Engineering Department in appropriate form for conversion to the GIS system.

There should be clarification for the commencement and completion date(s) of the proposed work. NSTAR should provide an evaluation and report of any double poles within a 100 foot radius of the project and a status report to the Superintendent of Public Works. Any poles that are NSTAR's responsibility should be removed within one year from the issuance of this permit. Please feel free to contact me with any questions, concerns or recommendations on this matter.

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On the petition by John P. Flaherty and Kathryn A. Flaherty to further amend the 1985 Woburn Zoning Ordinances, as amended, by adding a new definition for "Church Buildings" in Section 2 Definitions and by adding a new Section 27 "Adaptive Reuse of Church Buildings" as set forth in the petition. PUBLIC HEARING OPENED. A communication dated December 30, 2014 was received from Attorney Joseph R. Tarby, III, Esquire, Murtha Cullina LLP, 600 Unicorn Park Drive, Woburn, Massachusetts 01801 as follows:

Re: Proposed Amendment to Section 2 and 27 of the 1985 City of Woburn Zoning Ordinance, as amended

Dear Mr. Campbell:

I respectfully request that the City Council Public Hearing on this matter presently scheduled for January 6, 2015 be continued to the City Council meeting scheduled for January 20, 2015. If you need any further information, please contact me. Thank you.

Very truly yours, s/Joseph R. Tarby III

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On the petition by Eleftheria Exarchos, 422-426 Main Street, Woburn, Massachusetts 01801 for a special permit pursuant to 1985 Woburn Zoning Ordinances, as amended, Sections 5.1.5 and 11.6.11 to amend Condition 1 of special permit issued January 31, 2014 for new plan of record at 422-426 Main Street. PUBLIC HEARING OPENED. A communication dated December 23, 2014 was received from Erin Wortman, City Planner/Grant Writer, Woburn Planning Board as follows:

Re: Planning Department comments on special permit application for Eleftheria Exarchos at 422-426 Main Street

Dear President Haggerty and Aldermen:

The Planning Department has reviewed the request to amend condition #1 of the January 31, 2014 City Council special permit decision at 422-426 Main Street. The petitioner is requesting that the plan of record as described in condition #1 be replaced with a new plan of record dated May 13, 2014. The existing building and property is located in the Business Downtown (BD) zoning district and the request may be granted by a City Council special permit.

After a discussion with the petitioner, the request is to remove an interior wall within apartment 1 to create a one-bedroom unit rather than a two-bedroom dwelling as previously approved. Any outstanding issue with building egress, fire prevention and dwelling access during an emergency should be reviewed prior to occupancy by the appropriate departments. Similarly to the previous filing, the petitioner has not provided a site plan and therefore, it is unclear if there is parking available on the property for those tenants. Pursuant to Section 11.6.11, a parking plan shall be approved by the City Council to ensure that adequate on-site and off-site parking is available to serve the unit and which would not create an undue burden on municipal parking facilities. It should be noted that the property is located within 500 feet of a municipal lot and the municipal parking facility may be substituted if the Council wishes to grant that request.

If you have any questions or comments, please do not hesitate to contact me.

Sincerely, s/Erin Wortman, City Planner/Grant Writer

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On the petition by Oclen Realty LLC, an individual owning land to be affected by change or adoption, and Seaver Properties LLC to amend the Zoning Map of the City of Woburn by changing the zoning district for the property located at 98 and 100 Baldwin Avenue, Dexter Avenue and Warren Avenue; referenced on the Assessors Maps at Map 09, Block 13, Lot 01; Map 09, Block 12, Lot 02; Map 09, Block 12, Lot 01; Map 09, Block 11, Lot 02 and Map 09, Block 11, Lot 01; and further described as the entire parcel of land known as 98 and 100 Baldwin Avenue, to the centerlines of Chester Avenue, Dexter Avenue and Monks Street containing approximately 253,214 square feet of land as shown on a plan by Keenan Survey entitled "Proposed Rezoning Plan in Woburn, Massachusetts" dated October 17, 2014 from R-2/OP zoning district to R-3 zoning district. PUBLIC HEARING OPENED. A communication dated December 17, 2014 was received from Tina P. Cassidy, Planning Director, Woburn Planning Board as follows:

Re: Proposed Zoning Map amendment to rezone five parcels of land and portions of certain rights of way (off Dexter, Warren and Chester Avenues and Monk Street) from the R-2 and O-P zoning districts to R-3 Oclen Realty Trust (Owner) and Scott Seaver (Applicant)

Dear Members of the Council:

Please be advised that at its meeting on Tuesday, December 16, 2014 the Planning Board voted unanimously to close its public hearing on the above-referenced petition and to continue discussion to its next regularly-scheduled meeting on Tuesday, January 13, 2015.

The Planning Board will be conducting a site visit to the area in the interim at the request of residents who attended the public hearing. They urged the Board to view first-hand the neighborhood's concerns about the lack of roadway access before formulating a

recommendation. I will provide you with an updated letter (and the Board's recommendation on the proposed zoning map change request) as soon as it is available.

Respectfully, s/Tina P. Cassidy, Director

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On the petition by Alderman Richard Gately concerning the structure or structures located in the City of Woburn, County of Middlesex, Commonwealth of Massachusetts known and numbered as 22 Mt. Pleasant Street, Woburn, Massachusetts, for the purposes of determining whether said structure or structures are a public nuisance, a nuisance to the neighborhood, a dilapidated or dangerous building or other structure, as said terms are used in Massachusetts General Laws Ch. 139, Sec. 1, and if so, enter an order adjudging it to be a nuisance to the neighborhood, or dangerous, and prescribing its disposition, alteration or regulation. PUBLIC HEARING OPENED.

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On the petition by John Kelley d/b/a Kelley Town Car, 79 Osgood Street, Andover, Massachusetts 01810 pursuant to the 1985 Woburn Zoning Ordinances, as amended, Section 5.1.57b to allow for the overnight parking of vehicles (limousines and town cars) used with the petitioner's livery service at 888 Main Street. PUBLIC HEARING OPENED. A communication dated December 29, 2014 was received from Erin Wortman, City Planner/Grant Writer, Woburn Planning Board as follows:

Re: Planning Department comments on special permit application for John Kelley d/b/a Kelley Town Car at 888 Main Street

Dear President Haggerty and Aldermen:

The Planning Department has reviewed the request to allow for the overnight parking of vehicles (limousines and town cars) used with the Petitioner's livery service pursuant to Section 5.1.57b of the Woburn Zoning Ordinance. The property is located in the B-H zoning district and the requested used is allowed by City Council special permit.

After a discussion with the petitioner's attorney, the request will allow the petitioner to park his vehicles overnight in conjunction with his livery service business. The petitioner is seeking no more than seven commercial vehicles consisting of limousines, SUVs, vans and town cars. The plan submitted with the application is dated January 4, 1987 so the current conditions of the property should be verified. Kelley Town Car shares the property with Hillside Florist and Nexus so the City Council must determine if there is enough parking on-site to accommodate all users on the property. Parking spots should be properly lined and overnight parking should be assigned prior to its use if the special permit is granted. Additionally, to be consistent with past practice, all overnight vehicles should be registered in the City of Woburn.

If you have any questions or comments, please do not hesitate to contact me.

Sincerely, s/Erin Wortman, City Planner/Grant Writer

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On the petition by Jennifer Hardin and Scott Hardin, 35 Avalon Road, Reading, Massachusetts 01867 for a special permit pursuant to Section 7.3 of the 1985 Woburn Zoning Ordinances, as amended to allow for the change, extension and alteration of the existing nonconforming structure and nonconforming use (three residential units within two structures on one lot) to allow for the addition to one of the structures to provide for a total of four (4) dwelling units (two in each structure) and for a finding the such change, extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood, at 19 Traverse Street. PUBLIC HEARING OPENED. A communication dated December 29, 2014 was received from Attorney Joseph R. Tarby, III, Esquire, Murtha Cullina LLP, 600 Unicorn Park Drive, Woburn, Massachusetts 01801 as follows:

Re: Special Permit Petition of Jennifer and Scott Hardin, 19 Traverse Street, Woburn, MA

Dear Mr. Campbell:

I respectfully request that the City Council Public Hearing on this matter presently scheduled for January 6, 2015 be continued to the City Council meeting on January 20, 2015. If you need any further information, please contact me. Thank you.

Very truly yours, s/Joseph R. Tarby III

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On the petition by Capco Energy Supply Inc., 10 Industrial Parkway, Woburn, Massachusetts 01801 for a special permit pursuant to 1985 Woburn Zoning Ordinances, as amended, Sections 5.1.42, 5.1.57b, 7.3, 8.63 and 12 to allow for alteration of existing nonconforming use and structure as follows: 1. Continuation of preexisting nonconforming use as a distribution business; 2. Overnight parking of commercial vehicles; 3. Construction of an addition containing approximately 3,888 square feet to rear of existing building; 4. Elimination of one (1) of the three (3) loading docks in front of the building; and 5. Allow for continuance of existing area and landscaping requirements, at 3 Rath Road. PUBLIC HEARING OPENED. A communication dated December 30, 2014 was received from Tina P. Cassidy, Director, Woburn Planning Board as follows:

Re: Planning Department comments on special permit application by Capco Energy Supply Inc. for expansion of existing building and non-conforming use at 3 Rath Road

Dear Honorable Council:

The Planning Department has reviewed the above-referenced plan and application which seek special permits and site plan review in accordance with the following Sections of the Zoning Ordinance:

- 5.1(42) – special permit authorizing the continued and expanded use of the existing building as a distribution center;
- 5.1.(57b) – special permit for accessory storage or parking of trucks, busses, contractors’ equipment or commercial motor vehicles (other than a vehicle used by a resident in connection with a business);
- 7.3 – special permit for extension or alteration of a non-conforming use and structure, including continued use of existing non-conforming parking spaces;
- 8.6.3 – special permit for exception(s) to the otherwise-applicable screening and landscaping requirements; and
- 12 – site plan review

The plan that was reviewed was submitted with the application for special permits and entitled “Existing Conditions Plan Prepared for Capco Energy Supply, Inc., 10 Industrial Parkway, Woburn, MA 01801; Project: Proposed Improvements 3 Rath Road, Woburn, MA 01801; Scale: blank; Date: blank; Project Number 1402; Drawing Number C.1; drawn by: Eugene T. Sullivan, Inc. Consulting Engineers, 230 Lowell Street – Suite 2A Wilmington, MA 01887, phone 978.657.6469, fax 978.657.8563, email ETSPE@aol.com”.

The property is zoned IP (Industrial Park District) and the proposed use (a distribution business) is allowed only by special permit, not by right. In separate correspondence the applicant’s attorney indicated there will be approximately fifteen (15) employees on site and the applicant is seeking permission to park three (3) delivery vehicles (one van and

two box trucks) on the property overnight as an accessory use. Additional plans (attached) have also been provided that show snow storage areas, the interior floor space of the building and the building’s front façade post-construction. No additional exterior lighting is planned as part of the project.

The Planning Department suggests the Council consider the following:

1. There is a discrepancy between the application (which says two of three existing, non-compliant loading bays on the front façade will be eliminated) and the attached proposed elevation plan (which shows only one of three loading bays on the front façade being eliminated). The applicant should clarify this matter.
2. The six (6) compact car spaces should be identified as such with signage;
3. The term “business service space” is not used in the Zoning Ordinance. The amount of parking required for that use will have to be determined by the City Council in accordance with Section 8.2.5. of the Zoning Code;

4. The Fire Department should review and comment on the plans, given the fact that the proposed changes to the site plan eliminate vehicular access to the rear façade of the building in favor of two (2) parking spaces; and
5. If possible, the applicant should identify the specific location where the three (3) delivery vehicles will be stored overnight on-site.

Please feel free to contact me directly if you have any questions about this recommendation. I would be happy to provide further comment on revised plans if helpful.

Respectfully, s/Tina P. Cassidy, Director

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On the petition by 4 Montvale Avenue Realty Trust, 1820 Turnpike Street, 3203, North Andover, Massachusetts 01845 for special permits pursuant to the 1985 Woburn Zoning Ordinances, as amended, Sections 5.1.5, 5.1.29, 8.3 and 12 to allow for: 1. A fast food restaurant on the first story of the property, 2. Two (2) residential dwelling units above the first story in a commercial structure, and parking within the municipal parking lot, for the property at 4 Montvale Avenue. PUBLIC HEARING OPENED. A communication dated December 30, 2014 was received from Tina P. Cassidy, Director, Woburn Planning Board as follows:

Re: Planning Department comments on special permit application of 4 Montvale Avenue Realty Trust for fast food restaurant and residential units at 4 Montvale Avenue

Dear Honorable Council:

The Planning Department has reviewed the above-referenced plan and application which seek special permits and site plan review in accordance with the following Sections of the Zoning Code:

- Section 5.1.5 (dwelling units above the first story in a commercial structure);
- Section 5.1.29 (fast food restaurant)
- Section 8.3 (use of municipal parking facilities in lieu of providing parking on site)
- Section 12.2.1 (site plan review for fast food restaurant)

The plan that was reviewed was submitted with the application for special permits and entitled "Proposed Building 4 Montvale Avenue Woburn, MA"; Owner/applicant: Guiseppe Fodera, President, GC Fodera Mason Contractor, 1820 Turnpike Street Unit 205, North Andover, MA 01845; drawn by : Kalkunte Engineering Corporation, Consulting Engineers, 1749 Central Street, Stoughton, MA 02072 (781) 344-8565; Dated: April 24, 2014, revised May 14, 2014, June 16, 2014, June 26, 2014, and Nov. 4,

2014: plan set consisted of cover sheet, floor plans, elevations, site plan and ‘pizza restaurant floor plan’. A Development Impact Statement dated November 7, 2014 was also reviewed.

The property is zoned BD (Downtown Business) and is currently a vacant, underutilized lot. The proposed use (fast food restaurant with four upper-story residences) is allowed only by special permit, not by right. Use of the nearby municipal parking facility for some or all of the required parking also needs a special permit. The total amount of parking spaces required for the proposed uses is 32 (22 spaces for the proposed fast food restaurant, 2 spaces for the office mezzanine space and 8 spaces for the residential units). The applicant is not proposing any on-site parking, and instead is requesting permission to “count” the spaces in the nearby municipal lot – as well as on-street parking on Montvale Avenue - as providing the required off-street parking.

The Planning Department respectfully recommends the Council consider the following with respect to this application:

1. The applicant should explain/correct the discrepancy between the application form (which requests permission for two residential dwelling units above the first story) and the plan and Development Impact Statement (which both indicate a total of four residential dwelling units above the first story);
2. In accordance with the requirements of Section 8.3, the Council must determine that (a) adequate parking will in fact be available in the municipal lot to serve the residential uses and (b) reliance on the municipal lot would not create an undue burden on the municipal parking facility; and
3. The applicant should be required to provide information relative to satisfactory arrangements for trash/refuse storage and disposal.

Please feel free to contact me directly if you have any questions about this recommendation.

Respectfully, s/Tina P. Cassidy, Director

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**CITIZEN’S PARTICIPATION:** None.

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**COMMITTEE REPORTS:**

**PERSONNEL:**

On the review of the base salary for the position of Human Resources Director, committee report was received “Back to the City Council with the set base salary of \$91,574.33.”

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**PUBLIC SAFETY AND LICENSE:**

On the petition for renewal of Second Class Motor Vehicle Sales License by McSheffrey Auto Sales, Inc., committee report was received “ought to pass.”

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**NEW PETITIONS:**

Petitions for renewal of Second Class Motor Vehicle Sales Licenses by Boston Wholesale Motorcars, Inc., 20 High Street; and Cambridge Road Auto Service, Inc. dba Woburn Plaza Shell, 293 Cambridge Road.

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Petition by NSTAR Electric Company for a grant of right in a way to install conduit in Wyman Street easterly from pole 242/33 approximately 110 feet east of Jericho Road a distance of about 112 feet continuing northerly a distance of about 36 feet.

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Petition by Nicole Russo, 16 Otis Street, First Floor, Wakefield, Massachusetts 01880 for a special permit pursuant to Section 5.1.33b of the 1985 Woburn Zoning Ordinances, as amended, to allow muscular therapy at 320 Washington Street, Suite 3950.

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Petition by NASDI, LLC, 39 Olympia Avenue, Woburn, Massachusetts 01801 for a special permit pursuant to Sections 5.1.57a, 5.1.57b, 7.3 and 9 of the 1985 Woburn Zoning Ordinances, as amended to allow for the outside storage and parking of commercial motor vehicles, commercial trailers, trucks and contractor’s equipment within the Flood Plain District at 39 Olympia Avenue.

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**COMMUNICATIONS AND REPORTS:**

A communication dated December 11, 2014 was received from Charles O’Connor, Parking Clerk, Police Headquarters, 25 Harrison Avenue as follows:

In accordance with Massachusetts General Laws Chapter 90, Section 20½ I am submitting the following parking ticket report. The following figures represent year to date totals for 2014: Number of violations issued 1,064, Numbers of violations paid 545, Number of violations outstanding 366, Amount collected and submitted to Collectors Office \$45,977.40, Parking fines referred to the Handicap Commission \$10,900.00.

There is a 10 year backlog of 1,783 unpaid tickets dating from January 2004 to May 2014. A 21 day late notice is sent to vehicle owners who have not paid the fine. After 28

days, if the fine still has not been paid, that information is forwarded to the Registry of Motor Vehicles for administrative action.

Respectfully submitted, s/Charles O'Connor, Parking Clerk

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A communication dated January 2, 2015 was received from Building Commissioner Thomas C. Quinn Jr. as follows:

Re: Woburn Municipal Code Title 15 Article VIII 15-42

Dear Members of the City Council:

With regard to the above referenced section of the Woburn Municipal Code, I submit the following quarterly nuisance report for the period of October 1, 2014 to December 31, 2014.

142 Main Street (Matter is with City Council).

20 Garfield Avenue as site visit has occurred with owner regarding occupying premises; exterior grounds are still being maintained. (Matter is also with City Council)

45 Revere Road Owner did not appear for court hearing, District Court will be filing a complaint.

53-54 High Street Owner did not appear for court hearing, District Court will be filing a complaint.

118 Eastern Avenue District Court Hearing on January 14, 2015 will provide further information on next quarterly report.

124 Dragon Court Letter has been sent to property owner on existing conditions of exterior grounds, will provide an update on next quarterly report.

As always if there are any questions or concerns do not hesitate to contact me.

s/Thomas C. Quinn, Jr., Building Commissioner, City of Woburn

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**UNFINISHED BUSINESS OF PRECEDING MEETING:** None.

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**APPOINTMENTS AND ELECTIONS:**

A communication dated December 23, 2014 was received from His Honor the Mayor Scott D. Galvin as follows:

Dear City Clerk Campbell:

By the power vested in me as Mayor of the City of Woburn, I hereby reappoint the following individuals, with terms to expire Dec. 31, 2017, to the Woburn Council on Aging; subject to approval by the City Council.

Geraldine Benecke, 713 Main Street, Woburn, Mass.;  
Mary Foley, 13 Franklin Street, Woburn, Mass.; and  
Vincent Simeone, 140 Mishawum Road, Woburn, Mass.

Respectfully, s/Scott D. Galvin, Mayor

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**MOTIONS, ORDERS AND RESOLUTIONS:**

RESOLVED That the City Council meet with the Chair of the Woburn School Committee.

s/President Haggerty

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ORDERED Pursuant to Chapter 53 of the Acts of 2007, the Preliminary Election for the Municipal Election shall be held on Tuesday, August 25, 2015.

s/President Haggerty

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ORDERED That Rule 34 of the Rules and Orders of the City Council is hereby deleted in its entirety and replaced with the following new Rule 34.

Rule 34. Appointments

- A. Any appointment subject to confirmation by the City Council shall be referred to the Committee on Personnel after submission.
- B. In the case of a vacancy in any office to which appointment may be made by the City Council, the following shall be the procedure for appointment.
  - 1. The City Council may appoint an individual to serve in a temporary acting capacity until a successor is duly appointed and qualified or until further action by the City Council.
  - 2. For any position that is not subject to collective bargaining, the Committee on Ordinances shall forthwith review the compensation

and job description as set forth in the Woburn Municipal Code for the position and recommend any modifications it finds necessary.

3. Upon receiving a report from the Committee on Ordinances, the City Council shall consider any recommended revisions to the Woburn Municipal Code and take such action as the City Council deems necessary.
4. Upon final action by the City Council on the report and recommendations of the Committee on Ordinances, the City Council shall direct the city Human Resources Director to advertise the vacant position and compensation for the position, to receive and coordinate the resumes and other supporting documents received from candidates applying for the position, and to forward a report of applicants to the Committee on Personnel.
5. The Committee on Personnel shall act as a preliminary screening committee, conduct preliminary interviews of the applicants at its discretion, and select not more than three (3) candidates for further consideration.
6. The Committee on Personnel, Sitting as a Committee of the Whole, shall conduct final interviews of the three (3) candidates and shall select not more than two (2) candidates to be referred to the full City Council for final action.
7. Upon final action, the City Council shall direct the City Clerk to forward a letter by first class mail postage prepaid to the candidate selected for appointment, which shall include the salary offered as established in the Woburn Municipal Code, the effective date of the appointment and a request for the applicant to accept or decline the offer in writing.
8. Upon receipt of the applicant's signed acceptance of the position and terms set forth in the offer, the City Council shall arrange for the applicant to subscribe the oath of office.

s/President Haggerty

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ORDERED Be it Ordained by the City Council of the City of Woburn that Title 2, Article XXXVI Special Municipal Employees of the 1989 Woburn Municipal Code, as amended, be further amended as follows:

1. By deleting Section 2-229 Cemetery Commission Members in its entirety.
2. By deleting Section 2-232 Woburn Historical Commission in its entirety.
3. By deleting Section 2-233 Woburn Golf and Ski Authority in its entirety.

s/President Haggerty

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ORDERED That the Human Resources Director determine and report to the City Council which boards and commissions that are currently designated with special municipal employee status pursuant to 1989 Woburn Municipal Code, as amended, Title 2, Article XXXVI have members that require the board or commission to continue to be designated with special municipal employee status.

s/President Haggerty

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Motion made and 2<sup>nd</sup> to ADJOURN.