

**CITY OF WOBURN
CITY COUNCIL
COMMITTEE ON PERSONNEL
WOBURN CITY HALL
COMMITTEE ROOM
MONDAY, MARCH 11, 2024 – 6:00 P.M.**

Voting members present: Chair Joanne Campbell, Councilor Joseph Demers, and Councilor Robert Toro

Non-Voting members present: President Jeffrey Dillon, Councilor Lou DiMambro, Councilor Robert Ferullo, Councilor William Pappalardo, and Councilor Charles Viola.

Also present: Human Resources Director Shawna Healey

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Reading and approval of meeting minutes of February 13, 2024: Motion made by Councilor Demers and seconded by Councilor Toro to waive the reading of and approve the minutes of the meeting of February 26, 2024, all in favor, 3-0.

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Order that the Committee on Personnel take the necessary steps to fill the vacancy in the position of DPW Deputy Superintendent: Chair Campbell stated the committee will not be going into executive session and that she spoke with both Jay Duran, the DPW Superintendent, and Shawna Healey, the Human Resources Director. Chair Campbell stated after speaking with Supt. Duran, Supt. Duran would like to proceed with the process the committee used for the electrical inspector hiring, and she proposes to do the same thing. Director Healey stated there were 12 applicants. Chair Campbell stated as the appointing authority she wants to keep the process transparent, and that she suggests that the Human Resources Director and the DPW Superintendent do preliminary breakdown and give the committee five applicants to review. Councilor Demers stated he would like to designate the Human Resources Director and the DPW Superintendent to do the preliminary screening for us as Supt. Duran knows what is needed for his department and Director Healey knows the minimum requirements and they can screen the applicants and cut them in half to six, and the committee can interview three applicants. Chair Campbell stated the Human Resources Director and the DPW Superintendent should also be in the interviews. Councilor Toro stated that was not the case with the electrical inspector. Motion made by Councilor Demers and seconded by Councilor Toro that Human Resources Director and the DPW Superintendent conduct preliminary interviews and submit six names to the Committee on Personnel, all in favor, 3-0.

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Motion made by Councilor Demers and seconded by Councilor Toro to adjourn, all in favor, 3-0. Chair Campbell adjourned the meeting at 6:07 p.m.

A TRUE RECORD ATTEST

Lindsay E. Higgins
City Clerk