

**COMMITTEE ON PERSONNEL
MONDAY, JULY 24, 2023, at 6 p.m.
WOBURN CITY HALL
COMMITTEE ROOM**

Voting Members present: Chair Joanne Campbell, Councilor Joseph Demers, and Councilor Jeffrey Dillon

Non-voting members present: President Michael Concannon, Councilor Lou DiMambro, Councilor Charles Viola, and Councilor Richard Gately. Absent: Councilor Darlene Mercer-Bruen and Councilor Robert Ferullo

Also present: Building Commissioner Thomas C. Quinn Jr. and Director of Human Resources Shawna Healey

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Reading of previous meeting minutes and approval: Motion made by Councilor Dillon and seconded by Councilor Demers to waive the reading of and to approve the minutes of the meeting of June 26, 2023; all in favor, 3-0.

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Order that the Committee on Personnel begin process to fill vacancy in the position of Electrical Inspector (Inspector of Wires): Chair Campbell said she spoke Commissioner Quinn about this order. She said Director Healey said she felt a posting period of three months would be appropriate, because it is summertime and some potential candidates may be on vacation. She said she knows Commissioner Quinn would like to hire someone quickly. She said the president of the City Hall employees union was consulted and there is a requirement for the job to be posted to union employees for seven days. She said the job postings can occur concurrently. Director Healey said the position is vacant. She said she is hoping to post the job for three months on the Massachusetts Municipal Association website and the Massachusetts Building Commissioners website. She said the city is hoping to get someone with experience with local inspections. She said the Human Resources Dept. and Inspector Quinn can narrow the field of applicants to one or two finalists. Chair Campbell said she would like to have all the applications sent to the council so they can be reviewed. Director Healey said it will depend upon how many candidates there are. She said Commissioner Quinn and she can narrow the field to two finalists. Chair Campbell said she would like the field to be narrowed to no fewer than three finalists. She said Commissioner Quinn has looked at the job description. Commissioner Quinn said hiring someone with prior inspection experience is critical. He said due to a shortage in personnel he does not have time to break in anyone without experience. He said there are two other positions that are currently vacant. He said he has one gentleman who works part-time three days a week. Councilor Campbell said she would prefer not to limit the field of finalists to less than three candidates. Commissioner Quinn said he is hoping to get at least three candidates. He said jobs in municipal government are not coveted like they used to be. Councilor Dillon asked what the posting requirements are. Director Healey said the job will be posted for 3-4 weeks maximum. She said MMA will keep the posting on its website for 30 days. Councilor Dillon asked if the time frame can be expedited. Commissioner Quinn said he appreciates

Councilor Dillon's sentiment, but he expects to have the position filled by either the first or second week of October. Motion made by Councilor Demers and seconded by Councilor Dillon to suspend the rules to allow any member of the council not on the committee to address the order; approved, 3-0. Councilor DiMambro said anything the council can do to expedite the addition of personnel to the Inspectional Services Dept. would be beneficial. He said there is so much going on in Woburn and the department needs to be fully staffed. Commissioner Quinn said he does have some help. He said he is okay with staffing in the short term, but longer term he does not know. He said October is a very realistic deadline. President Concannon asked if former Electrical Inspector Dennis Stone can be of any help. Commissioner Quinn said Mr. Stone had surgery in February and has not been in the office since. He said Mr. Stone is still undergoing physical therapy. He said he has two temporary replacements performing electrical inspections. He said he offered Mr. Stone a part-time position, so his assistance is an option that has been considered. Councilor Gately asked how the department is coping in terms of funding for the temporary part-time positions. Commissioner Quinn said he is getting by financially. He said he may have to ask for more funding for temporary help. He said he is using six people to fill four positions. Councilor Dillon asked if any of the temporary employees are qualified for the permanent position. Commissioner Quinn said both temporary electrical inspectors are master electricians and have experience. He said he will see how the process plays out. Motion made by Councilor Demers and seconded by Councilor Dillon to return to the regular order of business; approved, 3-0. Chair Campbell asked how the committee wished to proceed. President Concannon said it would be appropriate to leave the matter in committee.

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Motion made by Councilor Demers and seconded by Councilor Dillon to adjourn; all in favor, 3-0. Chair Campbell adjourned the meeting at 6:11 p.m.

A TRUE RECORD ATTEST

Gordon Vincent
Clerk of Committees

