

**COMMITTEE ON PERSONNEL
JUNE 11, 2015 AT 11:30 A.M.
COMMITTEE ROOM
WOBURN CITY HALL**

Attending: Chair Rosa DiTucci, Alderman Mark Gaffney, and Alderman Michael Anderson

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To discuss the appointment of a new City Auditor and develop a plan for interview process: Chair DiTucci stated that draft questions are acceptable; that Jerry added for an accounting degree; that due to an interviewee (Doheney) cancelling, that basically the next interview is at 2:00 pm; that the expected timetable is to have the next committee meeting, as committee of the whole, on Wednesday, June 24, 2015 at 5:30 pm, and the Clerk shall send an e-mail to the City Council to save the date on the 24th. Motion was made and seconded to recess until 1:50 pm. The Vote was all in favor, 3-0. (11:38 am).

The Committee reconvened at 1:57 pm.

Chair DiTucci proposes that the committee enter into Executive Session due to the nature of interviewing candidates, citing Chapter 30A, Section 8. Motion was made and seconded to go into Executive Session per M.G.L. Chapter 30A, Section 8. ROLL CALL: Alderman Anderson–Yes; Alderman Gaffney-Yes; Chair DiTucci – Yes. The Vote was all in favor, 3-0.

Candidate Andrew Vanni: Mr. Vanni stated that he is a Massachusetts credited assessor with a Master’s Degree in Taxation; that he worked for Raytheon for eight years; that he was the Assessor in Bolton; that he has done recap and evaluated real estate; that he was five year in Middleton as CFO/Town Accountant where he did the Free Cash calculation and worked as a team; that he did the budget with the Town Administrator as well as insurance issues, the IT function and Treasurer function; that in Haverhill, he does the entire budget, the recap with the Assessor, Free Cash, Schedule A, all the borrowing, OPEB study and financial statements; that he overseen the monitoring of budget; that in Haverhill’s capital budget was the building of the school and in Middleton built and completed; that he is on the Retirement Board in Haverhill and looked at how to fund as well as the day-to-day to pay and from where; that with the annual audits has the agents in; the with the financial reporting, does the five-year forecasting; that he did the full capital in Middleton but Haverhill put into reserves and decide what to fix; that he was involved in setting the tax rates which was a team effort and worked with the Assessors; that there had been a lot of changes; that he worked with MUNIS in Middleton which he was responsible for updating and that he uses another system in Haverhill; that UMAS is produced by the State and he is very familiar with; that he uses Excel spreadsheets to ‘slice and dice’ data to pull information; that the he tracks budget report, which currently each department does their own; that he provides financial data monthly; that he gained revenue in Haverhill by sending the demand bills out sooner than previously done which created \$300,000 in revenue; that he indirectly works with union; that he has seven direct employees and 14 indirect; that his co-workers would say that he is a problem solver, a team player and that he’s cross-trains positions; that his day-to-day activities is working

with the numbers; that he knows Woburn is a strong community with a residential tax rate of \$10.17; that it is 70% commercial; the he would like to work with us because it's close to home; that working with the Mayor would be different because there would a 'check and balance' which he likes. President Haggerty stated that there's a lot coming up on Woburn's plate, namely: funding an elementary school, fine tuning a library renovation and a fire station. Mr. Vanni explains instituting the \$25.00 demand fee increased revenue by \$50,000; that he took care of all of the financial bond rate; that the Mayor decided the rate and worked in the recap; that he was involved with union negotiations in Middleton as the Town Administrator; that his experience with Chapter 90 was that DPW was the lead point with the reimbursements coming through his office; that he is familiar with MSBA and that not all costs are eligible; explain an experience in Haverhill with the OPEB; and that with his IT background, he had made for one physical server rather than three which is a cost savings. Chair DiTucci explained that the Committee will make a recommendation to the City Council for a meeting being held on June 29th, and requested the he provide the Clerk with references.

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Candidate Charles Doherty: Mr. Doherty stated that he was born and raised in Woburn; that he has four kids; that he has served on the City Council; that he has been the Deputy Auditor for four years; that he has an idea of what's going on; that an important aspect of the provision is that they do all the invoices; that it's the primary oversight; that they touch a lot of things; that they work with the Mayor on the budget and capital projects (i.e. new school, storage tank,..); that they do the oversight of projects; that they sit in on meetings; that they make sure it gets done; that they do the long and short term bonding; that they do the warrants weekly; that all bills come through the office; that only the auditor position sits on the Retirement Board; that he understands the concept; that he will view the upcoming issues; that they will intervene and hire investors; that he has run the annual reports; that he will answer questions once started; that it's general entry, budgetary adjustments with monthly compiling; that he has done the financial reporting through the Gateway; that currently the Auditor files the Schedule A and does the layers and layers of compiling; that in setting the tax rates, they compile and submit a facilitator but the Assessors set the tax rate; that the Auditor makes sure all processes have taken place; that they look through the invoices to make sure the product is produced; that MUNIS is the City's system and it's what the State uses; that they use data entry and spreadsheets; that they do the monthly expenditures and use it to track performance; that he has been on both sides; that this office works closely; that last year they started 'Open Checkbook'; that he works with the Department Heads on a weekly basis; that they do a month to month analysis with the spreadsheet but it's the overall oversight; that he has been actively involved for years; that he's been working with the Auditor; that he is fully vested; that if he were to improve things, he would be the contract monitoring on-line which would bring consistency and closure to contracts; that they were the lead on the project; that they developed a working module with MUNIS. There was a brief discussion of Open Checkbook and OPEB. Mr. Doherty stated that he would like to sit down with the City Council and see what their needs are; that Jerry has been here for forty years and he five years; that he can learn; that it comes with have a job over time; that over the past five years, he has had a lot of projects which gave him insight; that it's uniform accounting and if given the opportunity, he wants to reach out to the City Council and thinks that we can enhance the relationship.

Motion was made and seconded to reconvene in open session. ROLL CALL: Alderman Anderson – Yes; Alderman Gaffney-Yes; Chair DiTucci – Yes. The Vote was all in favor, 3-0.

Motion was made and seconded to Adjourn. The Vote was all in favor, 3-0.

Meeting ADJOURNED at 3:33 p.m.

Attest: _____

Patricia Bergeron-George,
Clerk of Committees