

**COMMITTEE ON PERSONNEL
OCTOBER 12, 2016 AT 5:00 PM
COMMITTEE ROOM
WOBURN CITY HALL**

Voting Members:

Attending: Chair Joanne Campbell, Alderman Michael Anderson,
Alderman Michael Concannon.

Absent: None.

Non-Voting Members:

Attending: None.

Absent: Alderman Mark Gaffney, Alderman Richard Gately,
Alderman Lindsay Higgins, Alderman Darlene Mercer-Bruen,
Alderman Edward Tedesco, President Richard Haggerty

As the Committee on Personnel is acting as a screening committee pursuant to M.G.L. Ch. 30A, §21(a)(8), no non-voting members attended the meeting.

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For the purposes of conducting initial interviews of candidates for the position of Clerk of Committees. Alderman Campbell stated that an open meeting would have a detrimental effect in obtaining qualified applicants for the position and that the meeting should be held in executive session pursuant to M.G.L. Ch. 30A, §21(a)(8). Motion made and 2nd that the Committee on Personnel meet in executive session pursuant to M.G.L. Ch. 30A, §21(a)(8), ROLL CALL: Anderson – Yes, Concannon – Yes, Campbell – Yes. The Committee met with Melanie Rich and she stated that she worked for towns for sixteen years, that she moved to Leominster, that her husband passed away 1½ years ago that she purchased a condominium in Leominster, that she is looking for other challenges, that she has been in her current position for thirteen years, that she sets up board meetings for the members, that she has years of experience in taking minutes, preparing notices and maintaining the website, that working in the office of the City Clerk is desirable, that she likes providing customer service, that she is a quick learner, that she lives by notes that she takes, that she uses Word, Excel and Microsoft Office, that she tracks deadlines, that she prepares invoices for boards, that she keeps calendars of deadlines, that she works for the Conservation Commission and Board of Health and prepares the work for both boards, that she finds dealing through email to be frustrating, that sometimes when there has to be a special meeting and it can be difficult to contact all concerned parties, that she does not like when the board members do not reply to the emails about availability, that she likes to deal with people and help them with their issues, that some legal requirements she has dealt with is placing legal advertisements when necessary and meeting deadlines such as scheduling hearing dates, that thirteen years ago there was no tracking of records, that she created a docket sheet for the Planning Depart records, that she is a neat worker,, that she has no issue with night meetings, that this opportunity will let her leave the Planning Board, that she would like to retain her clerk position for the Groveland board as she takes the minutes online, and that she has a good nature, likes people and like to laugh. The Committee met with Karen Dillard and she stated that she has worked for sixteen years with the Commonwealth of Massachusetts Executive Office of Administration and Finance, that her position was restructured, that the office of the City Clerk looks like a busy office with a detail oriented position responsible for a variety of tasks, that she looked at the city's website to learn about the department, that the position is a good learning

opportunity, that she is a fairly quick learner however she will ask for help when needed, that communication is the key to working with deadlines, that she sent the Governor's budget for printing and then would work on the release schedule, that a team worked on the task, that she was fortunate to have loved the work as Executive Assistant, that part of her personality is to be helpful, that she would speak with constituents on the telephone and assist with the website, that she is not afraid to learn legal requirements, that she has a paralegal certificate, that she studied at the Santa Ana Law Library in California, that she understands how to search for information, that she has some legal background, that she serves on a couple of nonprofit music education boards that meet at night, that she will work her schedule for those boards around the city business, that she is a good team player, that she knows what it takes to get the job done, that she is a quick learner, and that she would bring some expertise from her State government experience. The Committee met with Sheila McElhiney and she stated that she grew up in Dorchester, that she graduated from Suffolk University with a B.A. in government and Suffolk Law School, that she worked as a Suffolk County Assistant District Attorney for twelve years, that she moved up the ladder of supervisory positions, that she worked at the Dorchester District Court, East Boston District Court and Brighton District Court, that she tried jury cases in the Boston Municipal Court, that she was in a supervisory position at the Roxbury District Court, that she then returned to the Boston Municipal Court, that she worked under a federal grant to supervise guns and drugs division of the jury session in the Dorchester District Court, that she turned cases around quickly, that she left the Suffolk District Attorney's office in 1994, that she was home for fourteen years and was involved in local programs, that eight years ago she began to work part-time in the Middlesex District Attorney's elder abuse unit, that she was one of four Assistant District Attorneys covering 54 Middlesex County communities, that she travels a lot, that she will be on a panel for seniors with Police Chiefs and social workers, that she also served on Arlington, Cambridge and Woburn task forces, that she is interested in the position as she was always interested in government, that she is interested in municipal law through activity with local organizations, that she has experience as an Alternate Member of the Board of Appeals, that the office of the District Attorney is a wonderful place and she has good colleagues, that this position will be a professional challenge, that there is a learning curve to learn something new, that her professional interests have developed along the lines of municipal law and municipal government, that it is time to move on from her involvement with her current position, that others in the unit are moving around, that she has not reach a point of burning out but the position is an exciting opportunity, that she has a network of friends in the community, that it is not easy to walk away from her current position but she could, that she has given this opportunity thought, that she is not the supervisor of the Elder and Disabled Unit, that she would have no problem not being supervisor, that she would be comfortable being responsible just for herself, that that appealing aspect of the position is being involved in what is going on, that she finds the meetings to be interesting, that having worked with the public she takes public service seriously and as an honor, that she likes the Woburn community, that she always works with deadlines with trial work, that she gets the job done, that she takes work home when necessary, that she visits crime scenes when necessary, that she will figure out deadline while managing tasks, that nothing comes to mind as disappointing from prior positions, that she respected the system if a court decision did not come out on her side, that when doing research for this interview she saw an Massachusetts Continuing Legal Education webinar that she would be interested in attending, that she reviewed the Public Records Law in the District Attorney's Office and the Open Meeting Law in the Board of Appeals, that she is involved in a few different organizations, that she understands the responsibility of the job and any scheduling conflicts have to be resolve for night meetings, that she may look at changing her commitment to some of the organizations, that she may stay involved in organizations but not as a driving force, that she was able to vote on a matter in the Board of Appeals and enjoyed the experience on the board, that the position would

come before outside activities, that she is interested in the city, that she likes to see how things work and making things work, and that she would be giving back to her community. The Committee met with Cynthia Elmore and she stated that she has a varied background, that she has held administrative assistant positions and management positions, that these different areas have allowed her to be flexible and she learns quickly, that she enjoys new challenges, that she likes to learn, that she is currently working part-time, that her current position is not challenging, that she would like to work with a variety of people, that it does not take her long to learn new task and then she goes on to apply the knowledge, that she is used to managing time sensitive tasks and managing daily duties, that she is good at multitasking and prioritizing, that she delegates when needed and is called in to help even if an matter is not her task, that she does what needs to be done to get something completed, that being slow or not doing anything is frustrating, that she would prefer to be busy, that it is most rewarding to complete a task, that she acted as an investor relations person has had to learn the requirements of the position, that she is not afraid to ask questions, that she has a North Reading School Committee meeting every other Monday, that she would be willing to resign that position, that she has no issue with working nights, that she is a go-getter, has a sense of humor, gets the job done, does a job enthusiastically and with a good mood. The Committee met with Michele Provinzano and she stated that she worked for a law firm for fifteen years, that she worked with deadlines with statutes and probating estates, that the position seems to be the same type of job, that she is a lifelong resident, that she is working part-time for an insurance agency, that she left the previous position to be a stay at home mother, that she has been trying to find a position since 2008, that she meets deadlines and is organized, that worked with statutes, that she managed schedules and deadlines for four attorneys, that she is a quick learner particularly with computers, that she uses Excel and Outlook, that she taught her colleagues how to use Outlook, that she organized the office, that she writes down tasks for reference, that she has dealt with difficult clients, that many of the clients were for criminal cases, that it would be frustrating when she could not calm them, that she would meet with clients for the attorneys, that she prepared necessary paperwork, that she knew when matters had to be filed and to keep up with deadlines, that she kept current with the law on Lexis/Nexis, that she has not evening schedule conflicts, that she has two children but this would not interfere with the night meetings, that she has a flexible schedule, that being on time and organized is her strength, that the job description describes what she did over fifteen years, that her organizational skills are valuable, and that she is old school in that she prefers pen and paper. The Committee met with Leslie Shahbazian and she stated that she has worked as Phillips Andover for five years, that the position has grown immensely, that she has taken on more tasks, that she designs marketing materials, performs administrative tasks and manages events, that she sees a similar variety of tasks in this position, that she wants a position where she can grow professionally, that she wants new challenges, that a variety of responsibilities appeal to her, that she wants to be busy, that she has experience in academia but in financial institutions previously, that she is computer literate, that she has a large variety of skills to offer, that she is a quick learner particularly with computer skills, that she learned a graphic design program called In Design, that she takes a lot of notes, that she can initiate resolution of issues on her own, that communication is important with respect to deadlines, that she coordinates many activities at the museum, that there is a lot of juggling, that she works with lists, that there is nothing disappointing about her previous positions that comes to mind, that she is looking for more challenging work, that seeing a finished product, seeing results of work, coordinating a community event and seeing work evolve is rewarding, that she is comfortable with guidelines and if not familiar with an issue will go to the person needed to be in compliance, that as long as she knows ahead of time she would not have night conflicts, that in the current position she has learned a lot, that she is interested in the job description because it describes a lot of what she does but in a different setting, that she likes to learn, that she is very professional, that she works

with the school community, that she is the face of the museum, that she is willing to take on as many tasks as needed, that she is not looking for just a move to get a new job but a place to call home for a while, and that she wants to be someplace for a long time and grown and learn. The Committee met with Alyson Addonizio and she stated that she likes to work in customer service, that she works part-time in real estate appraisal, that she sets up appraisals behind the scenes, that she doesn't interact with clients, that she is looking for a full-time position, that she wants a position with more customer service, that she is detail oriented, that she double checks her work, that being around people is the most interesting aspect of the position, that she is a quick learner, that she picks up tasks, that she prioritizes her work as well as time management, that she makes list as to what is important, that she works at Tufts Health, that there was a lot of turnover in directors and management, that she adapts to change quickly but it is disappointing to be working with people who did not stay long in their position, that she worked at a hotel, that the pools was under renovations and not available to the patrons, that she had to work to calm the guests and did so, that it was rewarding to accommodate guests, that making someone's day better makes her happy, that at Tufts Health she had to work with HIPPA regulations and other regulations, that she had a lot of experience with new hire packets and the guidelines at Tufts Health, that as long as she knows that there is a meeting coming she would not have nighttime conflicts, that she has the ability to do the job and do it well along with customer service, that she is seasoned dealing with many people and concerns, and that she has become a quick learner and able to adapt to change. The Committee met with Jacuelyn Miller and she stated that she has been working in the book business for thirty years, that it is time for something new, that the publishing industry is changing, that she has been working for Saugus for ten years, that this seems to be a nice office, that she asked for a no turn on red sign and was able to get one installed, that she is more interested in how politics works, that the job seems appealing, that getting a bird's eye view of how the community works is appealing, that she does not need to share her opinions with everybody while listening to people, that she is a quick learner depending upon the task, that she has learned social media although she is not interested in this area much, that if something needs to get done she does what need to be done, that she wrote large grant applications, that the most disappointing aspects of her prior positions were had fiscal management of previous companies at which she worked, that the economy was an issue and she was laid off, that she is currently working for an older woman, that she communicated with people across the country in her past position, that she likes her current position, that she learned proof reading techniques, that she would miss the people she currently works with, that she reviewed grant requirements for years, that she also reviews author and illustrator contracts, that there would be no conflict with night meetings, that she is committed to the city of Woburn, that she grew up in Woburn and owns a house here, that here family lives here, and that she wants to make sure the community remain a good place to lives. The Committee met with Pamela Amico and she stated that she lives in Woburn, that she worked at Pitney Bowes and Winchester Hospital in secretary coordinator positions, that she is organized and prioritizes well, that she is looking for a change, that Lahey Clinic taking over Winchester Hospital is changing the community environment, that she loves her job but is looking for other opportunities, that she works well with may different people, that she manages a floor of 24 patients, that it is a hectic floor, that she tries to work with an even keel, that she trained people to work other shifts, that she is a go-to person for questions or concerns, that she is a quick learner, that deadlines would take priority, that a sensitive issued would be addressed first and then she would go back to daily activities, that the most frustrating part of her position is lack of support from the management level, that she has a new manage who is also new to management, that it is frustrating when there are many demands and she has to tell people they will be addressed when able to do so, that she left one job for childcare reasons, that getting the job done and being trusted to get the job done is rewarding, that she knows how to deal with issues and get a higher authority to assist when

needed, that except with confidentiality issues she does not deal with legal issues, that there will be no conflicts with night meetings, and that she is a straightforward, honest, organized and go-to person. The Committee met with Kathleen Rolli and she stated that she has been working in housing for a number of years, that she has always worked in a government setting which is rewarding, that she likes to work with people, that she works with Medford Housing Authority, that this position is assisting people, that she likes working with the public, that she is used to working with deadlines, that she understands that the needs of the public can be unpredictable but she likes to try to help people, that she is familiar with governmental rules, that she works under federally funded programs with rules that are always changing, that she knows how to look up rules, that she is always looking at rules and policy books, that she uses rules and applies them to her work, that she is looking forward to a change, that she likes working for the government, that she likes this area, that it would be appealing to attend the meetings, that she reviewed recent issues of fortune teller licenses and comprehensive permit hearings, that there seem to be interesting topics, that she is easy to get along with, that she is used to dealing with heavy customer service, that she is a quick learner, that she has had to learn computer programs and has done so quickly, that the housing industry is deadline oriented, that if the housing authority does not meet deadlines they would lose funding or be sanctioned or lose vouchers for the public, that she never misses deadlines, that she knows that deadlines have to be met despite a phone call, what comes through the door and what needs to be done, that all of her activity is monitored by Housing and Urban Development online, that the most rewarding aspect of her current position is being able to help people such as those needing housing, leaving a shelter or providing a stable home for a family, that it is disappointing when housing is not used appropriately and after a hearing the tenant must be removed from housing after investing so much effort in getting the housing, that she applies legal requirements every day, that she may not have to refer to regulations every day but they are embedded in what they do every day, that she obtains information on rules from online resources, that every day is a learning experience at the Medford Housing Authority, that she has a flexible schedule, that she has a good idea what she would be coming into based on her prior experience in housing, that she is a team player, responsible, can learn new laws such as reading the open meeting law, and would be a good asset for the team. The Committee has a lengthy discussion on whether to reduce the number of candidates for the next round of interviews to three or five candidates and whether to have one more meeting. Motion made and 2nd that the following individuals be requested to return for an additional interview on October 17, 2016 beginning at 6:00 p.m.: Melanie Rich, Sheila McElhiney, Michele Provinzano, and Kathleen Rolli, all in favor, 3-0. Motion made and 2nd that the executive session be concluded, ROLL CALL: Anderson – Yes, Concannon – Yes, Campbell – Yes.

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Motion made and 2nd to adjourn, all in favor, 3-0. Adjourned: 9:44 p.m.

Attest: _____
William C. Campbell
Clerk of Committees, Pro Tem