

**COMMITTEE ON PERSONNEL  
OCTOBER 17, 2016 AT 6:00 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. Human Resource Director Elaine Pryune was present for assistance.

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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 2<sup>nd</sup> 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. Alderman Campbell stated that the meeting would return to open session after this meeting. Motion made and 2<sup>nd</sup> to adopt the form of questions for the interviews, all in favor, 3-0. The Committee met with Melanie Rich and she stated that she is familiar with all aspects of the position, that she posts agendas, keeps and transcribes minutes and meets deadlines, that there is nothing on the description that she cannot do, that she has done this type of work for the Conservation Commission and Board of Health in Boylston, the Planning Board in West Boylston and the minutes for the Board of Selectmen in Groveland, that elections are something new to her, that this position is what she has been looking for, that she knows this will be more fast paced than the town, that the Board of Health had no solid recordkeeping system, that she established a checklist on each folder, that the Conservation Commission records were alphabetical and she changed the system to by street to enhance locating records, that she has street listings which assists others in finding the records as well, that she is a very organized person, that customer service is first and foremost important, that she must present well to customers, that you work is a reflection of how you work, that she takes pride in her work,, that she does prepare meeting well, that the members of the boards have what the need to make decisions on petitions, that her sense of humor is a great asset, that she treats people well, that currently she works with a small group of people in the building that work together, that she works closely with people in town hall now, that she has no issue with the commute, that if there was an issue in the office she would correct it, that she would speak to the Town Administrator if there was no correction as she is not the supervisor, that she works with a close group, that the departments do work that needs to be done, that she does not have any issues with her coworkers, that she has not had issues working with others, that she will listen if someone needs to gripe or vent, that she is easy to get along with, that she is confident

that there is nothing in the job description that she cannot do, that she is more than qualified, that she would need to learn the local practices but is confident that she can learn, and that petitions are logged in at the Town Clerk's office and she tracks the Planning Board activities on the matter. The Committee met with Sheila McElhiney and she stated that she developed an organizational system in the Middlesex District Attorney's office, that she assumes the office of the City Clerk has to be organized, that she created a simple system with matters being send by faxing letting others know who in the District Attorney's office handled the matter, that there was a closing letter when the matter was concluded, that she coordinated the system, that this is a database that everyone had access to, that she received a lot of positive feedback, that she has good organizational skills and pays attention to detail, that she is used to deadlines with trial work, that she has no issues with deadlines and is able to multitask, that she currently works with cases and prioritizing what needs to be done, that he has flexibility, that she is a team player, that she will put paper in the copy machine or whatever needs to be done, that dealing with the public is important and she enjoys doing so, that she has good listening skills and good people skills, that she will provide information when needed or direct people to where they can find the information, that working with the public is the most important aspect of the position, that he supervisor called her the cornerstone of her unit, that no one is irreplaceable, that her employer counts on her skills, that listening to people is her greatest asset, that she is older than many of the Assistant District Attorneys, that sharing her knowledge and information is a good trait, that she does a lot of work writing but could improve on those, that she works in a small unit and they get along well with each other, that everyone does good work because they are committed to public service, that she would talk to a coworker when an issue affected her work, that she has supervised people and has no issue telling someone to correct a problem, that there have been personality conflict at the District Attorney's office over the years, that often she has had to calm people down by listening and talking to people to resolve the conflict, that she had an issue years ago as a supervisor when called into the judge's lobby, that an employee had a gun that the judge did not want him to have tin the courtroom, that the gun was removed and everyone got along after that, she does her own work, that she never worked on a case where she did not get along with someone, that she is interested in the position, and that this is an opportunity to contribute to the community. The Committee met with Michele Provinzano and she stated that the position is focused on meeting deadlines and having organizational skills, that having worked with law firms she believes that she has these skills, that she has taken shorthand which would help in taking minutes, that she was required to file motions timely, that she organized records to be mindful of deadlines such as motions and statute of limitations, that following up on work and checking the work is a trait, that having organizational skills is the most important qualification for the position, that she is on time and shows up, that her dedication and loyalty will be missed by her employer, that she would go in and do the necessary work nights and weekends, that she put in as much effort for the attorney as if her name was on the case, that kindness is a great skill and being nice to people, that she has never had an issue working with people, that having patience and letting the outside world affect the work would be an issue, that that she would ask a coworker if they needed help with a problem to address any issue, that she has not had any issues with other employees, that she would work with others to see what is going on between employees if there was an issue and if necessary speak to a higher supervisor so that the issue does not affect the workplace, that she would brush off a problem to be certain that it did not affect the work, that communication is key, that you cannot go wrong being kind, that organization, attendance, meeting deadlines, being on time, being kind to all, and working in an office under pressure are all relevant work experiences that she has had, and that her job strengths are a perfect fit for the position. The Committee met with Kathleen Rolli and she stated that knowledge of dealing with codes and regulations is beneficial, that her experience has been mostly with federal statutes but also with some state statutes, that she has the ability to

work with others, to work in a group and to work by herself, that she has the ability to prioritize her work, that her work experience has made her aware of time tables, that there is uncertainty in the workday and she never has the same work every day, that there is a small group of case workers, that she handles 200 cases, that a focal point is helping people with their issues, that she has the ability to be a hardworker, is able and willing to learn, has adaptability, working a front desk or whatever needs to be done, that she was given an extremely difficult case load, that she acts as mediator among her work group, that she is easy to get along with and can relate to the people she works with, that working with a computer system at the housing authority takes time so she has taken the time necessary, that she has dealt with difficult people and situations, that if here was a difficult employee she would try to work with the person and not be confrontational, that she tries to work with the person's strengths, that she has worked for a small agency for sixteen years, that personalities come into play in daily work, that she would try to meet a person halfway and not be confrontational, that she is a hard worker, works late when needed, had not difficulty with weekend work, is time oriented, can manage her time and responsibilities, is able to learn new skills, likes to be busy, is here to help people and welcomes this opportunity. After concluding the interviews, the Committee discussed their findings. Director Pruyne stated that there is no reason not to choose any of the candidates but that she favors Ms. Rich and Ms. Rolli. Alderman Campbell stated that she favor Ms. Rich and Ms. Rolli, that Ms. McElhiney might be appropriate as Assistant City Solicitor but she is not certain that she would be right for this position, and that the issue is the work that has to be done day to day. Alderman Anderson stated that he views Ms. Rolli as his first choice, Ms. Provinzano as his fourth choice and the placement of second and third is difficult, and that Ms. Rich has the tools to do the job but Ms. McElhiney has more tools in the bag to do the job. Alderman Concannon stated that Ms. Rolli has enough of the government tools, confidentiality and easy way about her, that he had strong favorable vibrations both nights with respect to Ms. Rolli, that if the only part of the job was minutes and meetings his choice would be Ms. Rich however with the other work she has less of the day to day experience, and that the position is less of what she is good at and more of what she does not do. Alderman Anderson stated that Ms. Rich is a more rounded worker on her resume. Alderman Concannon stated that Ms. Rich seemed more like the part-time Clerk of Committees of the past. Alderman Anderson stated that Ms. Rich seemed to have more counter work as well. Alderman Concannon stated that Ms. Rich does not work in a large, busy setting, and Ms. McElhiney seems difficult to gauge, may be overqualified, would be a good supervisor but that he does not believe that she would be offended by menial tasks. Alderman Anderson stated that the city needs a diligent, smart and right hand person for the boards, and that his order of preference would be Ms. Rolli, Ms. McElhiney, Ms. Rich and Ms. Provinzano. Alderman Campbell stated her order of preference as Ms. Rolli, Ms. Rich, Ms. McElhiney and Ms. Provinzano. Alderman Concannon stated his order of preference as Ms. Rolli, Ms. McElhiney, Ms. Rich and Ms. Provinzano. Alderman Concannon stated that he also relies on the clerk to provide guidance. Alderman Campbell stated that the Committee should send out the candidates who are most qualified for the position. Alderman Anderson stated that the job of the Committee is to send out he most qualified candidates. Alderman Concannon stated that the Committee should not send out someone who is not qualified. Alderman Campbell stated that Ms. McElhiney is a more laid back personality. Alderman Anderson stated that Ms. Rich probably will not receive sufficient votes for appointment. Alderman Concannon stated that he believes that Ms. McElhiney can do the work in a nonsupervisory position. Motion made and 2<sup>nd</sup> that the Committee on Personnel refer Melanie Rich, Kathleen Rolli and Sheila McElhiney send out to the Committee on Personnel, sitting as a Committee of the Whole, for final interviews on October 19, 2016, all in favor, 3-0. Alderman Anderson stated that a narrative of what the office duties entail and the structure of the office governance should be available as well as structured questions. Motion

made and 2<sup>nd</sup> that the executive session be concluded and the matter be returned to open session,  
ROLL CALL: Anderson – Yes, Concannon – Yes, Campbell – Yes.

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Motion made and 2<sup>nd</sup> to adjourn, all in favor, 3-0. Adjourned: 8:27 p.m.

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