

**COMMITTEE ON PERSONNEL  
SEPTEMBER 13, 2017 AT 6:45 PM  
COMMITTEE ROOM  
WOBURN CITY HALL**

Voting Members:

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

Non-Voting Members:

President Richard Haggerty

Motion made by Alderman Concannon and seconded by Alderman Anderson to enter into executive session pursuant to M.G.L. Ch. 30A, §21(a)(8), regarding the discussion of the Deputy Superintendent's position at the Dept. of Public Works; approved on the following vote by roll call: Alderman Anderson, Yes; Alderman Concannon, Yes; Chairman Campbell, Yes. Chairman Campbell said Asst. City Engineer Bret Gonsalves has removed himself from consideration because he has taken another job. Chairman Campbell said Human Resources Director Elaine Pruyne forwarded a resume that was submitted on Monday in response to the job posting on the Mass. Municipal Association's website that erroneously indicated the deadline for the submission of resumes is Sept. 27. Chairman Campbell said she was advised by HRD Pruyne that the committee does not have to accept the resume because it was submitted after the actual deadline on Sept. 1. Alderman Concannon asked if the applicant's resume ought to be considered because it was submitted in good faith, said that he is trying to do the right thing, but added he is not sure what that is, and asked what is the downside of accepting it. President Haggerty asked if the committee accepts that particular resume, would it be tacitly extending the deadline to Sept. 27. Alderman Anderson said the resume ought not to be accepted, and that the committee should not have to accommodate the MMA's mistake. Alderman Concannon acknowledged the deadline was Sept. 1 and the resume was rejected. Chairman Campbell introduced lists of questions for the applicants submitted by Alderman Richard Gately and DPW Supt. Jay Duran and suggested the committee members incorporate some of those questions into a questionnaire the committee will ask of the semifinalists during interviews. Chairman Campbell said she would like to whittle the list of applicants to about five who will be interviewed. She said she has spoken to Supt. Duran who is looking for candidates with people skills and the ability to work well with others, and that a water certification is not necessarily required as there are two people in the department who already have it, nor is an engineering degree a requirement. Chairman Campbell said Alderman Gately's questions contain a great deal of depth and are very good. She also suggested working off a template of questions similar to the ones the committee used during the process to select a Clerk of Committees, though the specific questions would be tailored to the Deputy Superintendent's position. Chairman Campbell said she would prefer to have Supt. Duran in the room for the interviews. Alderman Anderson agreed Alderman Gately's questions are pretty good. Alderman Concannon agreed input from Supt. Duran will be an important part of the process. Alderman Anderson said an important trait for the successful candidate will be the ability to organize and direct personnel, rather than the ability to operate a backhoe.

-----  
President Haggerty departed the meeting.

---

Alderman Concannon suggested the committee should prepare 8-9 good questions, starting with asking the candidates what experience they have working in a municipality. Alderman Anderson said he would like to start with a softball question like the committee did when it interviewed candidates for Clerk of Committees, like having the candidate taking a minute to tell the committee why the

candidate is qualified for the position. Alderman Concannon suggested there ought to be a question about what experience the candidates have working for a city or town, as it's one thing to have experience in the private sector, and another to have experience working in an environment like the DPW. Alderman Concannon said he would like to ask a question suggested by Alderman Gately about whether the candidates have experience planning and executing a daily work plan. Alderman Anderson said he would like to ask the candidates to describe a situation when they have been involved in conflict resolution.

The committee members agreed to ask each candidate the following questions, approximately:

- 1.) Tell us about yourself.
- 2.) Tell us what experience you have working for a governmental department or agency.
- 3.) Tell us what experience you have managing multiple political interests.
- 4.) Tell us what experience you have in the operation, maintenance, construction and repair of underground utilities, facilities, roads and sidewalks, snow and ice removal, reading plans and blueprints, and water treatment filtration.
- 5.) Describe your experience with the implementation of state Chapter 90 funds.
- 6.) Describe your experience with identifying, planning and assigning tasks to individuals and crews on a short-term basis and a long-term basis.
- 7.) Describe your skills and experience dealing with conflict resolution emanating from the dynamic of a small group office setting.
- 8.) Is there anything else this is important for us to know about you, or that we need to consider, or is there something we've asked that you'd like to clarify or elaborate upon?

Committee members then discussed which candidates to invite to the interviews. Alderman Anderson suggested inviting all three candidates currently with the Woburn DPW – David Galante, Christopher Doherty and Len Burnham – to the semifinal round. Chairman Campbell agreed the committee should interview Mr. Doherty and Mr. Burnham, but questioned Mr. Galante's inclusion. Alderman Concannon said Mr. Galante has spent 30 years at the DPW and suggested inviting all three internal candidates. Alderman Anderson said he would like to include external candidates Joseph Lynch, Christopher Okafor and Joseph Crossen among the semifinalists. Alderman Concannon said he would also like to invite Scott Brinch, and concurred with Alderman Anderson about Mr. Okafor, Mr. Crossen and Mr. Lynch. Alderman Anderson said he does not think Brinch has enough experience, and that he would prefer to interview as many as nine candidates. Chairman Campbell concurred with Alderman Concannon in that her four preferred external candidates are Mr. Lynch, Mr. Okafor, Mr. Crossen and Mr. Brinch. Alderman Anderson asked if the committee wants to conduct the interviews of the semifinalists over one or two days. Alderman Concannon said if the committee goes to seven semifinalists, the questions don't have to be exhaustive, and once the committee gets to three finalists, it can drill a little deeper with the questions. Alderman Anderson said the committee should interview the seven semifinalists and decide after that how to pick the finalists. Alderman Concannon wanted to know at what point Supt. Duran's input would be sought. Alderman Anderson asked if the committee ought to interview all the semifinalists in one night. Chairman Campbell said she would prefer to interview all seven candidates in one night. Alderman Concannon said he would prefer to interview all the semifinalists on the same night, and it could be accomplished if they committee moves the proceedings along. Chairman Campbell said she would confer with HRD Pruyne and Supt. Duran, and a tentative date and time of Tuesday, Sept. 26, at 5:30 p.m. would be sought to interview semifinalists, with Wednesday, Sept. 27 at the same time being an alternate date. Alderman Concannon asked if the goal is for the council to select the new Deputy Superintendent at its meeting on October 17, and asked if the Personnel Committee would meet as a committee of the whole to interview the finalists in an open meeting, and if so, would that inhibit the ability of Supt. Duran to speak freely about the candidates, should Supt. Duran attend that meeting. Alderman Campbell said the committee has to bring forward at least two finalists who the committee of the whole will interview. Motion made by Alderman Concannon and seconded by Alderman Anderson to invite to interviews seven semifinalists as follows: David Galante, Christopher Doherty, Len Burnham, Joseph Lynch, Christopher

Okafor, Joseph Crossen and Scott Brinch; approved, 3-0. Motion made by Alderman Concannon and seconded by Alderman Anderson to exit executive session and approved on the following roll call vote: Alderman Anderson, Yes; Alderman Concannon, Yes; Chairman Campbell, Yes. After executive session was concluded, Chairman Campbell announced the committee voted to select seven semifinalists for the Deputy Superintendent's position at the DPW and they will be invited for interviews at a date and time to be determined. Motion made by Alderman Concannon and seconded by Alderman Anderson to adjourn; approved, 3-0. Chairman Campbell adjourned the meeting at 7:59 p.m.