

**COMMITTEE ON ORDINANCES, CHARTER & RULES**  
**MONDAY, SEPTEMBER 25, 2023, AT 6:00 p.m.**  
**WOBURN CITY HALL**  
**COMMITTEE ROOM**

Voting members present: Chairman Joseph Demers, Councilor Lou DiMambro, Councilor Robert Ferullo, and Councilor Darlene Mercer-Bruen. Absent: Councilor Richard Gately

Non-voting members present: President Michael Concannon, Councilor Joanne Campbell, Councilor Charles Viola, and Councilor Jeffrey Dillon

Also present: Human Resources Director Shawna Healey

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**Reading and approval of previous meeting minutes:** Motion made by Councilor Ferullo and seconded by Councilor DiMambro to approve the minutes of the meeting of September 13, 2023; approved, 4-0.

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**Order amending WMC Section 3-6, Disposal of old and unnecessary material:** Chairman Demers said the committee received a relevant memorandum from the City Solicitor this morning. He asked if any members of the committee have questions about the memorandum. Motion made by Councilor Mercer-Bruen and seconded by Councilor DiMambro that the order “ought to pass;” approved, 4-0.

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**Order amending WMC Title 16, Sexual Harassment Policy and Procedure:** Chairman Demers read from the City Solicitor’s memo, as follows: “The adoption of a sexual harassment policy was mandated by federal law in 1996. For reasons I do not recall, the policy was made part of the WMC. As sexual harassment is no longer addressed under a standalone policy, but is included in the city’s workplace violence policy, I am recommending that it be repealed, and removed from the WMC.” Chairman Demers said the city’s sexual harassment policy isn’t being changed, it’s being removed from the Woburn Municipal Code because it does not belong in that document. Director Healey said the sexual harassment policy is part of the workplace violence policy. Motion made by Councilor Mercer-Bruen and seconded by Councilor Ferullo to accept the memorandum from the City Solicitor and make it part of the permanent record; approved, 4-0. Motion made by Councilor Mercer-Bruen and seconded by Councilor DiMambro that the order “ought to pass;” approved, 4-0.

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**MOTION** made by Councilor Mercer-Bruen and seconded by Councilor DiMambro to adjourn; in favor, 5-0. Chairman Demers adjourned the meeting at 6:04 p.m.

A TRUE RECORD ATTEST

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Gordon Vincent  
Clerk of Committees