

COMMITTEE OF THE WHOLE

Minutes of the Meeting

June 4, 2018

1. Vice-President Logan called the meeting to Order at 10:00pm.
2. Vice-President Logan requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll – Councillors Brasco, Darcy, Fowler, Harris, LaCava, D. Leblanc, R. LeBlanc, Mackin, McLaughlin, McMenimen, Romard, Stanley, Vidal and Logan were present.
3. A motion by President LeBlanc to approve the minutes of the COW meeting held on May 21, 2018 was adopted on a voice vote and the minutes of May 21, 2018 were approved.
4. Councillor Harris asked for a moment of silence for the victim of the fire that occurred earlier in the day at the home located at 32 Rumford Avenue and for the first responders who handled the unfortunate incident.
5. President LeBlanc moved to take the matter of the resolution concerning the City Clerk vacancy (1/8/2018) from the table. The motion was adopted on a voice vote. President LeBlanc moved to hear from the three candidates – Stephen Pottle, Robert Waddick and Kara Wilson. The motion was adopted on a voice vote. Vice-President Logan explained the procedures for the interview – each candidate could make an opening statement of no more than 4 minutes, each candidate to answer questions from the Committee members and each candidate could make a closing statement of no more than 3 minutes. The order of the interviews would be alphabetical by last name – Pottle, Waddick and Wislon.

The first candidate, Stephen Pottle, gave an opening statement citing his current position as the Assistant City Clerk in the City of Worcester and gave an overview of his background and experience. Councillor Mackin asked three questions concerning (1) experience with social media and its uses in the role of City Clerk, (2) ways to improve and/or increase voter registration and (3) ways to increase transparency in the Clerk's Office. Councillor Harris also asked several questions concerning (1) vision for the City Clerk's position, (2) management style as a supervisor, (3) management style with other departments (4) vision of customer service and (5) experience working with the City Council. Councillor McMenimen asked several questions concerning the form of government in Worcester, experience with budgeting, licenses/certifications held and interest for this position. Councillor LaCava asked Mr. Pottle if he would plan to remain in Waltham and if he understood the election process for the City Clerk position. Councillor McLaughlin asked questions about his knowledge of the Waltham City Clerk's

Office and what would his current staff say about him. Councillor Darcy asked questions about Mr. Pottle's familiarity with the broadcasting of meetings and his experience with software that provides the ability to electronically record and search information under the control of the City Clerk, such as minutes and agendas. Mr. Pottle gave a closing statement to sum up his background, qualifications and experience.

The second candidate, Robert Waddick, gave an opening statement citing his vision for the City Clerk's Office and gave an overview of his background and experience. Councillor Mackin asked three questions concerning (1) experience with social media and its uses in the role of City Clerk, (2) ways to improve and/or increase voter registration and (3) ways to increase transparency in the Clerk's Office. Councillor Stanley asked if Mr. Waddick did not have extensive experience with social media, would he be willing to work with the Assistant City Clerk. Councillor Stanley spoke about the frustration with low voter turnout and asked Mr. Waddick how he could help improve the image of the City Clerk's Office. Councillor Harris also asked several questions concerning (1) vision for the City Clerk's position, (2) management philosophy in running the office, (3) vision of customer service and (4) experience with technology. Councillor McMenimen asked questions if Mr. Waddick intended to perform legal work outside of the City Clerk's position and his intent to remain in the position. Councillor McMenimen also asked about Mr. Waddick's strategy and experience with elections and the Clerk's interaction with the Mayor's Office. Councillor Romard asked questions about customer service and what can we expect in the first 100 days and in 3 years. Councillor McLaughlin asked about ideas that would be introduced. President LeBlanc asked about the relationship between the City Clerk and the City Council and the use of performance evaluations during the appointment term. Councillor Darcy asked questions about technology, including putting all Council meetings on the City's website. Mr. Waddick gave a closing statement to sum up his background, qualifications and experience.

The third candidate, Kara Wilson, gave an opening statement citing her having done the job for over a year and gave an overview of her background and experience. Councillor Mackin asked three questions concerning (1) experience with social media and its uses in the role of City Clerk, (2) ways to improve and/or increase voter registration and (3) ways to increase transparency in the Clerk's Office. Councillor Romard asked questions about Ms. Wilson's experience with "early voting" and how you would make the jump from your current position to the City Clerk. Councillor McLaughlin asked about the one thing that you would change in the Clerk's Office. Councillor McMenimen asked questions that focused on Ms. Wilson's experience performing the Clerk, Assistant Clerk and Executive Assistant duties, often in the same time period. President LeBlanc asked about Ms. Wilson's vision for the archive storage at the Bright School. Ms. Wilson gave a closing statement to sum up her background, qualifications and experience.

Vice-President Logan thanked the three candidates for their interest in the position and their responses to the questions from the Committee. President LeBlanc moved to continue the meeting past midnight. The motion was adopted on a voice vote. President LeBlanc initiated the discussion of when to hold the election of the City Clerk. After suggestions from several Committee members, it was moved to hold a special City Council meeting on June 18 at 5:30pm to elect the City Clerk. The motion was adopted on a voice vote. President LeBlanc moved to place the matter of the resolution concerning the City Clerk vacancy (1/8/2018) back on the table. The motion was adopted on a voice vote.

6. A motion by President LeBlanc to adjourn was adopted on a voice vote, and the Chair declared the Committee adjourned at 12:05am on June 5, 2018

Paul G. Centofanti - Clerk to the Committee of the Whole