

COMMITTEE OF THE WHOLE

Minutes of the Meeting

January 17, 2017

1. Vice-President Logan called the meeting to Order at 8:00 pm.
2. Vice-President Logan requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll – all Councillors were present except Councillor Darcy.
3. A motion to approve the minutes of the COW meeting held on December 27, 2016 was adopted on a voice vote and the minutes were approved.
4. President Diane LeBlanc moved to take the resolution concerning the filling of vacancies–Assistant City Clerk (12/27/2016) from the table. The motion was adopted on a voice vote. Councillor O'Brien rose and recused himself from the discussion of the matter. A motion by President LeBlanc to hear from an off-committee individual, HR Director Kristen Murphy was adopted on a voice vote. President LeBlanc asked questions concerning the job description of the Assistant City Clerk, including specifics on the creation of the job description, proposing changes to the job description and special requirements of the job. President LeBlanc stated that the potential applications should go directly to the HR Director so they may be screened for compliance with the minimum requirements of the job. Councillor Romard asked questions pertaining to the statement "or any equivalent education or experience" in the job description and what it means. Councillor Romard also stated that letters of reference should be required and the applicants need to be informed the position requires attendance at night meetings. Vice-President Logan stated that individuals seeking the position would need to be nominated by a City Councillor, similar to what was recently done for the School Committee vacancy and the At-Large Councillor vacancy. Councillor Waddick expressed concern about the strict adherence to the education/experience requirement in the job description. Councillor Vidal asked about the posting period and if two weeks was sufficient. Councillor Brasco informed the Committee of a recent vacancy for the Clerk in the Town of Concord and referenced the posting in the "Beacon" publication. Councillor Randy LeBlanc asked questions about the special requirements and if it included having knowledge of automated systems. Councillor McMenimen spoke of the history of job descriptions and asked the HR Director about ordinances and possible legal concerns to do with hiring practices. Councillor McMenimen stated that the job description should not be changed during this process and spoke further of the other responsibilities performed by the Assistant City Clerk. President LeBlanc moved to request an opinion from the Law Department pertaining to updating the job description and for a representative to attend the next COW meeting on 2/6/2017 to answer

questions from the Committee. The motion was adopted on a voice vote. Councillor Waddick suggested that qualified applicants be given an opportunity to be interviewed by the Committee. Councillor Rourke agreed that was a good idea, similar to what was done with qualified applicants for the Community Preservation Committee vacancies. President LeBlanc moved to table the resolution. The motion was adopted on a voice vote and the resolution was tabled.

5. A motion by Councillor McLaughlin to adjourn was adopted on a voice vote, and the Chair declared the Committee adjourned at 9:05pm.

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