

**COMMITTEE ON PERSONNEL  
AUGUST 28, 2017 AT 7:37 PM  
COMMITTEE ROOM  
WOBURN CITY HALL**

Voting Members:

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

Absent: None.

Non-Voting Members:

Attending: Alderman Mark Gaffney, Alderman Richard Gately,  
Alderman Lindsay Higgins, Alderman Darlene Mercer-Bruen,  
Alderman Edward Tedesco, President Richard Haggerty

Absent: None.

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Motion made by Alderman Concannon and seconded by Alderman Anderson to accept and make part of the permanent record a Memorandum from City Clerk William Campbell to Human Resources Director Elaine Pruyne regarding the job description for the Deputy Superintendent of Dept. of Public Works. Chairman Campbell stated advertisements for the position were posted on August 21 and the deadline for the submission of resumes is September 1. Chairman Campbell noted only six resumes have been received thus far, as opposed to the 180 resumes that were submitted for the Clerk of Committees vacancy earlier this year. Chairman Campbell said if the number of resumes remains at six at the deadline, it might be prudent for the Personnel Committee to interview all the candidates, depending upon how many are qualified for the job. Alderman Concannon suggested obtaining recommendations for candidates from the Human Resources Director and DPW Supt. Jay Duran. Alderman Anderson suggested asking Human Resources Director Pruyne and Supt. Duran to rank the candidates in their order of preference. Alderman Higgins suggested the recommendations don't have to be by name, but rather by which the candidates best match the qualifications for the job. Alderman Concannon said he would prefer the submission of names of which candidates are preferred by Supt. Duran and HRD Pruyne. Chairman Campbell said if the list exceeds a half-dozen, Supt. Duran and HRD Pruyne could whittle it down to five names for consideration. Alderman Anderson said he would prefer to wait until after the deadline for filing resumes and the committee knows how many candidates actually apply before anyone is eliminated. Alderman Anderson asked if the interviews were going to be conducted in executive session. Chairman Campbell said that the forum for interviewing the finalists would be held in public, with the entire council, as was the process for hiring the Clerk of Committees. President Haggerty said if there is no semifinal round of interviews, the process could be sensitive in that employers might be made aware that current employees are candidates for the position. Alderman Concannon replied that may be the reality of the process. Alderman Haggerty suggested the position should be filled by October 1. Alderman Campbell said the Personnel Committee should convene again on September 7 at 6 p.m., after the passage of deadline for the submission of applications.

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Motion made by Alderman Concannon and seconded by Alderman Anderson to adjourn,  
all in favor, 3-0. Adjourned: 7:50 pm

Attest: \_\_\_\_\_  
Gordon Vincent  
Clerk of Committees