

**SPECIAL TOWN COUNCIL MEETING  
&  
BUDGET/MANAGEMENT COMMITTEE MEETING  
TOWN HALL-COUNCIL CHAMBERS  
FEBRUARY 13, 2012**

Present: Arthur Mathews, President  
Robert Conlon  
Kenneth DiFazio  
Jane Hackett  
Thomas J. Lacey  
Ed Harrington  
Michael Molisse  
Patrick O'Connor  
Michael Smart

Not Present: Brian McDonald  
Victor Pap III

Also Present: Cindy DePina-Human Resources Director

Recording Secretary: Diane T. Hachey

**12 012-Town Clerk Appointment**

Council President Mathews called the Special Town Council Meeting of February 13, 2012 to order at 7:04 PM. He noted that upon advice from Solicitor Lane, this evening's meeting was posted as a Special Town Council-Budget/Management Committee meeting. President Mathews turned the meeting over to Budget/Management Chairman, Kenneth DiFazio, who called the Budget/Management Committee meeting to order at 7:05 PM.

Chairman DiFazio requested an overview by Cindy DePina, Director of Human Resources, regarding the process for interviewing candidates for the Town Clerk position.

Mrs. DePina explained that the position was posted both on the town's website and the Massachusetts Municipal website, netting 13 (thirteen) applicants, 7 (seven) of which were selected to be interviewed. She is putting forth 4 (four) candidates this evening to the Budget/Management Committee. Mrs. DePina has created an interview rating sheet, randomly assigned candidates to determine the order of interviewing, in addition to providing each committee member with each candidates resume and application. Chairman DiFazio will pose the series of questions to each candidate and the 5 (five) members of the Budget/Management Committee will complete an interview rating sheet for each candidate. Mrs. DePina will collect the sheets at the completion of the meeting, tally the results and share them with the committee on Wednesday, February 15, 2012.

Mrs. DePina noted that all candidates will be asked the same set of questions, and if additional questions arise and fall outside of these, she cautioned the committee to ask the question of each candidate for consistency reasons. Additionally it was noted that these additional questions are not to be rated on the interview rating sheet.

Chairman DiFazio noted that there are 5 (five) members of the Budget/Management Committee and all of the Councilors were invited, and many are in attendance this evening.

### **Candidate #1-Elizabeth Nichols**

Background: She is employed by the town of Carver and resides in New Bedford. Due to residency requirements she is unable to become the Town Clerk for Carver. She has performed Town Clerk duties, including running town elections.

1. Do you have experience or knowledge of chairing the Licensing Board for a town/city?  
*No, the licensing board is the board of selectman, she has witnessed meetings but is not involved.*
2. Describe your experience with running elections.  
*She has experience running elections, she has handled voting lists, precinct workers training and organization of the elections.*
3. Your role/registrars role.  
*She handled processing of nomination papers and certifications.*
4. How many precincts and districts do you have experience with?  
*Carver has 1 (one) voting location.*
5. What is the population of the city/town you served?  
*Carver has 10,000 residents.*
6. Birth/death records-Weymouth has a hospital therefore the volume is much larger than some of the other communities...Can you describe your experience and describe the volume.  
*Weymouth is an occurrence town which means that they send records to surrounding towns. She explained further that deaths are handled by every community. She is the records keeper for the town of Carver.*
7. Explain your knowledge of the Munis system.  
*She does not have experience with Munis, but has seen it; she utilizes Access.*
8. Describe any ideas you have or you have implemented to cut costs in the Town Clerk's Office.  
*She explained that the census was performed in- house where envelopes were stuffed and processed by the Board of Registrars. They implemented handling outside and saved \$7-800 per year. They additionally automated transactions by including them online, versus hand tallying.*
9. Can you discuss your experience as it relates to census work.  
*She works on the town census and had a major role in the 2010 census, as she was the point person.*
10. How many people, if any, do you supervise?  
*One person who is a records technician. During her employment with Ocean Spray she supervised 33 employees.*
11. Describe your management style.  
*She strives to empower people and does not get her feathers easily ruffled.*
12. Describe your budget experience. What was the annual budget for your department?  
*She performs budgeting for \$160,000 for salaries and \$25,000 for expenses. She also pays bills for the office and has met with the finance committee in order to request additional funding for the department.*

### **Candidate #2-Joseph Kaplan**

Background: Was the Town Clerk for Uxbridge, a member of the election commission for 13 years for the city of Cambridge, performs archiving at the JFK Library, and is a member of the state licensing board.

During his tenure as Town Clerk for Uxbridge, a restructuring took place and his position was displaced. He is currently working on a consulting basis and is most eager to return in the capacity of Town Clerk.

1. Do you have experience or knowledge of chairing the Licensing Board for a town/city?  
*No, he worked for principal clerk of the state licensing board, but is very familiar with municipal government.*
2. Describe your experience with running elections.  
*He was charged with handling the absentee ballots and established a training manual and program for the poll workers.*
3. Your role/registrars role. (answered in conjunction with aforementioned question).
4. How many precincts and districts do you have experience with?  
*33 precincts for the city of Cambridge, which were originally 42 precincts at one point.*
5. What is the population of the city/town you served?  
*Cambridge has approximately 100,000 residents and Uxbridge 17,500*
6. Birth/death records-Weymouth has a hospital therefore the volume is much larger than some of the other communities...Can you describe your experience and describe the volume.  
*Uxbridge experienced approximately a dozen deaths and births per month.*
7. Explain your knowledge of the Munis system.  
*He never experienced working with Munis but does have experience with several municipal government applications.*
8. Describe any ideas you have or you have implemented to cut costs in the Town Clerk's Office  
*He tries to be efficient and effective and streamline vital record requests, he noted that the auditors issued a stellar report of the department.*
9. Can you discuss your experience as it relates to census work.  
*He was the assistant director of Cambridge elections and he ran the census in Uxbridge. Additionally he publicized the importance of adhering to completion of the census and this resulted in an increase of return rates.*
10. How many people, if any, do you supervise?  
*In Cambridge 3-5 full time employees and in Uxbridge 1 Assistant Clerk (with seasonal help and poll workers)*
11. Describe your management style.  
*His management style is collaborative-he strives to work as a team and take ideas from his staff.*
12. Describe your budget experience. What was the annual budget for your department?  
*He didn't have much experience developing budgets.*

President Mathews asked him to elaborate on the Uxbridge Town Clerk position, asking how it ended.

*There was restructuring and the payroll clerk position became an appointed position.*

Councilor Molisse asked where he resides?

*He resides in Mansfield.*

**Candidate #3-Kathleen Deree**

Background: She has served for the past 9 (nine) years as the Assistant Town Clerk and this is the next logical step. She has worked in the Town Clerk's Office for 21 (twenty-one) years.

- 1 Do you have experience or knowledge of chairing the Licensing Board for a town/city?  
*No, she has no direct experience, but has a working knowledge of the board.*
2. Describe your experience with running elections  
*The department is fully staffed in all precincts. She handles voter registrations, handles both wardens and voter concerns.*
3. Your role/registrars role.  
*Answered in conjunction with aforementioned question.*
4. How many precincts and districts do you have experience with?  
*There are 18 (eighteen) precincts and 6 (six) districts in the town.*
5. What is the population of the city/town you served?  
*The population is 53,803.*
6. Birth/death records-Weymouth has a hospital therefore the volume is much larger than some of the other communities...Can you describe your experience and describe the volume.  
*Births run 5,000 per year, due to South Shore Hospital and are all automated.  
Deaths run 1,000 per year, with 4 (four) funeral directors. Marriages run 500 per year.*
7. Explain your knowledge of the Munis system.  
*Yes, she is familiar with the Munis system, and handles the bills for the office, in addition to developing the budget.*
8. Describe any ideas you have or you have implemented to cut costs in the Town Clerk's Office.  
*Voting lists were done in-house but have now been out-sourced. Dog Officer notices have been addressed in addition to her working with high school volunteers to work the polls during elections.*
9. Can you discuss your experience as it relates to census work.  
*She was the secretary to the Board of Registrars for a few years.*
10. How many people, if any, do you supervise?  
*She supervises 1 (one) full-time, 1 (one) part-time employee, in addition to the poll workers for each election.*
11. Describe your management style.  
*She prefers to work as a team.*
12. Describe your budget experience. What was the annual budget for your department?  
*The Town Clerk's budget was \$179,000, the Registrar's budget was \$140,000. She has crafted the budget for the last few years in conjunction with Frank Fryer and Richard Swanson.*

Councilor Molisse asked where she resides?

*She is a Weymouth resident.*

Chairman DiFazio asked if she has ever attended a Board of Licensing Meeting.

*She has never chaired nor attended but has viewed meetings on television, in addition to discussing outcomes with Frank Fryer.*

**Candidate #4-Joseph Powers**

Background: He serves as the current Town Clerk for the town of Braintree, since September of 2009. He served as School Committee member and chairman, town moderator, town meeting member and was on the Board of Selectmen. He is applying for this as Braintree and Weymouth share many similarities and he looks to this as a growth opportunity. He believes his skill set would make a positive impact on the town of Weymouth.

- 1 Do you have experience or knowledge of chairing the Licensing Board for a town/city?  
*Yes, he has experience by virtue of the Town Clerk serving on the 5 (five) member Board of Licensing Commissioners, which he has chaired since September of 2009.*
2. Describe your experience with running elections.  
  
*Has direct experience with all aspects of running elections.*
3. Your role/registrars role.  
*He serves as member of the Board of Registrars, by virtue of being the Town Clerk.*
4. How many precincts and districts do you have experience with?  
*He is the Chief Elections Officer and handles all recounts, both local and county based. Braintree is comprised of 12 (twelve) precincts with 12 (twelve) polling locations.*
5. What is the population of the city/town you served?  
*He cites that according to the 2010 census, the town of Braintree has 35,744 residents, noting that this is an increase of 6%.*
13. Birth/death records-Weymouth has a hospital therefore the volume is much larger than some of the other communities...Can you describe your experience and describe the volume.  
*He is the lead person for the VIP System. Braintree handles 400 births per year, 500-600 marriages and 500-600 deaths each year. They have 7 (seven) assisted living care facilities, which has a direct impact on the aforementioned figures.*
14. Explain your knowledge of the Munis system.  
*He is not familiar with Munis, but considers himself a quick learner.*
15. Describe any ideas you have or you have implemented to cut costs in the Town Clerk's Office.  
*He has increased revenue in the Town Clerk's Office by 5 % through automating processing. He is proud of this in addition to increasing the availability to the public for performing transactions online- he further notes that this has decreased traffic in the office as well.*
16. Can you discuss your experience as it relates to census work.  
*He has much experience as he has run 6 (six) censuses, noting that the highest number were mailed this year.*
17. How many people, if any, do you supervise?  
*He manages 2 (two) full-time staff and a principal clerk. Additionally, there are 100 election officers of which he has oversight.*
18. Describe your management style.  
*He considers himself a hands-on manager and prides himself on being an expert such that he can apply his management tools accordingly. He does not micro-manage.*
19. Describe your budget experience. What was the annual budget for your department?  
*The total budget for the department is \$250,000 which is comprised of administrations, elections and registrations. The department brings in approximately \$150,000 annually for licenses. He noted that if you take out the election budget, he covers all remaining expenses.*

Councilor Molisse asked where he resides?  
*He resides in Braintree.*

Chairman DiFazio noted that this concludes the interviews for the candidates put forth by Mrs. DePina. She will collect the tally sheets, and it was requested by Councilor Smart, that the sheets be returned as he took notes on them. It was confirmed that the committee will reconvene on Wednesday (February 15, 2012) to deliberate and a recommendation made to the full Town Council at the February 21<sup>st</sup> meeting. All 4, 3, 2, 1, or no candidates may be recommended by the Budget/Management Committee to the Council.

At 8:21 PM, there being no further business to attend to, Councilor Mathews motioned to adjourn the Budget/Management Committee meeting, motion seconded by Councilor Molisse and voted unanimously.

Respectfully Submitted by:

Diane T. Hachey  
Recording Secretary

Approved by:

Arthur Mathews  
President of Weymouth Town Council

Kenneth DiFazio