



Lowell City Council

Regular Meeting Minutes

Michael Q. Geary
City Clerk

Special Meeting Manager, Clerk, Auditor Evaluations

Date: January 12, 2021

Time: 5:30 PM

Location: Pursuant To Governor Baker's Emergency Order Modifying The State's Open Meeting Law Issued March 12, 2020, Meetings Will Be Held Using Remote Participation As Follows: Members Of The Public May Not Participate In-Person And May View The Meeting Via LTC.ORG (On-Line; Live Streaming Or Local Cable Channel 99) And Zoom.

1. ROLL CALL

Roll Call showed 9 present (Remote – C. Conway, C. Nuon, C. Samaras,).

M. Leahy presiding. Meeting was conducted in the Council Chamber; via teleconference with audio stream by LTC; and Zoom due to Covid-19 pandemic.

2. MAYOR'S BUSINESS

2.1. Communication Remote / Zoom Participation:

Pursuant To Governor Baker's Emergency Order Modifying The State's Open Meeting Law Issued March 12, 2020, Meetings Will Be Held Using Remote Participation As Follows: Members Of The Public May View The Meeting Via LTC.Org (On-Line; Live Streaming; Or Local Cable Channel 99) As They May Not Participate In-Person. Those Wishing To Speak Regarding A Specific Agenda Item Shall Register To Speak In Advance Of The Meeting By Sending Email To City Clerk Indicating The Agenda Item And A Phone Number To Call So That You May Be Issued Zoom Link To The Meeting. Email Address Is MGEARY@LOWELLMA.GOV. If No Access To Email You May Contact City Clerk At 978-674-4161. All Request Must Be Done Before 4:00 PM On The Day Of Meeting.

For Zoom - [HTTPS://SUPPORT.ZOOM.US/HC/EN-US/ARTICLES/201362193-JOINING-A-MEETING](https://support.zoom.us/hc/en-us/articles/201362193-joining-a-meeting)

In City Council, **Motion** "To accept and place on file" by C. Drinkwater, seconded by C. Elliott. So voted.



2.2. Evaluations - City Manager; City Clerk; And City Auditor.

In City Council C. Elliott noted they should start with Auditor and Clerk and finish with the Manager. C. Samaras noted that the HR Director (Mary Callery) would also have some remarks regarding process. Tina Masiello (Auditor) outlined the performance of the office indicating it was her first year and was pleased with performance and the challenges that were met during the pandemic. Ms. Masiello outlined goals for upcoming year and thanked body for the evaluation. C. Elliott commented on the importance of the department as it manages internal financial control. C. Elliott recognized the difficulty in balance sheet reconciliation. C. Rourke commented on the team effort along with financial team of the City. C. Mercier noted it was a difficult job being done well and that a big issue has been resolved involving reporting of teachers' salary figures.

Michael Geary (Clerk) commented on the evaluation process and spoke of the operations in the office during pandemic. Mr. Geary lauded is staff and noted that they were running understaffed for most of the year and still performing well. Mr. Geary noted his office would be able to adopt to any unforeseeable changes due to the pandemic and looks forward to any challenge. Mr. Geary requested that he be moved up a step on the salary grid. C. Nuon noted the effort put forth from the Clerk's office. C. Elliott noted office has a positive outlook and interfaces well with the public. C. Elliot noted the transition during pandemic was efficient and that Mr. Geary handles Council business professionally and was helpful during Council transition due to pandemic. C. Mercier noted the office is very efficient and serves community well and that the Clerk was always available. C. Conway noted positive adjustment by Clerk during pandemic and was pleased with results of moving to on-line requests. C. Conway recognized staff of Auditor and Clerk. C., Drinkwater was pleased with Clerk and staff and was appreciative of the assistance provided to him as a first term councilor. C. Chau noted the positive performance of the staff and that the Clerk was available at any time during and after working hours. C. Rourke noted he has sent many people to the Clerk for assistance and he has provided that in a friendly and efficient manner. C. Samaras noted the Clerk displays fine leadership skills. M. Leahy recognized the Clerk and his assistance during his term and noted the assistance during the Council zoom meetings.

Manager Donoghue noted that there would be a presentation during Council meeting regarding the year in review which would cover many topics she highlighted. Manager Donoghue commented on following topics: covid year impact; efforts of the City; employees of the City; moving operations to remote; department challenges; movement towards established goals; State of the City address; and State and Federal partners. C. Samaras noted that the Manager was not on the salary grid but was entitled to step increase per contract based on evaluation. C. Elliott noted his continued support of the Manager and was unsure of process for evaluation according to ordinance. C. Elliott noted governing during the pandemic is very difficult and that the administration has done a good job with it. C. Elliott noted open communication with the Manager and that day to day operations continue in a deliberate manner. C. Elliott suggested less motions from body so that Manager's office can focus on operations. C. Mercier



recognized efforts of the staff and CFO Conor Baldwin. C. Mercier commented on the open communication with the office and that information is provided in a timely manner. C. Mercier noted efforts of the administration put Council in a favorable light. C. Rourke noted favorable evaluation of the Manager and her display of leadership. C. Rourke was impressed with hires for the City and that he has positive feedback regarding employees in all departments. C. Drinkwater noted Manager and staff provide helpful information and are responsive. C. Conway noted leadership of the Manager and her efforts for continued economic development during pandemic. C. Conway noted her support for public safety and upgrades of the schools and that she always has best interest of the City. C. Chau noted her leadership during pandemic and that she is always available and maintains professional environment in the City. C. Nuon noted leadership during difficult times and commented on her innovative approach to finances outside of merely raising taxes. C. Nuon noted that day to day operations continue and bigger projects move forward. M. Leahy noted positive relation with the Manager as the Mayor and that she shows compassion and energy in her performance. Ms. Callery noted receipt of all reviews and that they were satisfactory and compliant. Motion by C. Mercier, seconded by C. Rourke to approve step increases for each position in accordance to contract and ordinance. Adopted per Roll Call vote 9 yeas. So voted.

3. ADJOURNMENT

In City Council, **Motion** to Adjourn by C. Mercier, seconded by C. Rourke. So voted.

Meeting adjourned at 6:48 PM.

Michael Q. Geary, City Clerk