



# Lowell City Council

## *Auditor & Clerk Oversight SC*

Michael Q. Geary  
City Clerk

**Date:** February 16, 2021  
**Time:** 5:30 PM  
**Location:** Zoom / Remote Participation.

### **PRESENT:**

Present on Roll Call were Chairman Samaras, C. Conway and C. Nuon. Also present C. Mercier, Mary Callery (HR), M. Leahy, C. Rourke, C. Chau, C. Drinkwater, Conor Baldwin (CFO) and C. Elliott.

### **MEETING CALLED TO ORDER:**

Chairman Samaras called the meeting to order at 5:30 PM via Zoom noting attendance and purpose of the meeting.

### **ORDER OF BUSINESS:**

Ms. Callery reviewed the qualifications needed for the Auditor position. C. Samaras commented on being a certified public account as part of qualification. Ms. Callery noted it was listed as preferred but not required. C. Samaras questioned if any one objected to that requirement and committee agreed with that distinction. Ms. Callery outlined advertising procedures used in the process and noted that they could enhance ads for additional costs. C. Samaras questioned the use of the Boston Globe. C. Conway commented on diminishing influence of print media but could attract more applicants. Ms. Callery noted that most applicants come from the INDEED site. C. Nuon noted municipal trade groups are best place to advertise for the position and requested that prior applicants be afforded opportunity to re-apply. M. Leahy noted paper was not efficient and should be passed over. C. Rourke requested total costs for advertising and also commented on possible use of headhunter agency if applications are lacking. C. Drinkwater noted using professional associations to advertise the position. C. Elliott noted use of paper in not effective. C. Samaras noted paper is lacking and it should not be used. C. Conway noted if applications are lacking they should use agency. C. Samaras agreed and requested general costs for engaging them. Ms. Callery commented on salary structure proposed and noted salary comparison provided. C. Nuon questioned timing of ads. Ms. Callery noted it would done over four week period. C. Conway noted stipend was available and should be worded as part of salary to make it appear more enticing. Ms. Callery



commented on salary structure and the ordinance grid used. C. Elliott noted that position should be placed at the beginning of upper grid so that there is room for salary advancement to ensure longer tenure. C. Samaras noted that municipal experience is needed for the position. C. Nuon noted that salary should be on top grid with room to advance. C. Conway noted need to make salary competitive. Ms. Callery commented on levels of the top tier of the salary ordinance. **Motion** by C. Nuon, seconded by C. Conway to refer range of salary to full Council to adopt. So voted. Mr. Baldwin noted that his department can search for potential candidates as well. **Motion** by C. Nuon, seconded by C. Conway to keep position open for 30 days. So voted.

**ADJOURNMENT:**

**Motion** by C. Conway, seconded by C. Nuon "To Adjourn". So voted.

Meeting adjourned at 6:15 PM.

Michael Q. Geary

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