

**MINUTES OF THE
CITY CLERK PRELIMINARY SCREENING COMMITTEE
Tuesday, September 9, 2025**

COMMITTEE MEMBERS

Megan Bayer, City Solicitor
Raecia Catchings, Chief People Officer
Marc McGovern, Vice Mayor/City Councillor
Matt Nelson, Director of Administration and Operations, City Manager's Office
Melissa Peters, Assistant City Manager, Community Development Department
Jivan Sobrinho-Wheeler, City Councillor
Mayor E. Denise Simmons

A Special Meeting of the Cambridge City Council's City Clerk Preliminary Screening Committee was held on Tuesday, September 9, 2025. The meeting was called to order AT 11:00A.M. by the Honorable Mayor E. Denise Simmons. Pursuant to Chapter 2 of the Acts of 2025, adopted by Massachusetts General Assembly and approved by the Governor, this public meeting was hybrid, allowing participation via Zoom and in person.

At the request of the Mayor, Clerk of Committees Erwin called the roll.

Megan Bayer – Present
Raecia Catching – Absent
Vice Mayor McGovern – Present
Matt Nelson – Present
Melissa Peters – Present
Councillor Sobrinho-Wheeler – Present
Mayor Simmons – Present

Present – 6, Absent – 1. Quorum established.

Mayor Simmons read the Call of the meeting which explained that the Committee would be moving to executive session to consider applicants for the position of City Clerk because doing so in open session would have a detrimental effect in obtaining qualified applicants. Mayor Simmons noted that the Committee would adjourn in executive session and not return to open session. Also present in both open and executive session was Naomie Stephen, Executive Assistant to the City Council.

Mayor Simmons recognized Vice Mayor McGovern who made a motion to move to executive session.

Clerk of Committees Erwin called the roll.

Megan Bayer – Yes
Raecia Catchings – Absent
Vice Mayor McGovern – Yes
Matt Nelson – Yes
Melissa Peters – Yes
Councillor Sobrinho-Wheeler – Yes

Mayor Simmons – Yes

Yes – 6, No – 0, Absent – 1. Motion passed.

At the request of the Mayor, Clerk of Committees called the roll for executive session.

Megan Bayer – Present

Raecia Catching – Present

Vice Mayor McGovern – Present

Matt Nelson – Present

Melissa Peters – Present

Councillor Sobrinho-Wheeler – Present

Mayor Simmons – Present

Present – 7. Quorum established.

Naomie Stephen explained that there were eight candidates out of the one hundred and fifteen applicants that would be reviewed today. Naomie Stephens shared that the eight candidates were chosen because they met certain criteria and experience which was outlined in the job description. Naomie Stephen explained that there were an additional twelve candidates with related experience that could be considered if the Committee decided not to move forward with the first eight. Naomie Stephen reviewed past practices of the preliminary Clerk search.

Vice Mayor McGovern shared that he would like to have three final candidates to be interviewed by the full City Council after the first and second rounds of interviews. Committee members discussed how long the first-round interviews should be for each candidate and shared suggestions for the interview process. Mayor Simmons pointed out that it is important that all candidates are asked the same questions in their interviews. The Committee agreed that they would like to move forward with six out of the eight candidates for the first round of interviews. Raecia Catchings highlighted the importance of having someone who will match well with others in the City Clerk's Office. Mayor Simmons shared suggestions on what she believes is important to look at when reviewing candidates. Vice Mayor McGovern emphasized that it is important for the new City Clerk to understand Robert's Rules.

The Committee reviewed the eight applicants who met all the criteria and decided on candidates to bring forward to the first round of interviews. The Committee then reviewed the twelve applicants who met some of the criteria and decided not to move forward with any of them at this time.

The Committee reviewed potential interview questions for the first and second round of interviews. Naomie Stephen shared questions that have been used in past City Clerk interviews. Committee members provided suggestions for possible questions that could be added or changed to use different language. The Committee agreed on what questions to edit and remove.

Megan Bayer suggested increasing the interview time from thirty minutes to forty-five minutes, so candidates do not feel rushed. The Committee agreed. Mayor Simmons asked if interview questions would be shared with candidates in advance of the interview. Naomie Stephan explained that they would not know in advance. Mayor Simmons suggested providing the questions to the three finalists. Naomie Stephen added that in the past, a writing sample has been

requested from candidates and that she would review that process with the Committee at a later time.

Naomie Stephen shared that she would be checking the references for the candidates moving forward. Raecia Catchings explained what the next steps would look like moving forward within the Human Resources Department.

The Committee reviewed possible dates for the first round of interviews and decided on September 19, 2025 and September 24, 2025. Each day will consist of interviewing three candidates.

Mayor Simmons recognized Councillor Sobrinho-Wheeler who made a motion to adjourn the meeting.

Clerk of Committees Erwin called the roll.

Megan Bayer – Yes

Raecia Catchings – Yes

Vice Mayor McGovern – Yes

Matt Nelson – Yes

Melissa Peters – Yes

Councillor Sobrinho-Wheeler – Yes

Mayor Simmons – Yes

Yes – 7. Motion passed.

The meeting adjourned at approximately 12:10p.m.