

**EXECUTIVE SESSION  
MINUTES OF THE  
CITY CLERK PRELIMINARY SCREENING COMMITTEE  
Friday, September 19, 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 Friday, September 19, 2025. The meeting was called to order at 10:00a.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/In Sullivan Chamber  
Raecia Catchings – Absent  
Vice Mayor McGovern – Present/In Sullivan Chamber  
Matt Nelson – Absent  
Melissa Peters – Present/In Sullivan Chamber  
Councillor Sobrinho-Wheeler – Present/In Sullivan Chamber  
Mayor Simmons – Present/In Sullivan Chamber  
**Present – 5, Absent – 2. 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 – Absent  
Melissa Peters – Yes

Councillor Sobrinho-Wheeler – Yes  
Mayor Simmons – Yes  
**Yes – 5, No – 0, Absent – 2. Motion passed.**

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

Megan Bayer – Present/Sophie Conference Room  
Raecia Catching – Present/Remote  
Vice Mayor McGovern – Present/Sophie Conference Room  
Matt Nelson – Present/Sophie Conference Room  
Melissa Peters – Present/Sophie Conference Room  
Councillor Sobrinho-Wheeler – Present/Sophie Conference Room  
Mayor Simmons – Present/Sophie Conference Room  
**Present – 7. Quorum established.**

Committee members reviewed the interview questions in advance of the interview. Each Committee member volunteered to read a question to the candidate. It was noted that the candidate would be participating via Zoom.

The interview began.

Mayor Simmons provided opening remarks and thanked the candidate for their interest in the role of City Clerk. Mayor Simmons provided a brief overview of the responsibilities of the Office of the City Clerk. Committee members went around the room and introduced themselves and their role within the City.

Mayor Simmons read the first question. In response to the first question related to work experience, the candidate provided an overview of their municipal experience and a brief background of their education.

Matt Nelson read the second question. In response to the second question related to knowledge of the City of Cambridge and how they prepared for the interview, the candidate shared how the budget book was a great resource to review in advance of the interview.

Melissa Peters read the third question. In response to the third question related to customer service experience, the candidate provided examples of their extensive customer service background and personal experience.

Councillor Sobrinho-Wheeler read the fourth question. In response to the fourth question related to laws and rules associated with public meetings, the candidate reviewed their understanding of the Open Meeting Law and structure of meeting Agendas.

Megan Bayer read the fifth question. In response to the fifth question related to management style, the candidate provided an overview of their current management style, emphasizing the importance of being open and engaged with employees.

Vice Mayor McGovern read the sixth question. In response to the sixth question related to computer software, the candidate shared their experience with electronic software and technology.

Raecia Catchings read the seventh question. In response to the seventh question related to determining workload priorities, the candidate shared how they would prioritize and meet deadlines and explained their way of being organized.

Mayor Simmons read the eighth question. In response to the eighth question related to experience with archiving and historical documents, the candidate shared the current experience with archiving and added that they are currently in the process of achieving their records management certification.

Mayor Simmons asked the candidate if they had any questions for the Committee. The candidate asked the Committee three follow up questions, which were answered by various members of the Committee.

Mayor Simmons reviewed the process going forward with applicants, noting that the final interview would be held in open session.

The interview concluded.

The Committee reviewed the responses from the candidate together and discussed what they believe were pros and cons.

**Mayor Simmons 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 Committee adjourned at approximately 11:34a.m.**