

**BOARD OF SELECTMEN****MEETING AGENDA**

Monday, August 15, 2022

7:00 p.m.

Pursuant to Chapter 22 of the Acts of 2022, An Act Relative to the Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on July 16, 2022, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

To view or listen

- Live Stream link YouTube:
https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/87974690612>
When prompted, enter Password 005972
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 879 7469 0612 and Password 005972

For Public Comment

Public Comment is allowed and encouraged during any agenda item. To offer comments at any time, please use the “raise hand” button in Zoom, or raise your hand if in person. The Chair will recognize you before any vote or before the agenda item is otherwise concluded.

*** Public comment will be limited to 3 minutes per person ***



BOARD OF SELECTMEN
MEETING AGENDA CONTINUED
Monday, August 15, 2022
7:00 p.m.

1. Public Comment.
2. [Approval of July 18, 2022 Meeting Minutes.](#)
3. [7:00PM – Continued Public Hearing](#) to consider an application from G&I IX FORBES WHITNEY LLC to amend the existing aboveground storage license for premises located at 30 Forbes Road by increasing the on-site storage of flammable and combustible liquids, flammable gases and flammable solids.
4. [7:05PM – Public Hearing](#) to consider Pole Petition 23122239 from Massachusetts Electric Company d/b/a National Grid and Verizon New England for new pole locations on Brigham Street.
5. [7:05PM – Public Hearing](#) to consider Pole Petition 30579396 from Massachusetts Electric Company d/b/a National Grid and Verizon New England for a new pole location on Pinehaven Drive.
6. [Police Chief William Lyver:](#) (1) Appointment of Ryan Clark as Police Officer; (2) Appointment of Bruce Tait as Special Police Officer.
7. [Town Clerk Andrew Dowd:](#) (1) Annual Appointment of Election Workers; (2) Assignment of Police Officers to the Polling Place for the September 6, 2022 State Primary Election; (3) Execute September 6, 2022 State Primary Election Warrant.
8. Reports.
9. [Recommendation for Appointments to the Diversity, Equity, Inclusion & Belonging Committee.](#)
10. [Recommendation for Appointment to the Zoning Board of Appeals.](#)
11. [Set Meeting Schedule for September to December.](#)
12. [Execution of Cemetery Deeds 1152 & 1153.](#)
13. Any other business to come before the Board.
14. Public Comment.
15. Executive Session - pursuant to M.G.L., Chapter 30A, Section 21, Subsection 3 (Litigation – SA Farms and Marlborough Wastewater Treatment Plant) & (Collective Bargaining Strategy Planning) due to the Chair's determination that a discussion regarding these matters in an open meeting may have a detrimental effect on the position of the Board.

**BOARD OF SELECTMEN
MEETING MINUTES – July 18, 2022**

7:00 p.m. - Chairman's Introduction to Remote Meeting

Chairman Cohen stated that this Open Meeting of the Board of Selectmen was being conducted remotely consistent with the July 16, 2022 Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen are allowed and encouraged to participate remotely.

Chairman Cohen noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. He added that ensuring public access does not ensure public participation unless such participation is required by law. Chairman Cohen noted that this meeting will allow for Public Comment throughout the agenda. He indicated the various ways that the public may view or participate in this meeting as listed on the posted agenda.

Chairman Cohen confirmed that the following members and persons anticipated on the agenda were remotely present and could be heard.

Board of Selectmen

Mitch Cohen
Julianne Hirsh
Jason Perreault
T. Scott Rogers

Others

John Coderre, Town Administrator
Rebecca Meekins, Assistant Town Administrator
David Parenti, Fire Chief
William Lyver, Police Chief
Scott Charpentier, DPW Director

Any votes taken this evening will be done by roll call.

PUBLIC COMMENT

Doug Stone of 33 Birch Hill Road reported low hanging telephone wires at the corner of Route 135 and Cedar Hill Road. Mr. Coderre responded that Town staff is looking into who owns the wires and will ask that they be cleaned up.

APPROVAL OF MINUTES – JUNE 27, 2022 MEETING

Selectman Hirsh moved the Board vote to approve the June 27, 2022 meeting minutes as presented; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”

7:00 p.m. - CONTINUED PUBLIC HEARING

To consider an application from G&I IX FORBES WHITNEY LLC to amend the existing aboveground storage license for premises located at 30 Forbes Road by increasing the on-site storage of flammable and combustible liquids, flammable gases and flammable solids.

Chairman Cohen indicated that the applicant has requested continuance of this public hearing to the Board's August 15, 2022 meeting.

Selectman Rogers moved the Board vote to continue the public hearing for the application of G&I IX FORBES WHITNEY LLC to amend the existing aboveground flammables and combustible storage license for premises located at 30 Forbes Road to the August 15, 2022 meeting of the Board of Selectmen at 7:00pm; Selectman Perreault seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”

AUDITOR PRESENTATION REGARDING THE FY2021 FINANCIAL STATEMENTS

Mr. Coderre introduced Tom Scanlon from Scanlon Associates. Finance Director Jason Little was also present to answer any questions. Mr. Scanlon made a presentation to the Board on the completed Final Audit Report for FY2021. In summary, the Town continues to be in a strong financial position with good controls over key/significant accounts.

Mr. Scanlon reviewed the financial statements and the Management Letter comments, which detailed a clean audit with no material weaknesses or deficiencies being found. He stressed the fact that the FY2021 audit results for Northborough are excellent compared to other communities, especially considering the challenges brought on by the pandemic.

Mr. Scanlon’s presentation included a positive review of the following, all of which have a positive impact on future bond ratings and investments:

- General Fund revenues and expenditures
- Use of Free Cash
- Status of Town Reserves
- Other Post-Employment Benefits (OPEB)
- Outstanding long-term debt
- Capital assets

It was discussed that the Town’s progressive contributions to the OPEB Trust Fund will not only help in the long run to lower the Town’s liability, but the actuarial assumptions are also more favorable as the Trust Fund continues to grow.

Following the presentation and questions from members of the Board, Mr. Coderre stressed how pleased he is with receiving another positive Audit Report. He publicly acknowledged the efforts of the Financial Team, especially Finance Director Jason Little for his preparation of statements and controls that resulted in an unqualified management letter. Mr. Little also acknowledged the hard work of the staff in the Offices of the Treasurer/Collector, Assessor’s and DPW.

Laura Ziton of 17 Franklin Circle urged the Board to consider digital solutions to saving data and asked that the Board look into police detail reporting.

VERIZON – CABLE LICENSE RENEWAL

Attorney William Hewig from KP Law and Cable Access Director Kathy Dalgliesh were remotely present. Mr. Coderre noted for the public that the Town has no power to regulate subscriber rates or programming, such as channel offerings. Attorney Hewig reviewed the highlights of the cable license renewal as follows:

- Verizon will pay to the Town an annual PEG operating grant of 4% of its annual gross revenue, including advertising and home shopping revenues, which equates to approximately \$200,000 per year, with an accelerator clause stating that if the Town gets a higher percentage from Charter/Spectrum, Verizon will match it.
- Verizon will pay to the Town a PEG capital grant totaling \$115,000 payable in three equal installments of \$38,333.34, due on Day 45, and on the 1st and 3rd anniversaries.
- Verizon will provide 3 SD PEG channels and 1 HD channel, for a total of 4 PEG channels.

Attorney Hewig added that Verizon has created a template for all their licensing over the past couple of years. He noted that despite this, the Town was able to negotiate some real benefits in return for some of the concessions.

Cable Access Director Kathy Dalgliesh noted that she is happy with the license renewal and enjoys working with Verizon. Their contract compliance, tech support, equipment replacement and response times are all excellent. She added that Verizon is very cooperative when responding to her department and subscriber customer service complaints, which are minimal.

In response to questions by members of the Board, Ms. Dalgliesh explained that the capital grant funds are typically used for large equipment expenditures. Attorney Hewig explained that the State obligates cable operators to provide a free basic service connection to all school and municipal public buildings. Since this has been challenged in Court, it is possible that cable operators will no longer be obligated to do so.

Mr. Coderre added that the Town has always been able to strike a good balance in making sure that the Town receives sufficient revenues from the cable operator to support its local access, while being cognizant of the fact that it is actually a pass-through fee that is paid by the subscribers. He is hoping that State and Federal legislation will change how PEG access gets funded since an increasing number of cable subscribers are “cutting the cord” and going to streaming services instead of cable.

Chairman Cohen thanked Attorney Hewig, Mr. Coderre and Ms. Dalgliesh for their efforts in bringing this license renewal forward for the Board’s consideration.

Selectman Hirsh moved the Board vote, in its statutory capacity as the Cable Television License Issuing Authority, to approve and execute the proposed Verizon New England, Inc. Cable Television Renewal License, as negotiated by representatives of the Town and Verizon, to be effective for 5 years beginning July 18, 2022; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”

REPORTS

T. Scott Rogers

- Thanked Chief Parenti and Chief Lyver for their monthly reports.
- Watched the ZBA interviews held on June 28th and reported on the ZBA meeting that same evening.
- Reported that the Appropriations Committee met to review and approve year-end transfers.
- Welcomed the following Town staff to Northborough: Police Dispatcher Allie Gardell, Senior Center Director Kendra Faldetta, Conservation Agent Vinny Vignaly and Health Agent Michael Seager.

Julianne Hirsh

- Noted that the White Cliffs Committee will be meeting on July 20th and the Master Plan Implementation Committee will meet on July 21st.
- Encouraged people to continue to share ideas for ARPA funding.

Jason Perreault

- Welcomed the newly hired Town staff to Northborough and thanked the Town staff for their efforts to fill in the gap when positions are open.
- Thanked Chief Lyver and Chief Parenti for their monthly reports.

Mitch Cohen

- Noted that the Community Affairs Committee hosted a great concert this past Thursday night. Their next concert is planned for Sunday, July 24th at 5pm at the Ellsworth McAfee Park. Thanked the Recreation Department for sharing their cornhole boards for use at these concerts.
- Thanked Ms. Meekins for keeping the Board abreast of new staff hires and for sharing a little bit about each of them.

John Coderre

- Noted that he is expecting news on the final State Budget by the end of July and will provide an update at the Board's next meeting.

EXECUTION OF CEMETERY DEED 1151

Selectman Hirsh moved the Board vote to execute Cemetery Deed 1151; Selectman Perreault seconded the motion; the roll call vote was taken as follows:

Perreault	"aye"	Hirsh	"aye"
Rogers	"aye"	Cohen	"aye"

PUBLIC COMMENT

Chairman Cohen invited comments from the public. There were none.

8:45 p.m. - EXECUTIVE SESSION

Selectman Perreault moved the Board vote to enter into Executive Session pursuant to M.G.L., Chapter 30A, Section 21, Subsection 3 (Collective Bargaining Strategy Planning) due to the Chair's determination that a discussion regarding this matter in an open meeting may have a detrimental effect on the position of the Board; Selectman Rogers seconded the motion; the roll call was taken as follows:

Perreault	"aye"	Hirsh	"aye"
Rogers	"aye"	Cohen	"aye"

ADJOURNMENT

Chairman Cohen announced that the Board will enter into Executive Session and will not return to the open meeting.

The open meeting ended at 8:45 p.m.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. July 18, 2022 Meeting Agenda
2. June 27, 2022 Meeting Minutes
3. Aboveground Storage Public Hearing continued to August 15, 2022 Meeting
4. Information Packet- Auditor Presentation
5. Information Packet – Verizon Cable License Renewal
6. Cemetery Deed



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

MEMORANDUM

TO: Board of Selectmen

FROM: Town Administrator

SUBJECT: Aspen Aerogels—
Continued Public Hearing to consider an application from G&I IX
FORBES WHITNEY LLC to amend the existing aboveground storage
license for premises located at 30 Forbes Road by increasing the on-site
storage of flammable and combustible liquids, flammable gases and
flammable solids.

DATE: August 12, 2022

As you know the Board voted at its July 18, 2022 meeting to continue the public hearing for the Aspen Aerogels flammable storage license to its August 15th meeting at 7PM. Please be advised that we received a request from the applicant for another continuance for the above referenced public hearing.

Representatives of Aspen Aerogels will be appearing before the Planning Board in September to review the implications of the 2002 Special Permit associated with the flammable storage license. It is strongly recommended by Town Counsel that the Board simply vote to continue the hearing and not discuss the license or take public comment on the topic, as the applicant will not be in attendance.

John W. Coderre



TOWN OF NORTHBOROUGH

Board of Selectmen
Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

NORTHBOROUGH BOARD OF SELECTMEN PUBLIC HEARING NOTICE

Pursuant to Massachusetts General Laws, Chapter 166, Section 22, you are hereby notified that the Northborough Board of Selectmen will hold a remote Public Hearing on Monday, August 15, 2022 at 7:05pm to consider Pole Petition 23122239 from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc.

Brigham Street

National Grid to install three (3) new poles along the northerly side of Brigham Street near house #'s 380 and 384.

Reason

This work is being proposed to eliminate three (3) existing guy wires which are attached to trees. The installation of these proposed poles will provide improved support for existing poles.

Enclosed you will find a copy of the petition and corresponding plan for your review.

Pursuant to Chapter 22 of the Acts of 2022, An Act Relative to the Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on July 16, 2022, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

To join the Public Hearing

URL link: <https://town-northborough-ma-us.zoom.us/j/87974690612> Passcode: 005972

Join by phone: 1 646 876 9923 / Webinar ID: 879 7469 0612 / Passcode: 005972

Any person wishing to be heard should remotely join this Public Hearing at the date and time mentioned above. You can also call the Town Engineer at 508-393-5015 with any questions.

Kristen Wixted, Clerk
Northborough Board of Selectmen

cc: Abutters
National Grid
Verizon New England

MEMO

TO: John Coderre, Town Administrator

CC: Scott Charpentier, Public Works Director
William Lyver, Police Chief
David Parenti, Fire Chief

FROM: Fred Litchfield, Town Engineer

DATE: July 29, 2022

RE: Pole Petition for WR# 23122239

I have reviewed the attached petition for the installation of three (3) new poles along the northerly side of Brigham Street near house #'s 380 and 384.

This work is being proposed by National Grid to eliminate three (3) existing guy wires which are attached to trees.

Work Request # 23122239 is for the installation of three (3) new poles (P3-84, P4-84 and P6-84) along the northerly side of Brigham Street which will provide anchoring support for three (3) existing poles (P3, P4 and P6) which are located along the southerly side of Brigham Street. The installation of these proposed poles will provide improved support for existing poles.

There are no issues with this work, and I recommend this petition be approved provided public safety is made aware of when the work is going to occur as this location along Brigham Street is very close to South Street and has considerable traffic.

Questions contact – Dana Larson 508-482-1243

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Northborough, Massachusetts

Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Brigham St - National Grid to install 3 JO Poles on Brigham St beginning at a point approximately 200' feet east of the centerline of the intersection of Brigham St and South St and continuing approximately 200' feet in an easterly direction. Installing 3 new poles and 3 new anchors to remove tree guys.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Brigham St - Northborough - Massachusetts.

No. 23122239 July 28, 2022

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

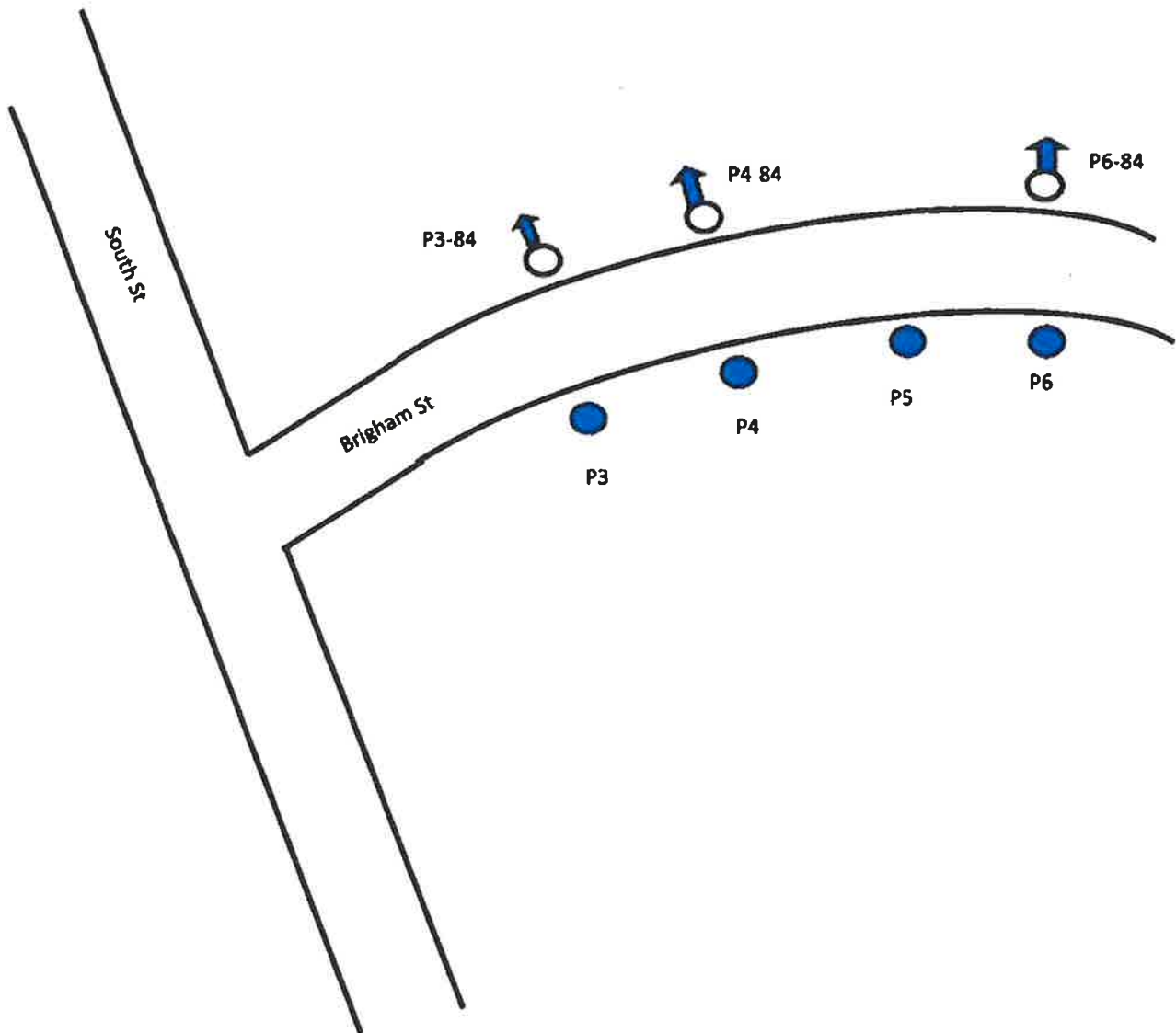
Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.




Massachusetts Electric Company d/b/a National Grid
BY Robert Leonida
Engineering Department

VERIZON NEW ENGLAND, INC.
BY _____
Manager / Right of Way



National Grid to install new poles 3-84, 4-84 and 6-84 to remove tree guys



LEGEND		Town of Northborough		DATE: 7/5/22		
	Existing Pole	Town Petition		DESIGNER: D.LARSON		
		Brigham St	Northborough, MA	WR—23122239		
	Proposed anchor	nationalgrid				
	Proposed Pole					
		Exhibit 'A' not to scale. The said facilities to be established by and upon the installation and erection of the facilities thereof.				

Pole Petition - Direct Abutters of Parcels 83/107, 108, 109



Property Information
 Property ID 083.0-0107-0000.0
 Location 384 BRIGHAM STREET
 Owner BOUTROS EMAD F



**MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT**

Town of Northborough, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 04/18/2022
 Data updated Jan 28, 2020

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

Abutters: Direct and Across - August 2, 2022
0, 380, and 384 Brigham Street, Map 83/109, 83/108, 83/107

Str #	Street Name	Owner Name	Owner Name 2	Owner Address 1	Owner City	State	Zip
0	BRIGHAM STREET	TOWN OF NORTHBOROUGH	DPW CEMETERY	63 MAIN STREET	NORTHBOROUGH	MA	01532
357	BRIGHAM STREET	REHILL JAMES B &	JOHNSON MICHELLE A	357 BRIGHAM STREET	NORTHBOROUGH	MA	01532
360	BRIGHAM STREET	CONIGLIO ELIGIO J JR AND	CONIGLIO SAMANTHA R	360 BRIGHAM STREET	NORTHBOROUGH	MA	01532
363	BRIGHAM STREET	FRANCIOSI KEVIN J		363 BRIGHAM STREET	NORTHBOROUGH	MA	01532
367	BRIGHAM STREET	MCDONALD PATRICIA A		367 BRIGHAM STREET	NORTHBOROUGH	MA	01532
369	BRIGHAM STREET	FERREIRA PAULO R	SILVA LUCINARA	369 BRIGHAM STREET	NORTHBOROUGH	MA	01532
373	BRIGHAM STREET	REPIK ALEXANDER AND	REPIK GALINA	373 BRIGHAM STREET	NORTHBOROUGH	MA	01532
379	BRIGHAM STREET	CASHIN IV WILLIAM AND	CASHIN LESLI	379 BRIGHAM STREET	NORTHBOROUGH	MA	01532
380	BRIGHAM STREET	SHAW DEVELOPMENT INC		1476 DUNHAMTOWN ROAD	BRIMFIELD	MA	01010
384	BRIGHAM STREET	BOUTROS EMAD F	BOUTROS HANAA ZAKI	384 BRIGHAM STREET	NORTHBOROUGH	MA	01532
390	BRIGHAM STREET	FOLEY, PATRICIA J		390 BRIGHAM STREET	NORTHBOROUGH	MA	01532
1	HALLOWAY LANE	AISENBERG DEBORAH N		1 HALLOWAY LANE	NORTHBOROUGH	MA	01532
5	HALLOWAY LANE	BROSSI DAVID A L.P.	CHAUNCY ST BOX 7	45 LYMAN STREET	WESTBOROUGH	MA	01581
6	KENDALL DRIVE	CLANCY ALEXANDREA & LYNN GRISWOLD	& CLANCY TIMOTHY	6 KENDALL DRIVE	NORTHBOROUGH	MA	01532
10	KENDALL DRIVE	NAVEED SYED M	SAYYED RAHIN S	10 KENDALL DRIVE	NORTHBOROUGH	MA	01532
1	MILK PORRIDGE CIRCLE	BAKER CYNTHIA G &	COOK NANCY L	1 MILK PORRIDGE CIRCLE	NORTHBOROUGH	MA	01532
5	MILK PORRIDGE CIRCLE	KEMP MARY F		5 MILK PORRIDGE CIRCLE	NORTHBOROUGH	MA	01532
9	MILK PORRIDGE CIRCLE	WHITE MICHELE C		9 MILK PORRIDGE CIRCLE	NORTHBOROUGH	MA	01532
52	MILK PORRIDGE CIRCLE	CURRAN SEAN M	CURRAN LYNN S	52 MILK PORRIDGE CIRCLE	NORTHBOROUGH	MA	01532

[RETURN TO AGENDA](#)



TOWN OF NORTHBOROUGH

Board of Selectmen
Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

NORTHBOROUGH BOARD OF SELECTMEN PUBLIC HEARING NOTICE

Pursuant to Massachusetts General Laws, Chapter 166, Section 22, you are hereby notified that the Northborough Board of Selectmen will hold a remote Public Hearing on Monday, August 15, 2022 at 7:05pm to consider Pole Petition 30579396 from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc.

Pinehaven Drive

National Grid to relocate Pole #10 approximately 9' North from its current location, remove existing tree guy and install a new anchor/guy.

Reason

The relocation of Pole #10 and the installation of a new anchor/guy will provide improved support for this pole.

Enclosed you will find a copy of the petition and corresponding plan for your review.

Pursuant to Chapter 22 of the Acts of 2022, An Act Relative to the Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on July 16, 2022, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

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Any person wishing to be heard should remotely join this Public Hearing at the date and time mentioned above. You can also call the Town Engineer at 508-393-5015 with any questions.

Kristen Wixted, Clerk
Northborough Board of Selectmen

cc: Abutters
National Grid
Verizon New England

MEMO

TO: John Coderre, Town Administrator

CC: Scott Charpentier, Public Works Director
William Lyver, Police Chief
David Parenti, Fire Chief

FROM: Fred Litchfield, Town Engineer

DATE: July 29, 2022

RE: Pole Petition for WR# 30579396

I have reviewed the attached petition for the relocation of Pole 10 which is located on the easterly side of Pinehaven Drive near the intersection with Jay Ave.

This work is being proposed by National Grid to eliminate an existing guy wire attached to a tree and installing a new pole and a separate guy anchor.

Work Request # 30579396 is for the relocation of pole # 10 approximately 9 feet to the north along Pinehaven Drive. The relocation of this pole and the installation of a new guy anchor will provide improved support for pole 10.

There are no issues with this work, and I recommend this petition be approved provided public safety is made aware of when the work is going to occur.

PETITION FOR JOINT OR IDENTICAL POLE RELOCATIONS

May 11, 2022

To the Board of Selectmen
of the Town of Northborough, Massachusetts

MASSACHUSETTS ELECTRIC COMPANY D/B/A NATINAL GRID and VERIZON NEW ENGLAND, INC. request permission to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Pinehaven Dr

Relocating P10 approximately 9' North from its current location with 40' C2, removing existing tree guy, installing Anchor/Guy.

Wherefore they pray that after due notice and hearing as provided by law, it be granted joint or identical locations for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked: **MASSACHUSETTS ELECTRIC COMPANY D/B/A NATIONAL GRID and VERIZON NEW ENGLAND, INC.**

Plan No. **30579396**

Dated: **5/6/2022**

Also, for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

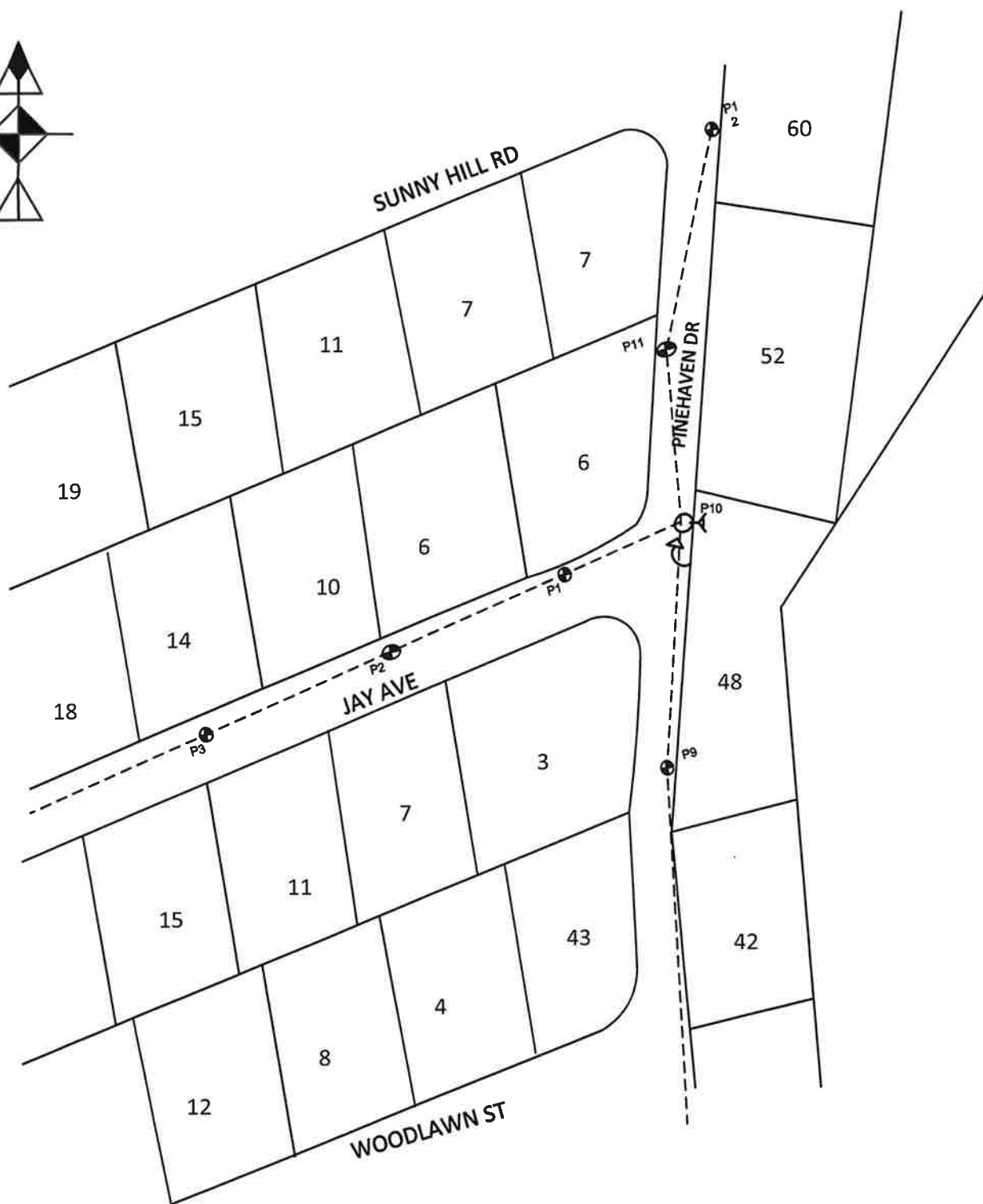
Your petitioners agree to reserve space for one cross arm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

**MASSACHUSETTS ELECTRIC COMPANY D/B/A
NATIONAL GRID**

By: Robert Leonida
Manager of Distribution Design

VERIZON NEW ENGLAND, INC.

By: Albert Bessette
Manager, R.O.W.



LEGEND

- EXISTING OH CONDUCTORS
- ⊙ EXISTING JO POLE
- ⊙ JO POLE TO RELOCATE
- ANC/GUY

PINEHAVEN DR PETITION

48 PINEHAVEN DR

NORTHBORO, MA

EXHIBIT 'A' NOT TO SCALE
DISTANCES ARE APPROXIMATE

Date: 5/6/2022

Designer: J. SILVA

WR: 30579396

nationalgrid

48 PINEHAVEN DR, NORTHBOROUGH (75-183)
 ABUTTERS DIRECT AND ACROSS - JUNE 9, 2022

St #	Street Name	Owner Name	Owner Name 2	Owner Address 1	Owner City	Own State	Owner Zip
2	JAY AVENUE	HALLETT CHRISTOPHER		20 WOODLAWN STREET	NORTHBOROUGH	MA	01532
3	JAY AVENUE	AMORIM CRISTIANE		3 JAY AVENUE	NORTHBOROUGH	MA	01532
35	LINCOLN STREET	STEIN ISABELLA	STEIN ITAI YOHANAN	4 ORTON STREET	WORCESTER	MA	01604
42	PINEHAVEN DRIVE	SULLIVAN ROBERT ARNOLD	SULLIVAN GRAHAM A	42 PINEHAVEN DRIVE	NORTHBOROUGH	MA	01532
43	PINEHAVEN DRIVE	MERCER DONALD H	MERCER PAULINE G	43 PINEHAVEN DRIVE	NORTHBOROUGH	MA	01532
48	PINEHAVEN DRIVE	MENDELSON MICHELE R		48 PINEHAVEN DRIVE	NORTHBOROUGH	MA	01532
52	PINEHAVEN DRIVE	JOHN BINTO AND	MANLEY RACHEL	52 PINEHAVEN DRIVE	NORTHBOROUGH	MA	01532
238	WEST MAIN STREET	BWP NORTHBOROUGH REALTY LLC		ONE LYMAN STREET	WESTBOROUGH	MA	01581



Northborough Police Department

211 Main Street

Northborough, Massachusetts 01532

508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

August 9, 2022

Chairman Cohen
Northborough Board of Selectmen
63 Main Street
Northborough, MA 01532

Dear Chairman Cohen,

I respectfully request that I be placed on the August 15, 2022 Selectmen's meeting agenda. This request is made so that I may present two candidates for appointment as police officers.

The first candidate, Ryan Clark, is a fully trained and certified police officer currently working full-time for the Nantucket police department. Ryan was raised in Littleton, Massachusetts graduating from Littleton H.S. He then attended Bridgewater State University graduating with a BS in criminal Justice with a minor in Psychology. Ryan completed the 126th Boston Marathon this past April. He was a John and Abigail Adams scholarship recipient and was the 2016 Massachusetts State Collegiate Athletic Conference champion as well as the All-Academic Team. I request that Ryan's appointment be effective September 6, 2022.

The next candidate, Bruce Tait, is a retired Quincy Massachusetts police officer who currently works as a police officer at Boston University. I am requesting that Bruce be appointed as a special police officer to assist with traffic details and other authorized activities as specified in department policy and procedures. Bruce is a Northborough resident and U.S Army veteran. He is fully trained and certified.

Respectfully,

A handwritten signature in black ink that reads "William E. Lyver".

William E. Lyver, Chief of Police



TOWN OF NORTHBOROUGH TOWN CLERK

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5001 • 508-393-6996 Fax

MEMORANDUM

TO: Members of the Board of Selectmen
John W. Coderre, Town Administrator

FM: Andrew T. Dowd, Town Clerk

DT: August 15, 2022

RE: Annual Appointment of Election Officers

Pursuant to Massachusetts General Laws Chapter 54, Section 12, the Board of Selectmen shall annually appoint election officers for each voting place or precinct.

Attached please find a copy of the 2022/2023 Appointment List of Election Officers for the Town of Northborough. The individuals on the list would participate based on Town needs and their availability.

I recommend that the Board make the following motion:

“I move the Board vote to appoint those individuals who appear on the 2022/2023 Election Officer List for a term beginning on September 1, 2022 and ending August 31, 2023 as submitted by Town Clerk, Andrew T. Dowd.”

Thank you for your attention to this matter.

Enc.

Election Workers
September 1, 2022 - August 31, 2023

<u>Last Name</u>	<u>First Name</u>	<u>Address</u>	<u>Town</u>	<u>Party</u>
Atwood	Cynthia	4 Donald Street	Northborough, MA 01532	R
Bakstran	Frances	76 Cedar Hill Rd.	Northborough, MA 01532	D
Cardarelli	Monica	82 Whitney Street	Northborough, MA 01532	U
Clark	Maureen	34 North St.	Grafton, MA 01519	D
Corbin	Linda	35 Whitney St	Northborough, MA 01532	D
Corbin	Norm	35 Whitney St	Northborough, MA 01532	U
Crean	Kevin	3 Woodland Road	Northborough, MA 01532	U
Crean	Terry	3 Woodland Road	Northborough, MA 01532	U
Cumming	Edward Randy	3 Intervale Farm Lane	Northborough, MA 01532	U
Cumming	Patricia J.	3 Intervale Farm Lane	Northborough, MA 01532	U
Dakai	Steven	7 Forrest Rd	Northborough, MA 01532	D
Doyle	Patricia	12 Omaha Ave	Northborough, MA 01532	D
Eames	Barbara	11 Memorial Dr	Northborough, MA 01532	U
Femia	Vincent	45 Washburn St.	Northborough, MA 01532	U
Finn-MacArthur	Donna	36 Cedar Hill Rd	Northborough, MA 01532	U
Gaca	Charlene	2 Tri Corner Circle	Northborough, MA 01532	U
Griffin	Maureen	22 Milk Porridge Circle	Northborough, MA 01532	U
Griffin	Patricia	22 Milk Porridge Circle	Northborough, MA 01532	D
Hutchins	Rachel	91 Brigham Street	Northborough, MA 01532	R
Hutchins	Priscilla	1B Deacon Street	Northborough, MA 01532	R
Incorvaia	Stacey	113 Madison Road	Northborough, MA 01532	D
Kemp	Mary	5 Milk Porridge Cir	Northborough, MA 01532	U
Ketchum	Ava H	126 Bushy Ln	Paxton, MA 01543	U
Killeen	Kelly	7 Forrest Rd	Northborough, MA 01532	R
Kraft	Diane	113 Howard St	Northborough, MA 01532	D
Leo	Louise	58 Hamilton Rd	Northborough, MA 01532	U
Lessner	Faye	3 Rodney Terrace	Northborough, MA 01532	U
McAuliffe	Carla	14 Eliot Rd.	Northborough, MA 01532	U
McKenna	Maryellen	17 Joseph Rd	Northborough, MA 01532	U
McLaughlin	Richard	76 East Main Street	Northborough, MA 01532	R
McPhee	Maryellen	39 West St	Northborough, MA 01532	D
Moody	Wanda	92 Lincoln St.	Northborough, MA 01532	U
Mueller	Veronica	71 South Street	Northborough, MA 01532	U
Picard	Elaine	78 Whitney St	Northborough, MA 01532	U
Pierce	Kathy	110 Pleasant St	Northborough, MA 01532	U
Racine	Ellen	102 Whitney St.	Northborough, MA 01532	U
Sargent	Marsha	17C Centre Dr	Northborough, MA 01532	D
Sharp	JoAnn	51 Cherry St.	Northborough, MA 01532	R
Solis	Renee	26 Thaddeus Mason Rd	Northborough, MA 01532	U
Sullivan	Frankie L.	69 South Street	Northborough, MA 01532	U
Viola	Augusta	123 Northgate Rd	Northborough, MA 01532	U
Walker	Maureen	36 Intervale Farm Ln.	Northborough, MA 01532	D
Welch	David	62 Indian Meadow Dr.	Northborough, MA 01532	U
Winning	Judi	397 Main St	Northborough, MA 01532	U
Yetman	Elaine	7 Goodnow Circle	Northborough, MA 01532	U



TOWN OF NORTHBOROUGH TOWN CLERK

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5001 • 508-393-6996 Fax

TO: John W. Coderre, Town Administrator
Northborough Board of Selectmen
William E. Lyver Jr., Police Chief

FM: Andrew T. Dowd, Town Clerk

RE: Assigning Police Officers to the Polling Place

DT: August 15, 2022

Recent changes to the Election Laws under Chapter 54 section 72 now charges the Board of Selectmen, rather than person in charge of the police force, with detailing a sufficient number of police officers or constables for each polling location. I recommend the following action:

MOTION: Move to approve a sufficient number of police officers, but not less than 1, at the polling location at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections, as required by MGL Chapter 54 section 72, which was changed in Chapter 92 section 13 of the Acts of 2022. Further, move to designate the Police Chief as the authority to assign police officers according to scheduling and availability. The Town Clerk will advise the Police Chief on the location and time the officer(s) is needed.

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

WARRANT FOR 2022 STATE PRIMARY

WORCESTER, SS.

To the Constables of the Town of NORTHBOROUGH

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the Town of Northborough who are qualified to vote in Primaries to vote at:

Precinct 1	Melican Middle School	145 Lincoln St
Precinct 2	Melican Middle School	145 Lincoln St
Precinct 3	Melican Middle School	145 Lincoln St
Precinct 4	Melican Middle School	145 Lincoln St

on **TUESDAY, THE SIXTH DAY OF SEPTEMBER 2022**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

GOVERNOR	FOR THIS COMMONWEALTH
LIEUTENANT GOVERNOR	FOR THIS COMMONWEALTH
ATTORNEY GENERAL	FOR THIS COMMONWEALTH
SECRETARY OF STATE.....	FOR THIS COMMONWEALTH
TREASURER	FOR THIS COMMONWEALTH
AUDITOR	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.	SECOND DISTRICT
COUNCILLOR.....	SEVENTH DISTRICT
SENATOR IN GENERAL COURT	FIRST WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT	TWELFTH WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT.....	NINETEENTH WORCESTER DISTRICT
DISTRICT ATTORNEY	MIDDLE DISTRICT
SHERIFF	WORCESTER COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting. Given under our hands this 15th day of AUGUST 2022.

Mitchell S. Cohen, Chair

Julianne S. Hirsh, Vice Chair

Kristen P. Wixted, Clerk

Jason J. Perreault

T. Scott Rogers

Selectmen of: NORTHBOROUGH

Constable's or designee Return of Service: I have served the Warrant for the September State Primary by posting copies of the same at the following places:

Municipal Office Building, U.S. Post Office, Northborough Public Library, Melican Middle School.

Constable or designee

_____, 2022
(month and day)

Warrant must be posted by **August 30th, 2022**, (at least *seven days prior* to the **September 6, 2022**, State Primary).

ATTEST: _____

Andrew T. Dowd, Town Clerk

[RETURN TO AGENDA](#)

**BOARD OF SELECTMEN
INTERVIEW SUBCOMMITTEE
MEETING MINUTES – May 3, 2022**

5:55 p.m. - Introduction to Remote Meeting

Selectman Rutan stated that this Open Meeting of the Board of Selectmen Interview Subcommittee was being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen Interview Subcommittee are allowed and encouraged to participate remotely.

Selectman Rutan noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. She added that ensuring public access does not ensure public participation unless such participation is required by law. She noted that this meeting will be livestreamed, but will not allow for Public Comment. She indicated the various ways that the public may view this meeting as listed on the posted agenda.

Selectman Rutan stated that any votes taken this evening will be by roll call vote. She confirmed that the following persons were remotely present and could be heard.

Remotely present:

Selectman Leslie Rutan, Interview Subcommittee

Selectman Scott Rogers, Interview Subcommittee

Selectman Jason Perreault (for acceptance of March 29, 2022 meeting minutes only)

Rebecca Meekins, Assistant Town Administrator

ACCEPTANCE OF MEETING MINUTES

Selectman Rogers moved the Subcommittee vote to accept the minutes of the January 17, 2022 meeting as presented; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"

Selectman Rutan "aye"

Selectman Rogers moved the Subcommittee vote to accept the minutes of the January 25, 2022 meeting as presented; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"

Selectman Rutan "aye"

Selectman Rogers moved the Subcommittee vote to accept the minutes of the March 29, 2022 meeting as amended; Selectman Perreault seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"

Selectman Perreault "aye"

Selectman Perreault exited the meeting following acceptance of the March 29, 2022 meeting minutes.

INTERVIEWS FOR THE DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE

During each of the interviews, Ms. Meekins briefly reviewed the work of the Diversity and Inclusion AdHoc Committee including its recommendation that a permanent Diversity, Equity, Inclusion and Belonging Committee (DEIB Committee) be created. The DEIB Committee will serve in an advisory capacity to the Board of Selectmen and will consist of nine (9) voting members that will include herself, a representative from the School Department's Coalition for Equity, a representative from the Council on Aging or their designee, and six (6) at-large members to be appointed by the Board of Selectmen. Ms. Meekins also reviewed the DEIB Committee's anticipated meeting schedule, charge and responsibilities.

Following each interview, Selectman Rutan explained that the Interview Committee will discuss and vote on their recommendations for appointment for the Board of Selectmen's consideration at their meeting on May 23, 2022.

Matthew Benoit

Mr. Benoit indicated that he has been a resident of Northborough since November 2020. He currently works as a Finance Manager in Sales and Marketing for Insulet Corporation in Acton. He is interested in getting involved in the community as he raises his family here and feels that working with the DEIB Committee is a great place to make a lasting impact for the betterment of society.

Mr. Benoit stated that he considers himself a young professional that can offer a fresh perspective, adding that he is passionate about being inclusive and offering that to his community. Mr. Benoit indicated that his schedule is flexible in terms of any requirements to attend the DEIB Committee meetings.

Kevin Reale

As Mr. Reale was not present for his interview, Selectmen Rutan and Rogers decided to move forward with interviewing the remaining applicants.

Melissa Diglio

Ms. Diglio indicated that she has been a resident of Northborough for just about a year. For the last 14 years she has worked in Student Affairs as a member of the Bentley University Police Department. She added that as a representative on the University's Diversity Council and its Divisional Equity & Inclusion Committee, she has experience presenting to both small and large groups on various diversity, equity and inclusion topics on a bi-monthly basis. She also co-creates leadership training workshops for student leaders with diversity in mind. She has experience in creating surveys for the campus community in order to provide feedback to the Board of Directors.

Ms. Diglio shared that she expects to live in Northborough for a longtime and is genuinely interested in doing her part to cultivate a community of belonging and acceptance for her

family and neighbors. Since she has the ability to create her own work schedule, she would easily be able to attend the DEIB Committee meetings.

Seira Shalton

Ms. Shalton indicated that she has been a resident of Northborough for 12 years. As Vice President of Learning and Development at Commonwealth Financial Network in Waltham she designs, develops and leads a host of programs executing cross-divisional diversity, equity and inclusion initiatives. She serves on multiple diversity panels relating to race, gender, religion and culture.

Ms. Shalton noted that she has wanted to give back to her community and feels that this is a great opportunity to do so. She indicated that she would like to see the DEIB Committee create more inclusive programs in Northborough, adding that she would be able to share her experience in developing digital platforms, strategic programs and events. She would be available to attend the DEIB Committee meetings.

Yong Tan

Mr. Tan indicated that he grew up and worked in China until 2014. He has been a resident of Northborough since 2015. He currently works at Microsoft as the Director of Hardware Engineering Program Management. He comes from a diverse background and is active in the community working with the Northborough Scout Troops and having coached youth soccer.

Mr. Tan noted that he can share good ideas as his overall philosophy is that all people should be treated equally and respectfully, and not be treated with just words, but with action. He is a good listener and this would be a good opportunity to do something for his community. He indicated that although he is busy with work, he is fully committed to doing this work and can easily attend the DEIB Committee meetings.

DELIBERATION

It was noted that Town staff was not able to get in touch with Mr. Reale. Ms. Wackell will reach out to him in attempt to reschedule his interview if he is still interested in serving on the DEIB Committee.

Selectman Rutan noted that Diversity and Inclusion AdHoc Committee Vice Chair Mariam Ibrahim has expressed interest in continuing her work with the DEIB Committee. She was not able to participate in an interview this evening due to religious observances on this day. Selectmen Rutan and Rogers agreed to waive her interview considering her experience and that she is the only applicant who had previously served on the Diversity and Inclusion AdHoc Committee.

Selectmen Rutan and Rogers agreed that all the applicants interviewed this evening were passionate about serving and would be a great asset to the DEIB Committee. Following a brief discussion, Selectmen Rutan and Rogers discussed recommending Ms. Diglio and Ms. Shalton for the three-year terms based on their current level of expertise and experience in diversity, equity and inclusion initiatives. Selectmen Rutan and Rogers discussed recommending Mr. Benoit and Mr. Tan for the two-year terms due to their enthusiasm and passion for diversity initiatives. Selectmen Rutan and Rogers discussed recommending

Ms. Ibrahimi for the one-year term in recognition of her willingness to continue her work in diversity, equity and inclusion initiatives following her actions as Vice Chair of the Diversity and Inclusion AdHoc Committee; and with the understanding that she will have the opportunity to be reappointed if she so decides.

Selectman Rogers moved the Subcommittee vote to recommend the following individuals for appointment to the Diversity, Equity, Inclusion and Belonging Committee at the May 23, 2022 Selectmen's Meeting:

3-Year Terms

Melissa Diglio
Seira Shalton

2-Year Terms

Matthew Benoit
Yong Tan

1-Year Term

Mariam Ibrahimi

Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"
Selectman Rutan "aye"

Selectman Rutan thanked the applicants for their interest in serving on the DEIB Committee. She also thanked Ms. Meekins for her past work as a member of the Diversity and Inclusion AdHoc Committee and for her continued work as a member of the DEIB Committee.

ADJOURNMENT

Selectman Rogers moved the Subcommittee vote to adjourn; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"
Selectman Rutan "aye"

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. May 3, 2022 Meeting Agenda
2. Applications to the DEIB Committee

**BOARD OF SELECTMEN
INTERVIEW SUBCOMMITTEE
MEETING MINUTES – July 12, 2022**

5:25 p.m. - Introduction to Remote Meeting

Selectman Hirsh stated that this Open Meeting of the Board of Selectmen Interview Subcommittee was being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen Interview Subcommittee are allowed and encouraged to participate remotely.

Selectman Hirsh noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. She added that ensuring public access does not ensure public participation unless such participation is required by law. She noted that this meeting will be livestreamed, but will not allow for public comment. She indicated the various ways that the public may view this meeting as listed on the posted agenda.

Selectman Hirsh stated that any votes taken this evening will be by roll call vote. She confirmed that the following persons were remotely present and could be heard.

Board of Selectmen Interview Subcommittee

Selectman Julianne Hirsh

Selectman Kristen Wixted

ACCEPTANCE OF MEETING MINUTES – June 28, 2022

Selectman Wixted requested a modification to the meeting minutes, stating that the minutes should reflect that Suzy Cieřlica attended all Master Plan meetings, not all Master Plan Implementation Meetings. Selectman Hirsh moved the Subcommittee vote to accept the minutes of the June 28, 2022 meeting as amended; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Hirsh "aye"

Selectman Wixted "aye"

INTERVIEWS FOR THE DIVERSITY, EQUITY, INCLUSION & BELONGING COMMITTEE

Remotely present:

Selectman Julianne Hirsh

Selectman Kristen Wixted

Rebecca Meekins, Assistant Town Administrator

Cynthia Moore – for her interview only

Tim Kaelin – for his interview only

Ashish Verma – for his interview only

Srikanth Divi – for his interview only

Cynthia Moore

Cynthia Moore has been a Northborough resident for over 20 years. She raised three children in the community and comes from a diverse family. She identifies as a member of queer community and as someone with a disability. Her children are also members of the queer community. Professionally, she is retired from the financial services world, and is currently serving as the CEO of the Special Needs Advocacy Network, a professional association of special education advocates in the State.

Ms. Meekins reviewed the scope and responsibilities of the Diversity, Equity, Inclusion and Belonging Committee and the Committee's goals based upon the recommendations made by the ad-hoc committee to the Board of Selectmen in early 2022. She also reviewed the anticipated meeting schedule.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on July 18th.

Tim Kaelin

Tim Kaelin served on the initial ad-hoc Committee and feels that there is still a lot of work to be done. Initially, he did not plan to apply for the Committee again, but once hearing that there were few candidates, he felt compelled to apply to ensure there were members with experience in social justice advocacy work and professional diversity, equity, and inclusion work. Tim noted that he has been a member of the Council on Aging, the Board of Selectmen, and has volunteered in the community with his children. He has recently started a podcast entitled "Born on Third", which covers matters of diversity, equity and inclusion and social justice matters.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on July 18th.

Ashish Verma

Ashish Verma is from India and is a practicing Hindu. He has two children and is looking to further diversify the community. He has been a resident for 12 years and feels that the town is becoming more diverse and has been welcoming of new people. He wishes to keep that tradition alive and expand on it. Ashish is a physician and has experience working with the elder population.

Ms. Meekins reviewed the scope and responsibilities of the Diversity, Equity, Inclusion and Belonging Committee and the Committee's goals based upon the recommendations made by the ad-hoc committee to the Board of Selectmen in early 2022. She also reviewed the anticipated meeting schedule.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on July 18th.

Srikanth Divi

Srikanth Divi is from India and has been in the U.S. for over 30 years. He has been involved with Diversity, Equity, and Inclusion committees at work. He organizes work events to celebrate different religions and cultural events. He has been involved in organizing a Diwali celebration at work for several years. He has been a soccer coach for his son's soccer league. He is interested in community events that provide opportunities for residents to interact with different cultures that they otherwise would not be able to.

Ms. Meekins reviewed the scope and responsibilities of the Diversity, Equity, Inclusion and Belonging Committee and the Committee's goals based upon the recommendations made by the ad-hoc committee to the Board of Selectmen in early 2022. She also reviewed the anticipated meeting schedule.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on July 18th.

RECOMMENDATIONS FOR APPOINTMENT

Selectmen Hirsh and Wixted agreed that all the candidates interviewed this evening were fantastic and the Town is lucky that they are offering to serve. They will be considering applicants that interviewed at the May 3, 2022, Interview Committee meeting for seats on the Diversity, Equity, Inclusion and Belonging Committee as well. They mentioned that while they did not interview Mariam Ibrahim, a former member of the ad-hoc Diversity and Inclusion Committee, that she had expressed interest in being reappointed to the committee. They briefly discussed which candidates should be recommended for which term length.

Selectman Hirsh moved the Interview Committee vote to recommend Seira Shalton for appointment to the Diversity, Equity, Inclusion and Belonging Committee for a partial three-year term at the July 18, 2022 Selectmen's Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Wixted "aye"
Selectman Hirsh "aye"

Selectman Hirsh moved the Interview Committee vote to recommend Melissa Diglio for appointment to the Diversity, Equity, Inclusion and Belonging Committee for a partial three-year term at the July 18, 2022 Selectmen's Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Wixted "aye"
Selectman Hirsh "aye"

Selectman Hirsh moved the Interview Committee vote to recommend Mariam Ibrahim for appointment to the Diversity, Equity, Inclusion and Belonging Committee for a partial two-year term at the July 18, 2022 Selectmen's Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Wixted “aye”
Selectman Hirsh “aye”

Selectman Hirsh moved the Interview Committee vote to recommend Cynthia Moore for appointment to the Diversity, Equity, Inclusion and Belonging Committee for a partial two-year term at the July 18, 2022 Selectmen’s Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Wixted “aye”
Selectman Hirsh “aye”

Selectman Hirsh moved the Interview Committee vote to recommend Yong Tan for appointment to the Diversity, Equity, Inclusion and Belonging Committee for a partial one-year term at the July 18, 2022 Selectmen’s Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Wixted “aye”
Selectman Hirsh “aye”

Selectman Hirsh moved the Interview Committee vote to recommend Ashish Verma for appointment to the Diversity, Equity, Inclusion and Belonging Committee for a partial one-year term at the July 18, 2022 Selectmen’s Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Wixted “aye”
Selectman Hirsh “aye”

ADJOURNMENT

Selectman Hirsh moved the Interview Committee vote to adjourn; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Wixted “aye”
Selectman Hirsh “aye”

Meeting adjourned at 7:23 p.m.

Respectfully submitted,

Rebecca A. Meekins
Assistant Town Administrator

Documents used during meeting:

1. July 12, 2022 Meeting Agenda
2. June 28, 2022 Meeting Minutes
3. Applications to the Committee for Diversity, Equity, Inclusion and Belonging

Diane Wackell

From: Matthew Benoit <mbenoit286@gmail.com>
Sent: Wednesday, February 16, 2022 9:35 PM
To: Diane Wackell
Cc: Matthew Benoit
Subject: Northborough Committee for Diversity, Equity, Inclusion and Belonging - Matt Benoit
Attachments: Matthew Benoit Resume_2.16.22_Northborough Committe for DEIB.pdf

CAUTION: This email originated from a sender outside of the Town of Northborough's mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am writing today to express my interest in the Northborough Committee for Diversity, Equity, Inclusion and Belonging. I am a passionate resident of Northborough seeking to get involved and make a positive impact in the community I live in. My wife and I have been residents of Northborough since November 2020, we are currently expecting our first child in early April. Since this time, I've made it my mission to be involved, meet as many Northborough neighbors as possible and start building a family. As a young professional, I feel this is a great fit as I have great new ideas and a perspective like no other. I am caring, compassionate and willing to go above and beyond.

The Northborough Committee for Diversity, Equity, Inclusion and Belonging seems to be a great start to the journey I am on; to make an everlasting impact within my neighborhood and for the betterment of society. Please see my attached resume and please feel free to reach out with any questions or concerns.

Best Regards,
Matt Benoit

MATTHEW BENOIT

(774) 230-8153 | MBENOIT286@GMAIL.COM | NORTHBOROUGH, MA

RESULTS-DRIVEN FINANCE LEADER, SEEKING NDEIB COMMITTEE APPOINTMENT

Ambitious self-starter, with a proven track record of financial literacy, business partnering, process improvement, and effective communication. Eager to continuously learn, grow and lead by example with integrity and empathy to deliver strong business results. Passionate about my career, my family, my community, and activities such as golfing, skiing, hiking, and kayaking.

FINANCIAL REPORTING (GAAP & IFRS)

OPEX FORECASTING & RECONCILIATION

PROJECT-BASED ACCOUNTING

CAPEX FORECASTING & RECONCILIATION

NEW PRODUCT LAUNCH

SALES & MARKETING

606 COMMISSIONS

MED-TECH INDUSTRY

PROFESSIONAL SYNOPSIS

INSULET CORPORATION | ACTON, MA

Mar'20 – Present

Finance Manager, Sales & Marketing

This highly visible role to the CFO supporting the high-growth departments within Sales and Marketing reporting directly to the Director, Commercial Finance. The sphere of influence are the leaders within Sales & Marketing. Primary Responsibilities: include preparing and reviewing monthly executive-level KPI reports, departmental forecasting and reconciliations, variance/trend and ROI analysis on active projects, and any ad-hoc initiatives being explored.

- ✓ Led & delivered monthly executive leadership presentation on "COVID Leading Indicators" to forecast any fundamental headwinds Insulet may face due to COVID-19. Cross-Functional partners included: Chief Accounting Officer, Chief Information Officer, Chief Tax Officer, Director of US Revenue, Director of EMEA Revenue & General Manager, Market Access. (12-month effort)
- ✓ Successfully operationalized reporting efficiencies within the broader FP&A team reducing time spent manipulating data and more standardized reporting.
- ✓ Accurately forecasted and reconciled actuals to within 3% deviation from target for 6 consecutive quarters.
- ✓ Identified areas of savings for the company, one of which will have a material effect on reducing COGS & increasing Gross Margin.

OLYMPUS CORPORATION | SOUTHBOROUGH, MA

Oct'17 – Mar'20

Financial Analyst II, Olympus Surgical Technologies of America

Project-based finance role center around the partnership and cross collaboration with; Marketing, R&D, Supply Chain, HR, PMO, and Manufacturing. Primary Responsibilities: CapEx budgeting, tracking and reporting, 12 – project teams and their associated monthly KPI reports (GAAP and IFRS format required due to Olympus domiciled in Japan), project and departmental forecasting and reconciliation, and various financial model updates & testing.

- ✓ Successfully launched 4 products during my tenure at Olympus (Mainly in the EndoTherapy & ENT space)
- ✓ Implemented a series of efficiencies & standardizations within CapEx reporting creating more clarity to the executive leadership for more informed business decisions.
- ✓ Advanced Excel skills acquired; PowerBi, Microsoft PowerTools, various reporting efficiencies to reduce time spent manipulating data.

DELL TECHNOLOGIES | HOPKINTON, MA

Oct'14 – Oct'17

Financial Analyst, S&M, Converged Platforms & Solutions Division

Entry-level role reporting to the Controller of FP&A. Main Responsibilities were centered around white-glove financial business partnering to the high-speed growth of the U.S. Marketing team. Budget creation and reconciliation as well as vendor and invoicing troubleshooting were all daily activities.

- ✓ Implemented a robust budgeting process across 14 Marketing departments exposing a financial accountability issue that was identified and corrected shortly upon execution.

MATTHEW BENOIT

- ✓ Skilled in vendor relationships, invoicing triage and troubleshooting, process creation & ability to work in "white-space", business partner white glove service and working in a fast-paced environment.

NEW YORK LIFE INSURANCE | WALTHAM, MA

Sep'13 – Oct'14

Registered Representative & Life-Insurance Agent

Entrepreneurial endeavor of creating my very own financial services company. A 100% commission-based role, I woke up each day hungry to earn peoples' trust and business. Cold-calling, warm-calling, prospecting, and asking for referrals were the bread and butter for this role. Sitting down with individuals to discuss their future financial/life goals and aspirations while considering an unfortunate event was truly something special and the greatest experience of my career thus far.

- ✓ Effectively created and managed a Book of Business valued at \$8.575M in one year.
- ✓ Successfully earned the trust and business of over 14 people
- ✓ Licenses earned but since lapsed: Series 6, Series 63, Life Insurance, Health Insurance

STATE STREET GLOBAL SERVICES | BOSTON, MA

Aug'12 – May'13

Fund Accountant - State Street Scholar – 9-month Internship

As a State Street Scholar, I worked hand-in-hand with internal business units, performing meaningful and substantive tasks, while gaining work experience in a cutting edge financial services company.

BENOIT TREE & LANDSCAPE | CHARLTON, MA

8 Summers

Foreman & Laborer

Family-owner business, worked as a laborer for most summers but once in college I was promoted to foreman where I manage two individuals for 4 summers.

EDUCATIONAL & PROFESSIONAL DEVELOPMENT

BOSTON COLLEGE

Dual Degree (Part-Time) – Anticipated completion 2024

UNIVERSITY OF MASS. BOSTON

Bachelor of Science in Management - GPA 3.30; Cum Laude

HARVARD BUSINESS SCHOOL ONLINE

Leading with Finance

EXTRACURRICULAR ACTIVITIES

INSULET SOFTBALL

INSULET YOUNG PROFESSION ERG (CHAIR OF NETWORKING)

OLYMPUS SOFTBALL (CAPTAIN)

UNDERGRADUATE STUDENT LEADERSHIP AWARD

UMASS BOSTON STUDENT SENATE (Vice-Chair of B&F Committee)

MELISSA A. DIGLIO

6 Captain Eager Drive, Northborough, MA 01532 · 781.879.8046
melissa.a.diglio@gmail.com · www.linkedin.com/in/melissa-diglio
Committee for Diversity, Equity, Inclusion and Belonging – February, 17th 2022

Dear Board Members,

I'd like to formally submit my interest in becoming an appointed member to the Committee for Diversity, Equity, Inclusion and Belonging. I'm a newer Northborough resident and can't think of a better way to plant some roots within the community and invest in my children's future here. I currently have one son and my wife is due with our second son in less than 1 month. Doing my part to cultivate a community of belonging and acceptance for my family and neighbors is an undertaking I feel passionately about, if given the opportunity, I believe I can do so on this committee.

Working towards building inclusivity and trust within communities is an effort I have been committed to both personally and professionally for many years. For the last 14 years I have worked in Student Affairs as a member of the Bentley University Police Department. Currently, I manage their 911 Communications Center. Working in campus law enforcement has allowed me the privilege to step outside of my day to day responsibilities and engage with the community on a deeper level. I serve as a representative on the university's Diversity Council as well as on our divisional Equity & Inclusion Committee. In my role as a committee member, I initiated our first annual Diversity Conference, successfully held in 2016. The conference featured an accomplished keynote speaker and offered 10 different session blocks of ranging topics, one of which I lead, entitled "Unity through Our Diversity". Additional examples of relevant work includes presenting out to groups of 100+ on various DEI topics on a bi-monthly basis and co creating workshops for our student leaders that focuses on identifying privilege in our daily lives and the strengths in our differences. The work I have contributed to on both the council and committee has directly impacted the University's five year strategic plan and has helped steer the community toward a future of progress.

Attached you'll find a professional resume outlining other attributes and skills I hope to bring to the table if chosen to serve. Thank you for your time and consideration and I'm hopeful for the opportunity to continue this conversation.

Respectfully,

Melissa A. Diglio

Director

Leading organizations through solutions-driven collaboration and a commitment to creating measurable success.

Recognized by the Chief of Police and Divisional VP for significant involvement in the design and implementation of the Bentley Police Communications Center upgrade- including work with campus partners and outside vendors (2020)

Dedicated to establishing, executing, and exceeding public safety standards through rigorous readiness preparation and an in-depth understanding of stakeholder needs. Leads by example, setting high expectations and coaching team to fulfill on its commitments. Serves as a trusted advisor on topics ranging from technology rollouts and diversity and inclusion initiatives to performance and project management. Committed to remaining abreast of industry trends and practices in an ever-evolving workplace.

- *Engages with university stakeholders at all levels to fully understand their unique needs.*
- *Drives key insights to support organizational effectiveness.*
- *Facilitates collaboration and engagement within the organization by leveraging strengths of direct reports, colleagues, and supervisors alike.*
- *Manages multiple cross-functional projects and initiatives while demonstrating flexibility and critical attention to detail.*

Core Competencies

- | | | |
|--|-------------------------------------|-----------------------------------|
| ✦ <i>Strategic Planning & Leadership</i> | ✦ <i>Risk Management</i> | ✦ <i>Communications Planning</i> |
| ✦ <i>Stakeholder Management</i> | ✦ <i>Process Improvement</i> | ✦ <i>Presentation Development</i> |
| ✦ <i>Staff Training & Development</i> | ✦ <i>Relationship Management</i> | ✦ <i>Needs Analysis</i> |
| ✦ <i>Project Management</i> | ✦ <i>Data Analytics Reporting</i> | ✦ <i>Change Management</i> |

Professional Experience

BENTLEY UNIVERSITY POLICE DEPARTMENT

Waltham, MA

Communications Center Manager • 01/2019 to Present

Provide leadership, supervision, and development to a team of six direct reports. Create and implement policy and procedure in compliance with accreditation standards. Continued programing and maintenance of supporting software applications. Manage the repair and installation of supporting hardware. Work closely with key stakeholders and various working groups to ensure the efficient and effective delivery of services to community members.

- ✦ *Created and implemented procedures for ongoing performance management and quality assurance for all public interactions with Police Dispatchers.*
- ✦ *Successfully co-led the rollout of the university's first emergency notification system resulting in over 90% efficacy in all subsequent full-scale activations.*
- ✦ *Lead the Police department through the successful transition from on-premises to SaaS solutions for multiple public safety applications.*
- ✦ *Chaired the committee tasked with communicating all COVID policies to our off-campus students (3,000+).*
- ✦ *Co-creator of the University's Crisis Communications Assessment Grid which is used to gauge the severity of incidents/events and dictates the proper level of communication necessary.*
- ✦ *Collaborated with the logistics team tasked with creating a Quarantine and Isolation System for all on campus residential students.*
- ✦ *Stands as the Police department's CJIS representative.*
- ✦ *Co-chaired the Bentley Staff Advisory Committee that successfully rolled out a university-wide peer recognition program which received over 200 peer nominations in its first year.*
- ✦ *Stands as a member of the divisional equity and inclusion committee presenting out on various topics to a virtual audience of 150+ attendees on a bi-monthly basis.*

Access Database Administrator • 2018 to 2019

Managed the administrative functions of the Bentley University access control system (C-CURE 9000) and the day-to-day functions of the University Card Office. Maintained oversight and functionality of the campus-wide closed circuit television system as well as the university's parking database.

- ✦ *Programed hundreds of access clearances, building schedules, panic alarms, and system events that allow thousands to function and move with ease throughout a secure open campus environment.*
- ✦ *Worked with administrative computing and systems professionals to create integrations for many tasks, including student billing of parking decals and citations as well as the transfer of data from the university ERP system to the police department's PAC system.*

Card Access Program Administrator • 2015 to 2018

Directed the day-to-day operations of a high functioning, customer service-oriented office. Managed up to seven student employees. Created working schedules, managed inventory, analyzed and reported on-campus usage. Maintained accurate accounting of all monies collected by the office.

- ✦ *Created and implemented a citation appeal system which was utilized by a student appeals board, ensuring students would be heard and decided on by a group of their peers, establishing a more equitable process for all.*
- ✦ *Collaborated with outside vendor Myphoto to provide a virtual way for students to send in their own photos for their student IDs. This option greatly impacted the process of student move-in days.*
- ✦ *Partnered with the MBTA to offer discounted rider fare for all students, distributed passes, and maintained the administrative system.*
- ✦ *Sole editor of the University Police website.*

911 Police Dispatcher • 2008 to 2015

Received emergency calls by telephone, radio system, or walk-in traffic, and dispatched appropriate emergency response personnel accordingly. Created logs of all calls received using the computer-aided dispatch system and prepared reports as necessary. Interviewed and trained new communications officers.

- ✦ *Certified by Federal Emergency Management Agency (FEMA) in Incident Command System (ICS) 100, National Incident Management System (NIMS), MGT-361 Managing Critical Incidents*
- ✦ *Certified by APCO in Emergency Medical Dispatch and Communications Supervisor*
- ✦ *Certified by PowerPhone in Active Shooter and Crisis Negotiations*
- ✦ *Certified Forensic Experiential Trauma Interviewer*
- ✦ *Certified by Software House in C-Cure 9000 Advanced System Manager*

Education | Training | Skills

Graduate Certificate in Business Ethics and Social Responsibility |

Bentley University's McCullum Graduate School of Business, GPA 3.66

Bachelor of Science in Leadership Management | Bentley University

Instructor of BLS and First Responder | Municipal Police Training Committee

Instructor of Basic and Advanced Self Defense | R.A.D. Systems

Technology: Microsoft Office, Outlook 365, Workday, C-Cure 9000 Administration and Monitoring, ARMS Automated Records Management System, Rave Mobile Safety, Alertus, ExacqVision, CJIS, and NCIC

Nominated for an annual divisional award given to those who "embody what it means to face an unexpected adversity, persevere with a program or service, and bring it to a positive conclusion." (2021)

Awarded Special Recognition by the Massachusetts Association of Campus Law Enforcement Administrators for efforts responding to an emergency call for service (2012)

Diane Wackell

From: Seira Shalton <seira.shalton@gmail.com>
Sent: Thursday, February 17, 2022 11:42 AM
To: Diane Wackell
Subject: Northborough Committee for Diversity, Equity, Inclusion and Belonging
Attachments: SShalton_Resume.pdf

CAUTION: This email originated from a sender outside of the Town of Northborough's mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Dear Diane,

I am writing to express interest in volunteering for the Northborough Committee for Diversity, Equity, Inclusion and Belonging.

In my efforts to create a diverse and inclusive environment, I have designed, developed and led a host of programs inviting employees to share their backgrounds and experiences with each other. At Commonwealth Financial Network, I'm heavily involved with the Women's Leadership Network and ERGs where I provide education and hold events for our internal employees and clients. At Bentley University, I served as Faculty advisor for the Muslim Student Association and was on the core committee providing counselling for students and staff members during the 9/11 crisis. I continue to serve on multiple diversity panels for the ongoing discussions on issues relating to race, gender, religion and culture revolving around corporate culture.

I am passionate about people bringing their whole, authentic selves wherever they are and committed to creating an inclusive environment, where everyone can thrive in meaningful ways. My contributions include designing and establishing innovative, comprehensive and continuing learning journeys, as well as strategic programs and events. My resume is attached for your review. Thank you for your consideration and time.

Best regards,
Seira Shalton

SEIRA SHALTON

NORTHBOROUGH, MA 01532

508-735-1536 | seira.shalton@gmail.com | www.linkedin.com/in/sshalton/

PROFESSIONAL PROFILE

Learning & Development leader with extensive financial services and high-tech industry expertise. Adept at leading and directing global UX, learning, and development initiatives for performance improvements and leading high-impact teams in fast-paced, changing environments. Outstanding ability and success designing and executing cross-divisional diversity, equity, and inclusion initiatives. Proficient at leading and driving enterprise-level projects and design implementation through an interactive learning approach using simulation, blended learning, social networking, and innovative solutions to identify coaching opportunities and improve the customer experience.

Core Competencies:

- Strategic Planning/Vision Setting
- Innovative eLearning Design & Development
- Proficient in Waterfall, Agile & Lean methodologies
- Skilled Qualitative & Quantitative Researcher
- Performance Outcomes & Improvement
- Executive Learning and Leadership Development
- Leading, Coaching, and Mentoring
- Culture/Employee Engagement
- Continuous Improvement
- Strategic Diversity, Equity & Inclusion Integration

WORK EXPERIENCE

COMMONWEALTH FINANCIAL NETWORK, Waltham, MA

07/2019 – Current

Vice President, Learning & Development

Lead enterprise design, development, and delivery of strategic learning solutions and sustainable learning operations including planning, content development, execution, and evaluation for enterprise-wide, end-to-end solutions.

- Build and lead the strategic effort to design, develop, and execute both the Learning & Development and Diversity, Equity & Inclusion functions using design thinking principles to enable individuals to grow and develop their careers in an inclusive environment.
- Design the executive leadership development programs embedding diversity, inclusion, and engagement to increase succession and bench readiness and overall effectiveness of Commonwealth's leaders.
- Create a measurement methodology to determine program effectiveness and to inform future investment strategies.
- Serve as Chief Learning Officer, advocate, and thought leader at conferences and with customers to inspire our industry, our advisors and their team, our products, and services.
- Institute best-in-class performance management and career development practices, resulting in top, diverse industry teams—and loyalty—with a voluntary retention rate of 90%.
- Drive the learning and talent agenda, owning the systems/team, and shaping the operating model for the best possible learning and talent experience.

Principal Learning Experience (LX) Specialist

Led the design and delivery of a comprehensive, effective, and modern Global Clinical training program that addressed the needs of the organization inclusive of regulatory, quality, and process-driven content to ensure effectiveness for both personal and professional development.

- Designed and developed organizational management strategies for the Office of the Chief Medical Officer (CMO) and Global Clinical strategic training plan and annual operating plan for development, alignment, and process improvement.
- Designed and developed an overall training strategy for Global Clinical Operations (GCO) using innovative solutions and platforms.
- Created, implemented, and maintained components of a comprehensive compliance training and communications program for GCO Compliance.
- Developed Centers of Excellence (COE) for GCO to share product-agnostic best practices training programs globally in a swift and lean manner to enable trial teams to focus on higher value-add work, and remolding redundancies for clinical trials to begin and finish on schedule successfully.
- Maintained existing and helped develop new tools and processes in support of training and communication program execution, tracking and reporting in the LMS and other platforms.
- Used data to assess learner behavior and trends focused on advancing training program effectiveness.

LIBERTY MUTUAL INSURANCE, Hopkinton, MA

04/2011 – 07/2018

Team Lead Senior Instructional Design & UX Lead

Built learning strategies that enabled employees from senior management to individual contributors and in-tact teams to grow and continuously develop in the critical skills, knowledge, and expertise to be high-performing and support the continued success of the organization.

- Managed and led a team to identify needs and design strategies to develop the appropriate learning and development initiatives to align business goals with employee performance and improve their experiences.
- Applied a combination of instructional design, user experience, and human factors information design to create an interactive heuristic learning approach.
- Designed storyboards and helped create prototypes and wireframes to build appropriate products (such as gaming modules) for training and performance.
- Employed Waterfall, Agile, and Lean project management methodologies.
- Designed innovative simulations through data collected using human factors/user experience methodologies, such as running focus groups and interviews to evaluate strategies and tools to achieve the desired learning and performance outcomes.
- Reviewed program evaluations, test results, and participant/manager feedback on training effectiveness to make recommendations for program improvement organization-wide.

HIGH TECH, ACCOUNTING AND FINANCIAL FIRMS, Remote, USA

09/2006 – 06/2010

Independent Consultant

Built and developed learning and training for multiple high-tech industries, accounting, and financial firms.

- Researched, designed, and developed training materials from soup to nuts.
- Designed and created training by employing sound instructional and user experience designs, conducted needs analysis, and included change management where needed.

Specialty Labs Research Consultant

Researched, identified, and procured trends, developments, and software for Bentley's Specialty Labs (Trading Room, Center for Marketing Technology, ACELAB, Design and Usability Testing Center, Center for Languages and International Collaboration, and Distance Education Classroom).

- Managed staff to design, develop, coordinate, and conduct training for the use of Bentley's Specialty Labs software applications, eKnowledge Infrastructure (knowledge management system) within the Specialty Labs and all academic departments.
- Integrated and coordinated distance-learning technologies into Bentley's Tax and Financial Planning curriculum using learning platforms.
- Project Manager for business management and research projects.

Adjunct Faculty

Prepared and developed study materials for undergraduate classes taught.

- Taught classes in International Studies.
- Organizer and committee member for the First Annual Bentley Debate and served faculty advisor for Muslim Student Association (MSA).
- Served as a core committee member for Bentley Spiritual Life during 9/11 and counseled students and staff members.

EDUCATION

Professional Graduate Certificate, Human Factors Information Design (HFID) & User Experience (UX), BENTLEY UNIVERSITY, Waltham, MA

Master of Education, Instructional Design & Technology, UNIVERSITY OF MASSACHUSETTS, Boston, MA

Master of Arts, Religious Studies, ARIZONA STATE UNIVERSITY, Tempe, AZ

Bachelor of Arts, Humanities, ARIZONA STATE UNIVERSITY, Tempe, AZ

AFFILIATIONS

Advisory Council Member, Harvard Business Review

User Experience Professional Association

eLearning Guild

Association For Talent Development

Northeast HR Association

International Society for Performance Improvement

Learning & Performance Institute

Women In Technology

Game On Learning!

Diversity Inc.

Women's Network of Boston

Contact

5088187732 (Mobile)
yongtan23@gmail.com

www.linkedin.com/in/yong-tan-
bbb14922 (LinkedIn)

Top Skills

Program Management
Operations Management
ODM/OEM Management

Languages

English (Full Professional)
Chinese (Simplified) (Native or
Bilingual)

Certifications

Certified PMP
Leadership: Practical Skills
Interpersonal Communication
Executive Leadership

Yong Tan

Director, Hardware Engineering Program Management
Greater Boston

Summary

Leadership on global program management and people management; proven track record in delivering large programs across geographical locations and cross-functional teams; building up a high-performance team to meet business goals; demonstrated program management expertise in the fast-paced and challenging organizations with the excellent record; experience in working with external strategic design partners in the Far East. Accredited MBA; Certified PMP.

Experience

Microsoft

Director, Hardware Engineering Program Management
August 2020 - Present (1 year 3 months)
Greater Boston / Redmond WA

Microsoft Azure is the world's most trusted, reliable, safest, and secure cloud.

- Manage and lead a group of world-class Technical Program Managers to deliver cutting-edge, outstanding storage hardware for Azure's customers.
- Responsible for people management of Storage and Infrastructure Technical Program Management organization; hire, develop and implement organizational structure, delivering performance reviews, providing continual feedback, coaching, and career growth for direct reports.
- Work with engineering and product management leadership to define the organization's long-term strategy and product roadmap.
- Leadership to articulate the technology, requirements, goals, and milestones of the NPI program; work with engineering to ensure the right balance of budget, quality, and TTM, that we focus on addressing the highest priority partner team and customer needs.
- Executive Approval on end-to-end program plans (from Inception to Launch), influence teams to deliver against them, and keep the org. and leadership informed on progress; work with teams to set program milestones, communicate statuses, identify potential setbacks, and drive the resolutions.

- Leadership sponsor to drive internal process improvements across multiple teams and functions.

Akamai Technologies

Hardware Engineering Program Mgmt. & Business Operations Leader
June 2017 - August 2020 (3 years 3 months)

Cambridge, MA

- Full responsible for all aspects of driving hardware program results including but not limited to program requirements, deliverable, schedule, budget management, engineering design & validation, operations, ODM/JDM management and production on-time-delivery
- Manage NPI (New Product Introduction) engineering program life-cycle from concept, feasibility, design and validation to mass production and deployment
- Manage hardware road-map and portfolio; work with Akamai key stakeholders to introduce new generation server and switch to deploy into the vast Akamai global networks (more than 240,000 servers worldwide)
- Lead the cross-functional strategic planning and product development process, leading conversations with key stakeholders to develop concepts for strategic initiatives, developing those into detailed program / project plans (including road-map, funding planning, resource planning and critical milestone)
- Manage executive communication and effectively develop relationships with sponsor and stakeholders
- Act as Networks advocator to work with Network Engineering, Planning, Capacity, Supply Chain, Documentation, Lab and Field Operations to drive Akamai Networks deployment optimization
- Drive organization's initiatives and continuously improving process to increase the effectiveness of product development process & operational excellence
- Define and manage Hardware Engineering Design Process, NPI and Phase Exit review and approval
- Interface with engineering managers/director to drive program planning, define milestones and resources, track progress, resolve dependencies, evaluate risks and proactively remove obstacles to drive program progress

EMC

9 years 3 months

Global Lead Program Manager, EMC Global Hardware Engineering
September 2014 - June 2017 (2 years 10 months)

Hopkinton, MA

- Led and managed highly complex EMC Core Technology Divisions (VMAX and VNX) Hardware Engineering programs
- Led global teams based in China, Thailand, Cork, Hopkinton successfully launched VNX historical product "UNITY" in EMC World 2016. Realizing "UNITY" revenue achieves the first \$100M.
- Provided cross functional leadership and resolutions on significant program roadblocks to meet business goals
- Created global teams to drive programs to meet interim and long – term program milestones
- Managed program budget ranges from \$1M~\$5M to delivery program in quality, time, scope and budget
- Streamlined Hardware Engineering System and Platform release processes and criteria across organization
- Chaired global program review with Hopkinton executives to insure program on track in deliveries, budget, scope and quality
- Matrix managed and developed 6 China-based Program Managers

Senior Manager/Consultant Program Manager, China Program Management & Operations

April 2008 - September 2014 (6 years 6 months)

Shanghai City, China

- Built up a high performance Program Management team from scratch to a team consists of 7 Program Managers, 2 Product Data Stewards and 2 Material Controllers
- Led and drove local and global teams to release critical hardware platforms (Disk Array Enclosure and Disk Processor Enclosure) and various Small I/O cards to production
- Managed annual program budget ranges from \$10M to \$20M with corporate function directors, finance controller
- Streamlined China Engineering operations and processes to align with corporate processes.
- Drove processes improvement to reduce China inventory/capital budget from \$3M (2010) to \$1M (2013)
- Provided thoughtful leadership to Shanghai Program Management community and across China Engineering team to ensure best practices and engineering excellence
- Chaired Quarterly Business Review and took leader role to drive EMC Asia external design partners' continuous improvement on areas of program management, design, test, serviceability and strategic alignment

Gateway

Senior Program Manager, China ODM Manager & Operations

August 2006 - April 2008 (1 year 9 months)

Shanghai, China

- Overall in charge of three Gateway ODMs in Asia for laptop business unit
- Managed manufacturing readiness from NPI to production for laptop business
- Drove worldwide fulfillment and improved OTD (On – Time – Delivery) from 83% to 97%
- Led global cross functional teams consist of manufacturing, test, industrial design, quality and firmware to address any block issues for worldwide shipment
- Acted as Gateway Asia liaison to manage the communications. Upward and downward through organization and Asia external partners; escalated critical blocking issues and presented resolutions to corporate executives
- Drove executive Quarterly Business Review with external design partners; Overall in charge of each partner performance to meet Gateway requirements on quality, budget and On – Time – Delivery
- Set up first business operations model and processes for Gateway's China channel partner – “Digital China” and ramped up annual revenue from \$0 to \$200M

Inventec


Section Manager, Manufacturing Process Department

August 2003 - August 2006 (3 years 1 month)

Shanghai, China

- Managed an Engineering Process team consists of 7 engineers and 3 technicians
- Overall in charge manufacturing process from SMT to assembly; 3 SMT lines and 4 System assembly lines
- Set up 1st AOI and 5DX station for Sever Division for Intel and HP to improve the SMT yield rate from 85% to 93%
- Successfully transferred production lines from plant No.1 to plant No.3; Ramped up production within 3 months and reached defined yield rate
- Built up a strong Engineering Process team and made the contribution to 1st 600,000 sever shipment milestone in Shanghai factory

Education



The University of Hong Kong

Master, Executive Stream, International MBA · (2011 - 2013)

Katholieke Universiteit Leuven, Belgium

Master, Master in Industrial Management · (2002 - 2003)

Dalian Polytechnic University

Bachelor, Mechatronics · (1997 - 2001)

ATTN: D'iane Wachell
Selectmen's Office



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: CYNTHIA MOORE TEL: (C) 508 617 0022
ADDRESS: 30 ALCOTT DRIVE (H) 508 393 7906
NORTHBOROUGH MA 01532 (EMAIL) SCHMYNDI@GMAIL.COM

BCC DESIRED: DIVERSITY AND INCLUSION COMMITTEE
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES ☒ NO ☐

How many years have you lived in Northborough? 20+

Why do you want to serve on this particular BCC?

I believe that although we have a strong foundation as a community, there is much work left to be done with regards to bringing equal access, equity of opportunity, and inclusion to bear in all aspects of civic life.

Please state three attributes you can bring to this BCC:

1. I was raised in a multicultural, multi-racial, multi-religious, family
2. I am a person who identifies as part of the LGBTQIA+ community and who has disabilities.
3. My profession, special education advocacy focuses on the needs of children with disabilities.

Have you attended any meetings of this BCC? I have watched them via Zoom live or recording.

Are there any changes you would like to make if you are appointed to this BCC?

I would like to see a focus added on data collection of the experience of families of children with disabilities as it relates to their efforts to achieve equitable education.

Do you regularly attend Town Meeting?

I have been unable to due to immune issues.
Yes ☐ No ☐ I have watched remotely.

Have you ever served on a BCC in Northborough? Yes ☒ No ☐

If yes, please list the Boards, Committees and/or Commissions you have served on:

Elderly and Disabled Taxation Committee.

What is your occupation? Special Education Advocate

Please list any skills or specialized knowledge you can bring to this BCC:

High level of expertise with regards to Section 504, ADA, and IDEA as well as the state code focused on the same area. I also have the lived experience of being a person with a disability raising children with disabilities.

Please list your education background:

Please see www.linkedin.com/in/cynthia-moore for a full list of my education and experiences.
2023 Executive MBA candidate/student @ Suffolk University

Please list any professional affiliations:

President, Chair person of the Board, Special Needs Advocacy Network
Member Social Racial Equity Committee of the Council of Parents Advocates, and Attorneys

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

Please see prior submission. Attached for your reference is my resume.

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.

Cynthia Moore
Signature

5/22/2022
Date

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us

****Applications will be maintained in the Selectmen's Office for 6 months from the date of receipt. Applications may be updated and resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019



Cynthia Moore

30 Alcott Drive
Northborough, MA 01532

508-617-0022

iamCynthiaMoore@gmail.com

www.linkedin.com/in/cynthia-moore

WHO AM I?

A strategic leader who balances analytics, people skills, and creativity to deliver rapid synthesis, inspiring solutions, and innovative results in the for-profit and not-for-profit sectors.

WHAT ARE MY TALENTS?

- Alternative Dispute Resolution & Negotiation
- Change Agent
- Courageous Truth Teller
- Cross-functional Program Management
- Exceptional Communication
- Infectious Energy
- Innovative Thinker - There is No Box!
- Leadership & People Development
- Multi-Dimensional Thinker
- Relationship & Coalition Builder
- Six Sigma Yellow Belt
- Strategic Planning
- Tenacity with Tact
- Visionary

HOW DO OTHERS VALUE ME?

1. 2022 Nonprofit Excellence Award by a Small Nonprofit Finalist, MA Nonprofit Network
2. Elected President by professional association of attorneys and special education advocates
3. Ranked top 1% of Fidelity's future leaders
4. Individual awards for Innovation, Business Transformation, Leadership, and Service
5. Team-based "Outstanding Service" awards
6. Employee satisfaction: 4.0 rating
7. Client satisfaction: 88% top two box score; 75% top box score
8. Thought leadership in Data Governance led to enterprise-wide cost savings programs
9. Innovations adopted as model of operation for other parts of Fidelity

WHAT HAVE I DONE?

President: Special Needs Advocacy Network (*Current*)

Improved the financial health and social impact by:

- Diversifying revenue streams resulting in a doubling of income via monetary revenue and in-kind contributions
- Launching scholarship program to enable access to webinars for underserved communities
- Offering multilingual and CART enabled webinars
- Growing member base by 30% by creating new levels
- Expanded member benefits through new technology
- Redesigned process flows and adoption automation

Founder: Advocate Tip of the Day (10/08 - Present)

Established the state's premier source for advocacy training and support. Broadened impact by:

- Exceeding target social media market reach by 500+%
- Delivering training and coaching by partnering with local, state, and nationally focused non-profits
- Serving on the industry's nationally focused Social, Racial, Equity Committee

Vice President, Data Consulting: Fidelity (11/99 - 6/08)

Transformed the business by expanding its scope to encompass all employee benefits business lines, growing staff by 300%, implementing career path mapping to ensure retention, embracing offshoring, and by re-engineering operational processes, achieving:

- 21% increase in productivity
- ~42% profit margin on \$12+ million in revenue
- 71% decrease in operational costs
- 99%+ product quality rating

Director: Fidelity

Delivered on multi-million dollar, web-based program management efforts, early and under-budget. Strategic Advisor to high profile cross-functional, multi-business line, process re-engineering efforts focused on systems integration and data governance.

Further Professional Experiences:

www.linkedin.com/in/cynthia-moore



Northborough

63 Main Street
Northborough, MA 01532
Phone: 508-393-5040

Citizen Activity Form

Good Government Starts with You

Date Submitted: May 19, 2022

Name: Cynthia Moore

Home Address: 30 Alcott Drive
Northborough

Mailing Address: 30 Alcott Drive
Northborough MA 01532

Phone Number(s): (508)617-0022 - Cell

Email Address: schmyndi@gmail.com

Current Occupation/Employer: Special Education Advocate

Narrative: Dear Sir or Madam,

I am writing to express my interest in serving on the Diversity and Inclusion Committee. I am an individual with disabilities who identifies as part of the LGBTQIA+ community. I am also the parent of an adult with disabilities who also identifies as part of the LGBTQIA+ community. I am a special education advocate by training. I currently serve as the President and Chairperson of the Board of the Special Needs Advocacy Network, a professional association of advocates and attorneys. I also serve on the Council of Parents Attorneys and Advocates Social Racial Equity Committee. More information regarding my background can be found here:
www.linkedin.com/in/cynthia-moore

My deep passion for social justice and equity arises from my own profile and from being raised in a multi-cultural, national, religious, racial, and ability family. I have the unique privilege of experiencing ally-ship as a mother, sister, aunt, and daughter.

I hope that by contributing my time and expertise I can give back to the community and help create an environment where everyone feels welcomed, heard, and respected. My schedule is flexible and therefore I am able to meet day or night to help further the committee's efforts.

Thank you for your kind consideration.

Sincerely,
Cynthia Moore

Board(s) / Committee(s): DIVERSITY AND INCLUSION COMMITTEE



TOWN OF NORTHBOROUGH

Town Offices

63 Main Street

Northborough, MA 01532-1994

(508) 393-5040 Phone

(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME:

Tim Kaelin

TEL: (C)

617 908 0730

ADDRESS:

42 Davis St

(H)

(EMAIL)

Timkaelinmba@gmail.com

BCC DESIRED:

Diversity, Equity, Inclusion & Belonging

(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough?

YES

☒

NO

☐

How many years have you lived in Northborough?

20

Why do you want to serve on this particular BCC?

I started this committee when I was a member
of the BCC. The mission of the committee is very
important to the community

Please state three attributes you can bring to this BCC:

Professional experience
Municipal experience
Empathy

Have you attended any meetings of this BCC?

Yes

Are there any changes you would like to make if you are appointed to this BCC?

No since it is a new committee

Do you regularly attend Town Meeting?

Yes

☒

No

☐

Have you ever served on a BCC in Northborough?

Yes

☒

No

☐

If yes, please list the Boards, Committees and/or Commissions you have served on:

Board of Selectmen, Council on Aging, Diversity & Inclusion
Appropriations

What is your occupation? President of a DEI consulting company

Please list any skills or specialized knowledge you can bring to this BCC:

Leading Diversity, Equity & Inclusion certificate from Northwestern University

Please list your education background:

see above
MBA
Master of Science in Analytics

Please list any professional affiliations:

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.


Signature

5/26/22
Date

PLEASE RETURN COMPLETED APPLICATION TO:
Diane Wackell, Selectmen's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us

****Applications will be maintained in the Selectmen's Office for 6 months from the date of receipt. Applications may be updated and resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019

Timothy M. Kaelin, MBA, MS, CMA, CSCA

Davis Street, Northborough, MA 01532

(617) 908-0730

timkaelinmba@gmail.com

FINANCE AND OPERATIONS EXECUTIVE

Combines executive level expertise in business strategy, financial and operations management and business analytics to improve the quality and execution of decisions that drive value, growth, and profit. Fluent in several financial and analytics packages including Tableau, R, SPSS, QuickBooks, Xero, Excel, and PowerPoint.

In-depth understanding of financial strategy and strategic leadership; ensures accurate and relevant information to facilitate strategic decision making. Extensive history of success working with key stakeholders, executives, investors, and clients and; produces actionable internal and external consensus to deliver results while remaining aligned with fundamental objectives. Exceptional at understanding both the immediate, detailed picture along with the medium to long term business strategy. Continuously updating and adding new skills in order to provide maximum value.

AREAS OF SPECIALTY

- Strategy
- Analytics & Business Intelligence
- Finance & Operations
- Business Process Improvements
- Leadership
- Public Speaking
- Budgeting and Reporting
- Creatively Solving Complex Problems
- Team Management
- Culture
- Market Analysis

PROFESSIONAL EXPERIENCE

TVMC, Boston, MA

2017 to present

Boutique consulting firm providing diversity and inclusion services to Fortune 500 companies.

President

Responsible for day-to-day management and long-term strategy for company in a fast growth phase. Provided leadership and coaching to founder and employees so they, and the company, could reach their full potential.

- Originally hired as outsourced CFO and was promoted to president when previous president resigned after two months.
- Rebuilt culture from one focused on our consultants and micromanagement of employees to a culture focused on the client, rewarding the risk that was taken when hiring our firm and giving employees the space to be experts in their areas.
- Developed, implemented and executed strategy that resulted in a 30% increase in main revenue stream. Also created and launched TVMCU.com, a learning platform with video products which added a recurring revenue source to our offering portfolio.
- Worked with founder to value TVMC and negotiate the acquisition of a significant portion of the business by Netflix. The transaction with Netflix was completed in August 2018.

TREMONT CONSULTING GROUP, Boston, MA

2009 to present

Provides executive-level finance, operations and business strategy services to startups and established businesses that need executive leadership.

Outsourced Executive Services

Serve as business partner to chief executives and investors in the development of long-range and annual operating plans. Provide financial leadership, management, and business strategy recommendations. Oversee execution of strategic objectives. Recommend and lead efforts to improve business performance. Some examples of value added:

- Worked with client to improve the experience that customers had at their on-site taproom and tours of their manufacturing facility. Analyzed customer interactions with the staff and the facility, recommended several improvements, and implemented those changes resulting in a significant increase in positive customer feedback.

- Recruited by the owner to develop, implement and enforce strategies to build revenue, optimize profit and project opportunities for sustained growth. Produced 50% year-over-year growth in 2015 and 2016 and 20% growth in 2017. Member of Board of Directors.
- Member of management team for start-up manufacturer. Implemented ERP system, worked with CEO to raise funds for expansion, developed short and long term financial strategy, created sales and marketing plan. Completed second round equity raise.
- Developed business plans, create strategic growth programs and implemented consistent operating procedures to optimize profit, delivery more consistent quality and reduce risk for this retail firm. Subsequently assisted the company in purchasing its own facility.

EDUCATION & CERTIFICATIONS

BENTLEY UNIVERSITY, Waltham, MA
Master of Science in Business Analytics - 2016

NORTHEASTERN UNIVERSITY, Boston, MA - 2012
Master of Business Administration

UNIVERSITY OF MASSACHUSETTS, Amherst, MA
Bachelor of Arts in Political Science

NORTHWESTERN UNIVERSITY, Evanston, IL
Leading Diversity, Equity, and Inclusion Certificate

CORNELL UNIVERSITY, Ithaca, NY
Change Management Certificate

Institute of Management Accounts: Certified Management Accountant (CMA) - 2014

Institute of Management Accounts: Certified in Strategy and Competitive Analysis - 2018

Tableau: Desktop Certified Professional (expected 2019)



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Ashish Verma TEL: (C) 8607102651
ADDRESS: 3 Weber Ln, Northborough MA (H) _____
(EMAIL) ashishvermam@gmail.com

BBC DESIRED: Council on Diversity, Equity & Inclusion. Council on Aging.
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES _____ NO ☒

How many years have you lived in Northborough? Twelve _____

Why do you want to serve on this particular BCC?

I'm from India and lived & practiced in the UK for six years before immigrating to the US. Hopefully, my varied experiences in personal & professional life will help enrich the Council & Town's diverse talent pool and help us attain our goal of equity & inclusivity irrespective of one's sex, skin color, religious beliefs or whom we love.

Please state three attributes you can bring to this BCC:

Have you attended any meetings of this BCC? ☐ No ☒ Yes

Are there any changes you would like to make if you are appointed to this BCC?

Since this will be the first time I will be serving on such a committee, I will first learn from others on the committee how to conduct its business and facilitate advancement of its mission. Then I will be in a better position to know what changes might be desirable to the committee's functioning & structure.

Do you regularly attend Town Meeting? Yes _____ No ☒

Have you ever served on a BCC in Northborough? Yes _____ No ☒

If yes, please list the Boards, Committees and/or Commissions you have served on:

What is your occupation? I am a physician specializing in caring for patients with kidney diseases.

Please list any skills or specialized knowledge you can bring to this BCC:
Clinical training and experience in caring for the elderly with complex medical problems is an important training

Please list your education background:

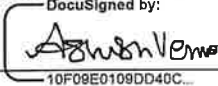
Doctor of Medicine, Doctor of Surgery (MBBS), Delhi University
Member Royal College of Physicians (MRCP, UK)
Diploma in Geriatric Medicine (RCP London)
Board Certified in Internal Medicine
Board Certified in Nephrology

Please list any professional affiliations:

Fellow American College of Physicians
Fellow American Society of Nephrology
Fellow Royal College of Physicians, UK.

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.

DocuSigned by:

Signature

6/5/2022

Date

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us

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FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Srikanth Divi TEL: (C) 339 203 0211
ADDRESS: 13 Brookside Ln (H) 781 638 3002
Northborough, MA 01532 (EMAIL) skdivi@gmail.com

BBC DESIRED: Diversity, Equity, Inclusion and Belonging Community Volunteer
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES _____ NO No

How many years have you lived in Northborough? 9 years

Why do you want to serve on this particular BCC?

I want to bring awareness, programs and encourage / promote representation of different
cultures, religions as part of Diversity. Ensure the programs are fair provide equal opportunity
and feel sense of belonging to in the community.

Please state three attributes you can bring to this BCC:

Celebrate Holidays of different Religions and cultures
Provide equal opportunity irrespective of the ethnicity
Have a safe place, environment in the community.

Have you attended any meetings of this BCC? No

Are there any changes you would like to make if you are appointed to this BCC?

Organize food festival of around the different cultures
Arrange social meets to discuss the issues, concerns in the community quarterly.

Do you regularly attend Town Meeting? Yes Yes No _____

Have you ever served on a BCC in Northborough? Yes _____ No No

If yes, please list the Boards, Committees and/or Commissions you have served on:

What is your occupation? Senior Principal Product Owner in Dell Technologies

Please list any skills or specialized knowledge you can bring to this BCC:

Mentor, Guide and Inspire the people in the community

Please list your education background:

Bachelors of Science in Computer Science and Engineering (Mysore University India)

PG in Advance Computing, Pune, India

Please list any professional affiliations:

NYSA Soccer Coach. Volunteer in Asian in Actions Dell Technologies

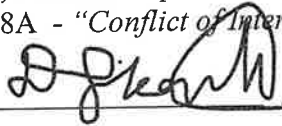
Member and Volunteer in TAGB (Telugu Association of Greater Boston), TANA (Telugu Association of North America)

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

Resume Attached

I understand , if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "*Conflict of Interest*" as provided by the Town Clerk.

Srikanth Divi



June 6th, 2022

Signature

Date

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office

63 Main Street, Northborough, MA 01532

or by email to dwackell@town.northborough.ma.us

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FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019

Professional Resume of SRIKANTH DIVI

339-203-0211, Email: skdivi@gmail.com

Experience Summary:

- 20 years of experience in all phases of Software Application Analysis, Design, Development, Implementation, Enhancement and Testing
- Member of Asian in Action – Diversity Equity and Inclusion in Dell Technologies
- Member and Volunteer in Indian Association of Greater Boston and TANA (North America)
- 12 Excellence Dell EMC Awards with Gold, Silver, Bronze & Cause for Applause Success
- Engineering Mentor for all levels to Guide, Inspire Career advancement and growth.
- Sun Certified Java Programmer, Brainbench Certified EJB Developer & Kenexa Prove IT Certified Java 2, JSP & J2EE.
- Have experience in working with big clients like Dell EMC, LLBean, Verizon, Deloitte Consulting, Ascential Software. Involved in the development of Server-Side programming utilizing Java, J2EE, JSP, Servlets, Struts, XML and EJB with WebSphere, WebLogic, ATG Dynamo Application Server and Apache Tomcat Server.
- Hands on Experience in deploying java micro services, ui plugins in Pivotal Cloud Foundry.
- Implemented Java Web Services and AngularJS JavaScript in Spring Tool Suite IDE.
- Expertise in Object Oriented Analysis and Design, UML, RUP, Design Patterns, Rational Rose 2002, Agile Model Driven Development, Visio 2000
- Involved in Data Modeling using Erwin Platinum tool & also wrote scripts to load the data in DB2 UDB and Oracle 10g, 11g
- Proficient in IDE and tools like IBM WSAD, Eclipse, Rational XDE, JBuilder 5.0, TOAD, DB2 Stored Procedure Builder, Dreamweaver, Adobe Flash, FrontPage, Qwest, Developer 2000
- Worked in RDBMS like Oracle, DB2 and Involved in the development of PL/SQL stored procedures and triggers with DB2 & Oracle 8.0 / 9.2
- Expertise in Code Management using SVN, Git, Rational ClearCase/ ClearQuest, CVS, Visual SourceSafe, PVCS and Win CVS

Technical Skills:

Languages:

Java 1.8, J2EE, EJB, JSP1.2, Struts, Servlets, UML, RUP, RMI, XML, XSL, JDBC2.0, JMS, IDL, HTML JavaScript, Swing, PL/SQL, Python, C++, C, CORBA, LISP, SDK & FORTRAN-90.

Tools:

Sprint Tool Suite, Eclipse, IBM WSAD 5.1.1/5.0/4.3, Rational Rose 2000, Rational ClearCase, Rational ClearQuest, Erwin Platinum Data modeling tool, ANT, TOAD, Dreamweaver UltraDev 4.0, MS Visio 2000, JBuilder 5.0/4.0, XMLSpy, CVS, SubVersion, SVN, Visual Age Java 4.0, Developer 2000, Visual Source Safe, Paintshop, FrontPage2000, VB6.0, VC++6.0 and Visual Studio .NET 2003.

Application Servers:

IBM WebSphere 5.1,1/5.1/4.3, WebLogic, Apache Tomcat Server, ATG Dynamo 5.

Databases:

PostgreSQL, Cassandra, DB2 8.1, Oracle 9.0/10g, Informix 9.2, SQL Server 2000.

Operating Systems:

Windows 2000 Windows NT 4.0, Windows 98, Windows 95, SCO-UNIX, Sun Solaris 6.0/8.0 and MS DOS 6.22

Certifications: Sun Certified Java 2 Programmer with 90%

Brain bench Certified Java 2, JSP, EJB & PL/SQL Developer

Kenexa Prove IT Certified Java 2, JSP & J2EE

Developing Enterprise Java Applications with Spring and Hibernate

Amazon Web Services - Training from Learn IT

Professional Experience:

Working as Senior Principal Product Owner, Technical Lead for Dell EMC since Nov 2009 till present

APEX Engineering, Dell EMC, Hopkinton, MA

06/2021 to present

Senior Principal Software Engineer | Technical Product Owner

Responsibilities Include:

APEX Engineering - Offer Independent Engineering (APEX Console)

=====

Product Owner for Offer Independent Engineering.

Product Owner for Cloud Control Plane / APEX Security.

Engineering Mentor for all levels to Guide, Inspire Career advancement and growth.

CloudIQ, Dell EMC, Hopkinton, MA

09/2017 to 06/2021

Principal Software Engineer | Technical Lead

Responsibilities Include:

- Lead the Scrum Team for Mid-Range Storage products SC and PowerStore Support in CloudIQ, Cloud Storage As A Service.
- Develop features and involve in all the phases of the Software Life Cycle from Design, Development, Automation and delivering to Production.
- Deployed features in the Integration, Staging and Production environment in the Pivotal Cloud Foundry space as part weekly deployment of CI/CD

Environment: Java 1.8, Spring, Spring Boot, Hibernate, Web Services, Angular JS, Node JS, JSON, REST, Python, RabbitMQ, PostgreSQL, Cassandra, Pivotal Cloud Foundry and Linux

SRM, Dell EMC, Hopkinton, MA

06/2013 to 09/2017

Principal Software Engineer | Scrum Lead | Product Owner

Responsibilities Include:

- Implement Next Gen UI for VPLEX, SVC, RP, Global Reports, Chargeback & Controller SP
- Implemented Dell Compellent (Storage Center) Solution Pack collection using Stream Collector Web Service, converted JSON to XML to parse the data and send to MySQL via Load Balancer.
- Worked on the Topology Mapping, Virtual Storage for HDS/HPXP with VPLEX/SVC
- Played a very important role in getting the Time Management Settings implemented across Solution Packs, performing code reviews and guiding teams on implementing it.
- Implemented Python script to efficiently collect the performance data from VPLEX Clusters
- Successfully assisted the customer implementation, recovery at MetLife and HCL PepsiCo.
- Implemented the unit tests in Ruby to make sure that there is no regression for every release.
- Lead Integrator by mentoring and helping other Integrators for collector, filter stack efficiency.
- Successfully guided, mentored the escalation team located remotely to resolve customer issues.
- Migration to NoSQL Cassandra database from MySQL for highly scalable and zero point of failure.
- Data collected in the collectors send to Cassandra DB via Kafka messaging service.
- Involved in implementing JavaScript's to allow Single Click Upgrade between releases.
- Lead the scrum team for Dell SC product and Global Reports in SRM

EMC Control Center - RMSG - ECC 61HF, UB3 till UB14 – Storage Scope 61HF, UB3 till UB14
EMC Corporation, Hopkinton, MA 11/2009 to 05/2013
Senior Software Engineer

Worked as Senior Programmer Analyst for Paramount Software Solutions for following clients from Jan 2004 till Nov 2009

EMC Control Center 6.1, 6.0, 52 Sp5 – Storage Scope Server 6.1, 61HF (Multisite/Invista).
EMC Corporation, Hopkinton, MA 9/2005 to 11/2009
Senior Software Engineer

ESG Central - Operations (Account / Ordering)
Verizon Information Technology, Waltham, MA 1/2005 to 08/2005
Senior J2EE Web Developer

FES3 Order Capture Service (PIMU – Product Information Menus)
LLBean Inc – Freeport, ME 7/2004 to 12/2004
Senior J2EE Analyst

VPLAN- FTTP (Fiber To The Premise) Capacity planning System
Verizon, White Plains, NY 1/ 2004 – 7/2004
Senior Technical Analyst

Worked as Programmer Analyst for Technosoft Corporation for client Deloitte from Jan 2002 till Dec 2003

Texas State Welfare Project (TDHS) – TIERS, Stage 1A, 2, 3
Deloitte Consulting, Austin, TX 1/ 2002 – 12/2003
J2EE Developer

Education: Bachelor of Engineering in Computer Science and Engineering
(Mysore University, India – 1994 to 1998)
Post Graduate Diploma in Advanced Computing C-DAC, Pune India
Status: Green Card (USA Permanent Resident)
Address: 13 Brookside Lane, Unit 13, Northborough, MA 01532

**BOARD OF SELECTMEN
INTERVIEW SUBCOMMITTEE
MEETING MINUTES – June 28 2022**

5:25 p.m. - Introduction to Remote Meeting

Selectman Hirsh stated that this Open Meeting of the Board of Selectmen Interview Subcommittee was being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen Interview Subcommittee are allowed and encouraged to participate remotely.

Selectman Hirsh noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. She added that ensuring public access does not ensure public participation unless such participation is required by law. She noted that this meeting will be livestreamed, but will not allow for public comment. She indicated the various ways that the public may view this meeting as listed on the posted agenda.

Selectman Hirsh stated that any votes taken this evening will be by roll call vote. She confirmed that the following persons were remotely present and could be heard.

Board of Selectmen Interview Subcommittee

Selectman Julianne Hirsh

Selectman Kristen Wixted

Zoning Board of Appeals

Paul Tagliaferri, Chair

INTERVIEWS FOR THE ZONING BOARD OF APPEALS (ZBA)

For the record, as part of the 2022 reappointment process, one application was received for the Zoning Board of Appeals (ZBA). Interviews were conducted with the new applicant Kevin Wyrsh and the incumbent Richard Rand on March 29, 2022. Due to a split vote on the recommended appointment at the April 11, 2022 Selectmen's Meeting, Board members agreed it was best to restart the process. The ZBA vacancy was advertised for 30 days and the two original applicants were invited to reapply if still interested.

Jeffrey Gribouski

Mr. Gribouski has been a resident of Northborough for 8 months. While in law school he focused on zoning and land use law and believes this makes him a good fit for the ZBA. He understands the significance that the role of the ZBA plays in shaping the Town and would be able bring his knowledge as an attorney to make some significant contributions right away. He also spent a year clerking for an Appeals Court Judge and got to see a couple of ZBA appeals. He bought a historical home in Town and sees the benefit and value of fostering historical qualities for the community.

Mr. Gribouski feels that it is important to have a Zoning Board of Appeals that is representative of the whole community where all populations are represented.

Mr. Tagliaferri noted that the ZBA is comprised of five regular voting members and two alternate members. He reviewed the scope of the ZBA and the typical meeting schedule. He also explained the benefits of starting on the ZBA as an alternate first in order to gain the experience needed before becoming a voting member.

Tim Kaelin

Mr. Kaelin has been a resident of Northborough for 20 years. He thinks that it is important for people to serve on Boards and Committees in Town that are not biased and are open to representing and making decisions that are in the best interest of the entire community. He stated that when he was a Selectman, his role in creating and implementing the Diversity & Inclusion Committee is a good example of his ability to listen to the needs of the community. He noted that the Master Plan should serve as a guideline in the decision-making process of the ZBA. He also served as the Selectmen's liaison to the ZBA and has experience with the decisions and work that they do.

Mr. Kaelin stated that when making decisions, ZBA members need to consider the zoning bylaws, the applicants and the abutters. They also need to consider the pros and cons of the actual economic impact to the community in terms of the Master Plan. He explained that his success in building startup companies and small businesses for over 20 years is a result of being able to creatively solve complex problems.

Mr. Tagliaferri noted that the ZBA is comprised of five regular voting members and two alternate members. He reviewed the scope of the ZBA and the typical meeting schedule and again explained the benefits of starting on the ZBA as an alternate first in order to gain the experience needed before becoming a voting member.

Kevin Wyrsh

Mr. Wyrsh has been a resident of Northborough for 14 years. He is an architect with nearly 20 years of experience. His skills include programming, site planning, building design, knowledge of various codes and experience reviewing local zoning bylaws. As an architect, he enjoys working with local ZBA's and understands what architecture can do for a community. He feels that he is qualified to participate as a member of the ZBA due to his experience in dealing with the same type of topics and elements on a professional level. His interest in joining the ZBA is to give back to the community and to participate in helping Northborough continue to grow.

Mr. Wyrsh explained that as an architect, he represents various clients who have had to appear before local ZBAs and Planning Boards. Although he has not served on a Board or Committee, he coached soccer for many years and attends many of the community events. He feels that the Master Plan has been developed to create a vision for the growth of the community and ZBA decisions should lean toward fulfilling that goal. Lastly, he feels that for future interviews, a list of specific criteria for each applicant would be helpful in the decision making process of who would be the best fit.

Suzanne Cieslica

Ms. Cieslica has been a resident of Northborough for 10 years. She has been serving as an Alternate on the ZBA since April, 2021. As a retired attorney, she has worked in both commercial and residential real estate. She has worked closely with Zoning and Planning Boards in New York State in rewriting zoning bylaws. As a ZBA Alternate, she has the experience needed to understand the zoning bylaws, applications and plans.

Ms. Cieslica indicated that she has attended all of the Master Plan Committee meetings. She feels that the Master Plan has an effect on the decision making of ZBA members. In terms of updating the zoning bylaws, she was disappointed that the article relating to the Master Plan regarding signage for the downtown area didn't pass. She stated that zoning bylaws should grow and slowly change. She has attended some meetings of the Central Massachusetts Regional Planning Committee in relationship to warehouses and traffic safety. Lastly, she gave some suggestions on how to better improve the Boards and Committees website page in terms of making it easier for people to apply.

Richard Rand (incumbent)

Mr. Rand has been a resident of Northborough for 58 years and has served as a member of the ZBA for the past 23 years. He feels that the ZBA is important as it functions as the government agency that oversees zoning in business, industrial and residential areas. He explained that the ZBA issues special permits and variances after hearing appeals of decisions which arise out of the zoning bylaws. It is important that ZBA members consider the best decisions for the good of the whole Town.

Mr. Rand indicated that during his time on the ZBA there have been some changes over the years in the needs of both residents and businesses. He noted that it is up to the ZBA to make decisions based on the zoning bylaws that were voted on by the Town. He thinks that it is important that the Master Plan be implemented through zoning bylaws that will address the needs of the community.

Selectmen Hirsh and Wixted thanked Mr. Rand for his years of service as a member of the ZBA.

ACCEPTANCE OF MEETING MINUTES – JUNE 7, 2022

Selectman Wixted moved the Subcommittee vote to accept the meeting minutes of the June 7, 2022 meeting; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Selectman Wixted	"aye"
Selectman Hirsh	"aye"

DELIBERATION

Selectmen Hirsh and Wixted agreed that all of the candidates had interesting qualities. A summary of their discussion on each applicant follows:

Mr. Gribouski is new to Town and hasn't served on any Boards and Committees, but they appreciated his educational background and interest in zoning.

Mr. Kaelin has experience with serving on various Boards and Committees, but does not have any prior experience or education in zoning. He currently serves on the Appropriations Committee and there have been discussions about not placing the same players onto multiple Boards.

Ms. Cieslica is extremely qualified with her education, professional background and having served as an alternate. There has been some discussion about the importance of serving as a ZBA alternate before becoming a voting member.

Mr. Wyrsh is a good candidate with his architectural experience and being involved in community sports and events. Also, as an architect, he is familiar with understanding the needs of all stakeholders.

Mr. Rand has a lot of experience having served on the ZBA for 23 years and really enjoys it. Serving that long is not a bad thing, but the public has been asking for a balance of new and longtime members on Boards and Committees.

Selectmen Hirsh and Wixted agreed that it is tough to decide how to create a balance of appointing new people versus keeping those that have the institutional knowledge and years of experience. They acknowledged that at this time, there are ZBA members who have served for many years and that this might be the right time to appoint someone new.

RECOMMENDATION

By consensus, the Interview Subcommittee will recommend the appointment of Suzanne Cieslica to the Zoning Board of Appeals at the July 18, 2022 Selectmen's Meeting and will seek guidance at that time on how best to move forward with the alternate opening.

ADJOURNMENT

Selectman Wixted moved the Interview Committee vote to adjourn; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Selectman Wixted "aye"
Selectman Hirsh "aye"

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. June 28 2022 Meeting Agenda
2. June 7, 2022 Meeting Minutes
3. Applications to the ZBA



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Jeffrey Gribowski TEL: (C) (508) 277-0642
ADDRESS: 113 Whitney St. (H) _____
Northborough, MA 01532 (EMAIL) jgribows@gmail.com

BCC DESIRED: Zoning Board of Appeals
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES ☒ NO ☐

How many years have you lived in Northborough? 8 months

Why do you want to serve on this particular BCC?

I would like to have a part in the critical role that the ZBA
plays in balancing the economic, historical, social, and other
interests of the town. I believe the decisions the ZBA makes are
some of the most significant and impactful choices any town BCC makes.

Please state three attributes you can bring to this BCC:

Legal expertise + experience; passion for the town;
and time + eagerness of a younger member.

Have you attended any meetings of this BCC? No

Are there any changes you would like to make if you are appointed to this BCC?

I would revisit rules related to term lengths for ZBA
members and reappointment in order to foster a ZBA
that has a diverse set of members who are able to bring
a variety of perspectives and expertise to the ZBA + the matters
before it.

Do you regularly attend Town Meeting? N/A Yes ☐ No ☐

Have you ever served on a BCC in Northborough? Yes ☐ No ☒

If yes, please list the Boards, Committees and/or Commissions you have served on:

N/A

What is your occupation? Attorney

Please list any skills or specialized knowledge you can bring to this BCC:

I am an attorney who, in law school, focused on zoning & land use law. I would come into the ZBA with a robust knowledge/understanding of the laws, regulations, and bylaws that animate the ZBA's decisions.

Please list your education background:

- B.A. in Business Administration from University of Vermont (2011)
- J.D. from Northeastern University School of Law (2019)

Please list any professional affiliations:

N/A

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

I am a new resident of Northborough with ties to central MA. I understand the delicate balance between quality of life and industry/town revenue a town like Northborough strives to strike. I am younger with no children, and would be able to dedicate a substantial amount of time to the ZBA.

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.

Signature [Signature]

Date 6/23/2022

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office

63 Main Street, Northborough, MA 01532

or by email to dwackell@town.northborough.ma.us

****Applications will be maintained in the Selectmen's Office for 6 months from the date of receipt. Applications may be updated and resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019

JEFFREY GRIBOUSKI

113 Whitney Street Northborough, MA – (508)277-0642 – jgribous@gmail.com

EDUCATION

Northeastern University School of Law, Boston, MA

Juris Doctor, May 2019

Activities: Law Review, Staffer; Co-chair; International Refugee Assistance Project

University of Vermont, Burlington, VT

Bachelor of Science in Business Administration, Concentration in Entrepreneurship

WORK EXPERIENCE

Bowditch & Dewey, LLP, Worcester, MA

October 2021 - current

Litigation Associate

Handle most aspects of litigation from pre-suit through settlement or trial, including developing initial defense strategy, conducting discovery, assisting in deposition practice, drafting motions, arguing motions, and engaging in settlement negotiations.

Boyle Shaughnessy Law, Boston, MA

August 2020 – October 2021

Litigation Associate

Insurance defense litigation. Handled more than forty matters at a time involving a variety of legal issues, including personal injury, property damage, products liability, insurance coverage, and environmental law.

Massachusetts Appeals Court, Boston, MA

August 2019 – August 2020

Associate Justice James Lemire

Law Clerk

Assisted Justice Lemire with cases before him by reviewing briefs and case records, conducting legal research, writing draft opinions, editing and proofreading, and providing the judge with oral briefings and recommendations for case dispositions.

Klavens Law Group, LLP, Boston, MA

March 2019 – May 2019

Legal Intern

U.S. Court of Appeals for the First Circuit, Boston, MA

September 2018 – November 2018

Honorable Norman H. Stahl

Legal Intern

Office of Attorney General Maura Healey, Boston, MA

March 2018 – May 2018

Legal Intern - Environmental Protection Division

Conservation Law Foundation, Boston, MA

September 2017 – December 2017

Legal Intern



Northborough

63 Main Street

Northborough, MA 01532

Phone: 508-393-5040

Citizen Activity Form

Good Government Starts with You

Date Submitted: May 19, 2022

Name: Jeffrey Gribouski

Home Address: 113 Whitney St.
NORTHBOROUGH, MA 01532

Mailing Address: 113 Whitney St.
Northborough

Phone Number(s): (508)-277-0642 - Cell

Email Address: jgribous@gmail.com

Current Occupation/Employer: Attorney/Bowditch & Dewey LLP

Narrative: I have time in the evening to commit to the Committees, and will be happy to make time when and as needed. I am an attorney with a decent amount of experience in land use and zoning law, and have a solid understanding of administrative law and the parameters within which local governing bodies operate. I spent a year as a judicial law clerk at the Massachusetts Appeals Court, which exposed me further to the deference afforded to local governing bodies like zoning boards of appeal and the inner-workings of such bodies. I am relatively new to Northborough, but plan on being here for the foreseeable future and would be thrilled to contribute to the community and help keep it on track to maintain its fantastic character and appeal.

Board(s) / Committee(s): MUNICIPAL CODE & BYLAW COMMITTEE
 ZONING BOARD OF APPEALS



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Tim Kudlin TEL: (C) 617908 0730
ADDRESS: 42 Main St (H) _____
Northborough, MA 01532 (EMAIL) tim.kudlin@mbag.com
BBC DESIRED: ZBA
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES X NO _____

How many years have you lived in Northborough? 20

Why do you want to serve on this particular BCC?

The ZBA needs people who will make decisions that
are in the best interest of the entire community. I
feel I have demonstrated that while on the BCC.

Please state three attributes you can bring to this BCC:

Education
Fairness
Listen to all sides

Have you attended any meetings of this BCC? yes

Are there any changes you would like to make if you are appointed to this BCC?

No

Do you regularly attend Town Meeting? Yes X No _____

Have you ever served on a BCC in Northborough? Yes X No _____

If yes, please list the Boards, Committees and/or Commissions you have served on:

Board of Selectmen, Council on Aging, Diversity & Inclusion
Appropriations

What is your occupation? President of a IT consulting company

Please list any skills or specialized knowledge you can bring to this BCC:

6+ years of working on town board's committees

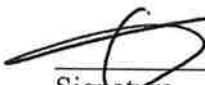
Please list your education background:

MBA
Master of Science in Analytics

Please list any professional affiliations:

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.


Signature

5/26/22
Date

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office

63 Main Street, Northborough, MA 01532

or by email to dwackell@town.northborough.ma.us

****Applications will be maintained in the Selectmen's Office for 6 months from the date of receipt. Applications may be updated and resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019

Timothy M. Kaelin, MBA, MS, CMA, CSCA

Davis Street, Northborough, MA 01532

(617) 908-0730

timkaelinmba@gmail.com

FINANCE AND OPERATIONS EXECUTIVE

Combines executive level expertise in business strategy, financial and operations management and business analytics to improve the quality and execution of decisions that drive value, growth, and profit. Fluent in several financial and analytics packages including Tableau, R, SPSS, QuickBooks, Xero, Excel, and PowerPoint.

In-depth understanding of financial strategy and strategic leadership; ensures accurate and relevant information to facilitate strategic decision making. Extensive history of success working with key stakeholders, executives, investors, and clients and; produces actionable internal and external consensus to deliver results while remaining aligned with fundamental objectives. Exceptional at understanding both the immediate, detailed picture along with the medium to long term business strategy. Continuously updating and adding new skills in order to provide maximum value.

AREAS OF SPECIALTY

- Strategy
- Analytics & Business Intelligence
- Finance & Operations
- Business Process Improvements
- Leadership
- Public Speaking
- Budgeting and Reporting
- Creatively Solving Complex Problems
- Team Management
- Culture
- Market Analysis

PROFESSIONAL EXPERIENCE

TVMC, Boston, MA

2017 to present

Boutique consulting firm providing diversity and inclusion services to Fortune 500 companies.

President

Responsible for day-to-day management and long-term strategy for company in a fast growth phase. Provided leadership and coaching to founder and employees so they, and the company, could reach their full potential.

- Originally hired as outsourced CFO and was promoted to president when previous president resigned after two months.
- Rebuilt culture from one focused on our consultants and micromanagement of employees to a culture focused on the client, rewarding the risk that was taken when hiring our firm and giving employees the space to be experts in their areas.
- Developed, implemented and executed strategy that resulted in a 30% increase in main revenue stream. Also created and launched TVMCU.com, a learning platform with video products which added a recurring revenue source to our offering portfolio.
- Worked with founder to value TVMC and negotiate the acquisition of a significant portion of the business by Netflix. The transaction with Netflix was completed in August 2018.

TREMONT CONSULTING GROUP, Boston, MA

2009 to present

Provides executive-level finance, operations and business strategy services to startups and established businesses that need executive leadership.

Outsourced Executive Services

Serve as business partner to chief executives and investors in the development of long-range and annual operating plans. Provide financial leadership, management, and business strategy recommendations. Oversee execution of strategic objectives. Recommend and lead efforts to improve business performance. Some examples of value added:

- Worked with client to improve the experience that customers had at their on-site taproom and tours of their manufacturing facility. Analyzed customer interactions with the staff and the facility, recommended several improvements, and implemented those changes resulting in a significant increase in positive customer feedback.

- Recruited by the owner to develop, implement and enforce strategies to build revenue, optimize profit and project opportunities for sustained growth. Produced 50% year-over-year growth in 2015 and 2016 and 20% growth in 2017. Member of Board of Directors.
- Member of management team for start-up manufacturer. Implemented ERP system, worked with CEO to raise funds for expansion, developed short and long term financial strategy, created sales and marketing plan. Completed second round equity raise.
- Developed business plans, create strategic growth programs and implemented consistent operating procedures to optimize profit, delivery more consistent quality and reduce risk for this retail firm. Subsequently assisted the company in purchasing its own facility.

EDUCATION & CERTIFICATIONS

BENTLEY UNIVERSITY, Waltham, MA

Master of Science in Business Analytics - 2016

NORTHEASTERN UNIVERSITY, Boston, MA - 2012

Master of Business Administration

UNIVERSITY OF MASSACHUSETTS, Amherst, MA

Bachelor of Arts in Political Science

NORTHWESTERN UNIVERSITY, Evanston, IL

Leading Diversity, Equity, and Inclusion Certificate

CORNELL UNIVERSITY, Ithaca, NY

Change Management Certificate

Institute of Management Accounts: Certified Management Accountant (CMA) - 2014

Institute of Management Accounts: Certified in Strategy and Competitive Analysis - 2018

Tableau: Desktop Certified Professional (expected 2019)



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Kevin Wyrsh TEL: (C) 781-540-9246
ADDRESS: 3 Juniper Lane (H) _____
Northborough, MA 01532 (EMAIL) kevin.wyrsh@gmail.com

BBC DESIRED: Zoning Board of Appeals
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES X NO _____

How many years have you lived in Northborough? 14 years

Why do you want to serve on this particular BCC?

Serving on the ZBA would give me the opportunity to become more involved with
town planning and the future direction of Northborough. I welcome the
opportunity to learn how the ZBA operates, while giving back to the community.

Please state three attributes you can bring to this BCC:

1. Architect having experience from the Owner/Architect side of requesting zoning variances.
2. Logical, clear thinking, organized.
3. Positive and excited about the future of Northborough.

Have you attended any meetings of this BCC? Yes

Are there any changes you would like to make if you are appointed to this BCC?

Institute term limits to boards such as the ZBA. Having new volunteers with a fresh
perspective is critical to the ongoing growth and evolution of any organization.

Do you regularly attend Town Meeting? Yes _____ No X

Have you ever served on a BCC in Northborough? Yes _____ No X

If yes, please list the Boards, Committees and/or Commissions you have served on:

What is your occupation? Architect

Please list any skills or specialized knowledge you can bring to this BCC:

As an architect with nearly 20 years of experience, skills include programming,
site planning, building design, knowledge of various codes and experience
reviewing local zoning by-laws.

Please list your education background:

Bachelors Degree from Brandeis University.

Master's of Architecture Degree (M.ARCH) from the Boston Architectural College.

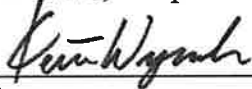
Please list any professional affiliations:

American Institute of Architects (AIA)

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

Attached professional employee Resume

I understand , if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.


Signature

6/9/2022
Date

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us

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resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019



Kevin Wyrsh, AIA
Principal

KEVIN WYRSCH, AIA, PRINCIPAL joined ISGENUITY in 2003. Since then he has been an integral member in the growth of the firm. As a principal, Kevin takes part in all aspects of a project, from programming and design through construction and beyond. While at ISGENUITY, Kevin has managed and overseen some of the firm's most prominent projects, including inpatient, outpatient, radiology, laboratories, infrastructure upgrades, retail and hospitality spaces. As an architect with over 18 years of experience, he has worked with some of Boston's leading healthcare and academic centers including Boston Children's Hospital, Boston Medical Center, Beth Israel Deaconess Medical Center, East Boston Neighborhood Health Center, and the MGH Institute of Health Professions on a wide array of projects. Kevin maintains a commitment to executing high-quality projects and superior client service.

EDUCATION

Boston Architectural College, Master of Architecture
Brandeis University, Bachelor of Arts

SELECTED EXPERIENCE

Beth Israel Deaconess Medical Center
Deaconess 4 Behavioral Health Unit Renovation

Beverly Hospital
Addison Gilbert 4 Senior Adult Unit Anti-ligature Upgrades
Bayridge & Leland Psychiatric Unit Upgrades
Emergency Department Psych Observation Unit

Mount Auburn Hospital
Wyman 2 Anti-ligature Upgrades

Cambridge Health Alliance
Emergency Department Renovation
Cambridge Hospital Psychiatric Unit Upgrades
Everett Hospital Psychiatric Unit

Watts Water Technologies
MarCom Office Renovation

Boston Children's Hospital, Multiple projects at Main Campus, Lexington and Waltham including:
ICBAT residential unit
Bader 5 Psychiatric Inpatient
Fegan Elevator Tower
Outpatient Lobby
Waltham DNA Lab
Over 100,000 SF of outpatient clinical renovations at the Waltham Campus

Cape Cod Healthcare
Emergency Center Expansions
Endoscopy Suite

Boston Medical Center
Physical and Occupational Therapy Clinics

East Boston Neighborhood Health Center, Multiple projects in East Boston and Winthrop including:
Maverick Square Health Center
Winthrop Clinic
Urgent Care Renovation
Campus Masterplanning

Mass General Brigham
PCPO Medford Cardiology and Primary Care Clinic
Mass General Brigham Urgent Care Natick
Mass General Brigham Urgent Care Westwood
Mass General Brigham Urgent Care Lynn

PROFESSIONAL

Registered Architect, Massachusetts
Boston Society of Architects/AIA, Member, 2007-present
NCARB Certified

LECTURE

MedEd, "Designing for an Aging Population: New Emergency Departments on Cape Cod", 2016
NEHES, "Designing for an Aging Population: New Emergency Departments on Cape Cod", 2016

TEACHING/ALUMNI RELATIONS

MGH Institute of Health Professions, "Beyond ADA in Design" independent study course, Co-instructor
New England School of Art & Design at Suffolk University, Thesis Advisor
Boston Architectural College, Portfolio Review Panel, Architectural Thesis Advisor



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Suzanne FCieslica TEL: (C) 3155320274
ADDRESS: 8 Emerson Rd (H) _____
Northboro MA (EMAIL) suzyfam@gmail.com
BCC DESIRED: ZBA

(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES ☒ NO ☐

How many years have you lived in Northborough? 10

Why do you want to serve on this particular BCC?

I already serve on this board, in an "alternate" position.

Please state three attributes you can bring to this BCC:

- ① Experience already serving on the ZBA
- ② Real Estate & Municipal Law experience
- ③ Familiarity w/ the ByLaws

Have you attended any meetings of this BCC? yes

Are there any changes you would like to make if you are appointed to this BCC?

Having served on this board for the past year, I believe the discussions are well-conducted and respectful. The members ask important questions for their knowledge and the public record. I would like to continue this and am excited for the future.

Do you regularly attend Town Meeting? Yes ☒ No ☐

Have you ever served on a BCC in Northborough? Yes ☒ No ☐

If yes, please list the Boards, Committees and/or Commissions you have served on:

ZBA, Community Affairs Committee, PTO-Proctor (Pres., VP communications), Proctor School Council

What is your occupation? Volunteer

Please list any skills or specialized knowledge you can bring to this BCC:

I have years of experience in real estate (corporate & residential) and municipal law, having practiced and represented developers, lenders, title insurance companies, and municipalities.

Please list your education background:

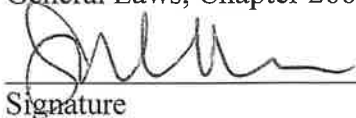
St. Bonaventur University - Bach. Degree in Philosophy Pre-Law
California Western School of Law - JD

Please list any professional affiliations:

I'm a non-practicing attorney in NY & MA. I also passed the California Bar on my first attempt for a scholarship requirement.

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.


Signature

10-20-22
Date

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office

63 Main Street, Northborough, MA 01532

or by email to dwackell@town.northborough.ma.us

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FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019

SUZANNE FAMILO CIESLICA

8 Emerson Road
Northborough, MA 01532
(315) 532-0274
suzannefcieslica@gmail.com

EXPERIENCE

BANKERS ADVISORY, INC.

Associate Counsel and Compliance Specialist

Belmont, MA; April 2010 – April 2011

- Auditing mortgage files to assess compliance to state and/or federal mortgage compliance regulations.
- Auditing of mortgage files to assess compliance to fair lending treatment of borrowers.
- Conducting Truth in Lending tests to insure finance charges and HPML compliance, using both Complianceease and Brooks software.
- Providing technical opinion to client regarding a consumer compliance law.
- Attend many educational seminars in the areas of Regulatory Compliance and Loan Officer Compensation, including lobbying on Capital Hill in Washington, DC on behalf of Mortgage Banker Association.
- Author, AllRegs Compliance Commentary, "Current Developments in in Loan Modification Programs".
- Proficient with the software program, ACES.

RICCIARDELLI AND SMALL, LLC

Of Counsel

Charlestown, MA; April 2010 – August 2010

- Draft Purchase & Sale agreements, review commercial sale files, review and draft title insurance policies, sales and refinance documents, and condominium documents.

UPDATE LEGAL STAFFING

Contract Attorney

Boston, MA; February 2010- April 2010; September 2007 – April 2009

- Worked in corporate legal settings reviewing contracts, vendor agreements, and licenses in technology and medical software companies. Maintained contract database and reviewing process.
- Assigned to various electronic and hard copy document reviews for litigious matters.

MARSH, MORIARTY, ONTELL & GOLDER, P.C.

Contract Attorney

Boston, MA; May 2009 – December 2009

- Drafted residential real estate title commitments, lender and owner title policies, applicable policy endorsements and title reports; prepared closing protection letters, closing documents, settlement statements, and insurance binders.

FIDELITY NATIONAL TITLE INSURANCE COMPANY

Contract Attorney

Boston, MA; October 2007 - June 2008

- Project through Robert Half International performing Commercial Real Estate Underwriting, drafting and revising commercial real estate commitments, specimen policies, lender and owner policies, and applicable policy endorsements; working with attorneys and lenders to update title; review recording documents and coordinate closing packages for multi-million dollar closings.

THE LAW OFFICE OF JOHN M. IACOI & ASSOCIATES

Contract Attorney (on a contract basis)

Boston, MA; October 2007 – April 2009

- Draft court documents and pleadings, memorandum, opinions, and indemnification agreements in the areas of divorce, litigation, real estate, condominium law, business litigation, closely held corporate issues, foreclosure prevention, and corporate dealings.
- Reviewed contracts, commercial leases, and business agreements for litigation purposes and advised accordingly.

PRIMO, PRIMO & KIRWAN LLP

Associate Attorney

Fayetteville, NY, June 2005 – December 2006

- **Sales and Acquisitions:** Negotiated commercial purchase and sale agreements, reviewed surveys, leases, property management agreements, and other diligence items, negotiated title insurance and drafted and negotiated closing documents for developers, corporate clients and municipalities.
- **Development:** Assisted local and national developers in all phases of the development, construction, financing, leasing and management of commercial real estate properties. Select examples include drafting and negotiating promissory notes, mortgages, loan agreements, declarations of covenants and restrictions, operating agreements, and other documents for development of drug store properties in New York and Vermont on behalf of developer client and drug store client.
- **Land Use and Zoning:** Assisted clients in obtaining zoning and other regulatory relief and determining development of land.
- **Residential:** Reviewed and prepared documents in preparation of Homeowners Association applications for State Attorney General's Office.
- **Municipal:** Researched, drafted, reviewed and finalized model and local laws, resolutions, easements, contracts, zoning, planning, and board meeting materials on various issues for client towns and villages in New York. Worked closely with Zoning and Planning Boards to comply with State and Federal laws, as well as with local applicants for zoning and planning applications on the state and local level.
- **Corporate:** Drafted and revised corporate formation and financing documents.

EDUCATION

CALIFORNIA WESTERN SCHOOL OF LAW

Juris Doctorate

San Diego, CA

- Academic Scholarship Recipient
- Academic Award Recipient, Advanced Legal Writing and Internship Seminar
- Honors Achievement, Scholarly Writing: "The Establishment Clause: The Death of Capital Punishment"
- Internship, Barker Walters, APLC: Drafted many legal and court documents for different type of employment and insurance defense cases.
- Pro Bono Honor Society, Employee Rights Center: interviewed clients to elicit relevant issues and facts to prepare them for administrative hearings; researched and prepared documents and letters for administrative hearings, including unemployment insurance appeals, Department of Labor hearings, wrongful termination cases, and sexual discrimination cases. Attended unemployment insurance appeals and Department of Labor hearings.

ST. BONAVENTURE UNIVERSITY

B.A., Philosophy/Pre-Law; Minor, English

St. Bonaventure, NY

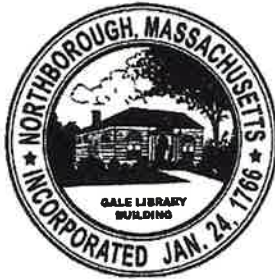
- Friar Merit Scholarship Recipient
- The Francis E. Kelley Oxford Program, studied Victorian Art History and William Shakespeare, Somerville College, Oxford, England
- Pi Gamma Mu, International Honor Society in Social Science, Member

VOLUNTEER WORK

- Community Affairs Committee, 2013-present: Chair 2020-present, plan events such as the Annual Town Clean Up, Summer Concert Series, Jack O'Lantern Stroll, Light Up Northborough, Annual Tree Lighting, Munchie Madness. Part of team to introduce the Menorah as well. Fundraise and manage budget and website and Facebook pages.
- Northborough For Full-Day Tuition Free Kindergarten, 2015: founding member to successfully advocate on the state and local level for tuition free full-day kindergarten.
- Proctor PTO: Communications Manager, Vice President, President, 2018-present: Manage budget and fundraise thousands of dollars to support teacher grants, enrichment, field trips, etc.
- Proctor School Council: Advise and develop School Mission Statement and how it will be implemented
- Northborough Democratic Committee, official member 2020-present
- Northborough Zoning Board of Appeals: "Alternate to the Alternate": question applicant and study zoning applications

PROFESSIONAL

- **MASSACHUSETTS STATE BAR**, June 2008
- **NEW YORK STATE BAR**, July 2004
- **CALIFORNIA STATE BAR**, February 2003 (Passed bar examination but not admitted)



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Richard Rand TEL: (C) 774-245-7503
ADDRESS: 234A Church St (H) 508-393-3465
Northborough, MA 01532 (EMAIL) Detttrand@aol.com

BBC DESIRED: Zoning Board of Appeals
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES X NO

How many years have you lived in Northborough? 58

Why do you want to serve on this particular BCC?

I want to be involved in the growth of the town, while protecting residents properties from unwelcomed annoyances, and promoting business and industry within the defined business and industrial zones.

Please state three attributes you can bring to this BCC:

Knowledge of the zoning bylaws and the Mass General Laws applicable to the Zoning Board of Appeals having served on the ZBA for more than 20 years. I have the experience of having approved and denied many applications before the board during that time. the three attributes are honesty, knowledge & experience.

Have you attended any meetings of this BCC? Yes, several hundred

Are there any changes you would like to make if you are appointed to this BCC?
No this Board is functioning well, as it is defined in the MGL and Zoning bylaws.

Do you regularly attend Town Meeting? Yes X No

Have you ever served on a BCC in Northborough? Yes X No

If yes, please list the Boards, Committees and/or Commissions you have served on:

Zoning Board of Appeals

What is your occupation? Retired Mass State Police, Licensed Private investigator

Please list any skills or specialized knowledge you can bring to this BCC:

Knowledge of the zoning bylaws, Mass General Laws regulating zoning, while serving on the ZBA. Also
knowledge of the Mass. courts and decisions they have rendered in regards to Zoning issues. My work
experience has had me interact with attorney's and courts frequently. so I understand the function of
Government agencies and the legally binding decisions they make.

Please list your education background:

Bachelor of Science Lowell Technological Institute (now UMASS Lowell) Industrial Management
M.A. Anna Maria College Criminal Justice

Please list any professional affiliations:

Lic Private Detective Association of Mass, Retired State Police Association.

Please attach a resume or a letter of interest and list any additional information you feel
may be helpful while reviewing your application:

I understand , if appointed, I will be required to abide by the provisions of Massachusetts
General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.

Richard Rand
Signature

June 10, 2022
Date

PLEASE RETURN COMPLETED APPLICATION TO:
Diane Wackell, Selectmen's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us

****Applications will be maintained in the Selectmen's Office for 6 months
from the date of receipt. Applications may be updated and
resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019

June 10, 2022

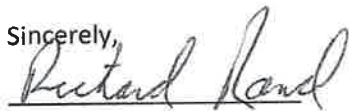
Town of Northborough

Board of Selectmen

Dear Honorable Selectmen and Selectwomen.

Please accept this letter as my request to be re-appointed to the Zoning Board of Appeals for another three year term. I have been a member of this board for the past 23 years and have participated in most of the ZBA decisions made during that time period. Many of these years on the ZBA I served as Chairman of the board. The Zoning Board of Appeals is extremely influential in the growth of the town having authority to grant variances and special permits from zoning requirements, conducting hearings as applicants propose many varied ideas on the use of properties in town. In that capacity I have acted reasonably, honestly and fairly to make decisions that are in the best interest of the entire Town of Northborough and minimize any adverse effects on abutters. I has been a resident of Northborough for the last 47 years and an active follower of town government. The only goal I wish to accomplish is to make the Town of Northborough a better place to live for the residents, respecting the zoning bylaws that Town Meeting has authorized for the property owners.

Sincerely,

A handwritten signature in cursive script, appearing to read "Richard Rand", written over a horizontal line.

Richard Rand



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

MEMORANDUM

TO: Board of Selectmen

FROM: Town Administrator

SUBJECT: September to December Selectmen's Meetings

DATE: August 11, 2022

Below, please see the regular meeting schedule for September to December. The following meeting dates are being offered for your consideration:

Regularly Scheduled Meetings

September 12th

September 26th

October 10th (Columbus Day)

October 24th

November 14th

November 28th (Monday following Thanksgiving)

December 12th

December 26th (Monday following Christmas)

Proposed Meeting Dates

September 12th

September 26th

October 17th

November 7th

November 21st

December 8th (FTMR Presentation)

December 19th

I look forward to discussing this further with you at your August 15th meeting.

John W. Coderre

[RETURN TO AGENDA](#)

Know All Men By These Presents
That the
Town of Northborough

A body corporate and politic situated in the County of Worcester and Commonwealth of Massachusetts, for and in consideration of Seven Hundred Fifty Dollars for burial plot and One Thousand Fifty Dollars for perpetual care, a total of One Thousand Eight Hundred Dollars to be paid by Joseph E. & Beverly Ann Kelly of 22 Coolidge Circle, the receipt whereof is hereby acknowledged, does hereby sell and convey unto the said Joseph E. & Beverly Ann Kelly and/or his/her heirs, executors, administrators and assigns (subject to all limitations upon succession and transfer prescribed by the laws of the Commonwealth and regulations of the Board of Cemetery Commissioners of the Town of Northborough as now or hereafter in force), the sole and exclusive right of burial in the lots in the **Northborough Cemetery**, in said Town of Northborough, shown and numbered as Grave(s) 1002, 1003 & 1004, Section 5N upon a plan on file in the office of the Board of Cemetery Commissioners, together with the right of erecting a tomb, cenotaph, monument or other structure upon such lot, subject to the following restrictions:

Upright Marker

However the aforementioned right shall be held and exercised in all instances in accordance with the subject to the regulations of said Cemetery Commissioners as now or hereafter in force, to which said regulations the attention of the grantee is hereby specifically directed.

To Have and to Hold, the above granted premises unto the said Grantee and/or his/her heirs, executors, administrators and assigns forever; subject, however, to the limitations and conditions hereinbefore stated.

In Witness Whereof the said Town of Northborough has caused these presents to be signed in the corporate name of said Town by the Board of Selectmen, and the corporate seal of the Town to be affixed thereto, this 15th day of August, 20 22.



INHABITANTS OF THE TOWN OF NORTHBOROUGH

Northborough Board of Selectmen

Mitch Cohen

Julianne Hirsh

Kristen Wixted

Jason Perreault

J. Scott Rogers

Recorded: _____

Town Clerk

Know All Men By These Presents
That the
Town of Northborough

A body corporate and politic situated in the County of Worcester and Commonwealth of Massachusetts, for and in consideration of Five Hundred Dollars for burial plot and Seven Hundred Dollars for perpetual care, a total of Twelve Hundred Dollars to be paid by Joseph R. Giroux of 26 Assabet Drive, the receipt whereof is hereby acknowledged, does hereby sell and convey unto the said Joseph R. Giroux and/or his/her heirs, executors, administrators and assigns (subject to all limitations upon succession and transfer prescribed by the laws of the Commonwealth and regulations of the Board of Cemetery Commissioners of the Town of Northborough as now or hereafter in force), the sole and exclusive right of burial in the lots in the **Northborough Cemetery**, in said Town of Northborough, shown and numbered as Grave(s) 1037 & 1038, Section 5N upon a plan on file in the office of the Board of Cemetery Commissioners, together with the right of erecting a tomb, cenotaph, monument or other structure upon such lot, subject to the following restrictions:

Upright Marker

However the aforementioned right shall be held and exercised in all instances in accordance with the subject to the regulations of said Cemetery Commissioners as now or hereafter in force, to which said regulations the attention of the grantee is hereby specifically directed.

To Have and to Hold, the above granted premises unto the said Grantee and/or his/her heirs, executors, administrators and assigns forever; subject, however, to the limitations and conditions hereinbefore stated.

In Witness Whereof the said Town of Northborough has caused these presents to be signed in the corporate name of said Town by the Board of Selectmen, and the corporate seal of the Town to be affixed thereto, this 15th day of August, 2022.



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Recorded: _____

Town Clerk

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