

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Personnel Committee

Date: October 1, 2020

Time: 7:30PM

Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2020 SEP 28 P 6:19

Order No.20-1008104: Communication from Mayor Vigeant with APPOINTMENT of Sean Divoll as DPW Commissioner for a five-year term and a request to start him at step two of the salary schedule and to grant him four (4) weeks of vacation time.

-REFER TO PERSONNEL

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.



IN CITY COUNCIL

Marlborough, Mass., SEPTEMBER 21, 2020

ORDERED:

That the Appointment of Sean Divoll as DPW Commissioner for a five-year term, and a request to start him at step two of the salary schedule and to grant 4-weeks' vacation time, be and is herewith refer to **PERSONNEL COMMITTEE.**

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 20-1008104



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Arthur G. Vigeant
MAYOR

2020 SEP 17 A 10:50

Patricia M. Bernard
EXECUTIVE AIDE

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

Michele A. O'Brien
EXECUTIVE SECRETARY

September 17, 2020

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Appointment of DPW Commissioner

Honorable President Ossing and Councilors:

It is with great pleasure that I submit for your approval the appointment of Sean Divoll as Commissioner of Public Works for a five year term with an anticipated start date of October 19th. Mr. Divoll holds his master's in public administration and is a registered engineer. He comes highly recommended with over 20 years of experience from the Towns of Concord and most recently Oxford. Additionally, he spent six years at Weston & Sampson Engineers designing and managing multiple water, sewer and drainage projects.

I am requesting to waive Step One starting Mr. Divoll at Step Two at \$127,473.75 and allowing him four weeks of vacation as part of his compensation package so he is not losing what he gained at his previous employer.

I am confident that Mr. Divoll's well rounded experience will allow him to manage our busy public works department as well as the ongoing projects while delivering superior service to the residents and businesses in our community.

I've attached the offer letter and resume for your review.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Sean M. Divoll, P.E., MPA

12 Ontario Street
Worcester, MA 01606

June 30, 2020

Arthur G. Vigeant
Mayor
c/o
Human Resources Department
City of Marlborough
140 Main Street
Marlborough, MA 01752

Re: Department of Public Works Commissioner

Dear Mayor Vigeant:

I am pleased to submit my resume for the Department of Public Works Commissioner position. I have over 20 years of progressively responsible experience in public works engineering, operations, and management through my work with Weston & Sampson Engineers, the Town of Concord, and currently as the Director of Public Works for the Town of Oxford for 13-years.

I have overhauled Oxford Public Works into a forward thinking, high achieving department. I operate a \$3.5M budget spread between one General Fund budget and one Enterprise budget. I have been able to modernize the Town's engineering, parks, public facilities maintenance, sewer, and snow and ice operations. In 2013 Oxford DPW was named the "Department of the Month" by the nationally published "*Public Works Magazine*" for the Town's success in snow and ice management. I have been able to secure over \$4M in grants to construct sewers and traffic signals. We are currently waiting on word for another \$3.5M in grant funding for sewer construction and dam rehabilitation.

I hold a Bachelors of Science degree from WPI and a Masters of Public Administration from Clark University.

I have made a career working closely with key stakeholders both in and outside of government. It is an honor working for local government and to be entrusted to carry out the people's work to the highest level of efficiency and integrity. I am interested in learning more about the position and how my skills and experience can help the City of Marlborough.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Sean M. Divoll, P.E., MPA

Enclosure

Sean M. Divoll, P.E., MPA

12 Ontario Street
Worcester, MA 01606

Professional Experience:

Director of Public Works: Town of Oxford – Oxford, MA

2007 to Present

- Manage a modern public works department including the divisions of:
 - **Administration & Engineering** including procurement of all services, supplies and contract work
 - **Highway** including maintenance of all streets, bridges, sidewalks, traffic control signals, and street lighting equipment
 - **Parks –Recreation-Cemetery-Forestry** including all Town and School properties
 - **Fleet Maintenance** including all DPW, Police, Fire, & Administration Vehicles
 - **Facilities Maintenance** Including all Town and School buildings
 - **Sewer** including all operations maintenance tasks
- Manage a workforce of 27 full-time employees through a subordinate Operations Manager and division managers
- Develop and manage a \$3.5M operating budget for all General Fund and Enterprise accounts
- Develop and manage robust capital budget that currently includes:
 - Highway projects:
 - Continuous survey and analysis through the Towns Pavement Management System
 - Roadway rehabilitation / resurfacing through a \$1.5M debt exclusion
 - Traffic signal installation through a MassWorks grant
 - Downtown redesign/reimagining including protected bike lanes and pedestrian safety
 - Parks projects:
 - Dog park construction closeout
 - High School track resurfacing
 - Playground design and construction for a Town park and an elementary school
 - Cemetery roadway resurfacing including public safety improvements
 - Facilities projects:
 - Caruncle Beach House Community Center construction completion and closeout
 - Restroom facility design and construction
 - Building management system upgrades including VFD installations
 - Generator install at Oxford Community Center
 - DPW facility feasibility study / conceptual design

Sean M. Divoll, P.E., MPA

12 Ontario Street
Worcester, MA 01606

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- Sewer projects:
 - Sewer expansion to accommodate a large commercial and residential site development
 - Pump replacements at various pumping stations
 - Feasibility study for sewer installation in the downtown area
 - I/I investigation
 - Coordinate key pieces of a modern snow and ice program
 - Administer a treated salt bidding consortium for 20 municipalities worth about \$2.5M
 - Manage the Town's compliance with its NPDES MS4 Stormwater Permit
 - Manage the Town's yard waste drop-off and composting facility

Public Works Engineer: Town of Concord – Concord, MA

2003-2007

Worked at an Assistant Town Engineer level as a program manager for drainage maintenance and roadway improvements for a town with approximately 17,000 residents.

Selected Work History

- Managed and maintained Town's GIS based pavement management system
- Developed the Town's first comprehensive stormwater and drainage maintenance program
- Managed NPDES stormwater permit program
- Designed and built various drainage systems
- Designed and supervised construction of playing field irrigation systems including wells, pumps, and controls for three soccer fields in two locations

Engineer / Senior Engineer: Weston & Sampson Engineers, Inc., Peabody, MA

1997-2003

Designed and managed multiple water, sewer, and drainage projects for various municipal clients.

Selected Work History

- Designed and managed new well development, pumping facilities, and new water mains including a horizontal directional drill under a large lake for the Town of Wrentham
- Designed and managed water and sewer replacement projects from 8" to 36" in diameter for the City of Chelsea
- Designed and managed water replacement projects and cleaning and lining water main projects for the City of Quincy

Education:

Masters of Public Administration: Clark University, Worcester, MA

Alpha Epsilon Lambda Honor Society

Bachelor of Science, Civil Engineering: Worcester Polytechnic Institute, Worcester, MA

Graduated with Distinction

Sean M. Divoll, P.E., MPA

12 Ontario Street
Worcester, MA 01606

Professional Affiliations:

Worcester County Highway Association

Past President

Massachusetts Highway Association

Past President

American Public Works Association – New England Chapter

Certifications:

Commonwealth of Massachusetts

Registered Professional Engineer, Massachusetts No. 46257

Class D Drivers License

Federal Emergency Management Agency

ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-701, IS-775, IS-800

Professional Presentations:

Selected Presentation History

Town Meeting

- Acquisition of water system
- Consolidation of trash and recycling
- Design and construction of new public works facility
- Implementation of a comprehensive \$15M roadway rehabilitation program

Board of Selectmen

- Capital budgets
- Operating budgets

Planning Board

- Private development projects review
- Town sewer expansion

Conservation Commission

- NOI applications for various construction projects
- NPDES MS4 education / outreach goals

Master Plan Committee

- Downtown redesign/reimagining including protected bike lanes and pedestrian safety

APWA – New England Chapter

“Lessons Learned in Large Diameter Sliplining: Know Your Host”

WCHA

“Sand/Salt Program Change: How Oxford Eliminated Sand and Saved Money”

Sean M. Divoll, P.E., MPA

**12 Ontario Street
Worcester, MA 01606**

Recognition / Awards

Awarded "Employee of the Year" by the Town of Oxford, 2019

Received a Certificate of Presidential service to the Massachusetts Highway Association, 2017

Recognized by the national "*Public Works Magazine*" for our innovation in the use of deicing chemicals and our help in educating surrounding towns, 2013



City of Marlborough
Human Resources Department

140 MAIN STREET
MARLBOROUGH, MA 01752
TELEPHONE (508) 460-3705, FACSIMILE (508) 481-6354

LYNN DAVINE
HR DIRECTOR

MARY WARD
HR ASSISTANT

DIANE REGO
HR ADMIN. ASSISTANT

September 14, 2020

Mr. Sean M. Divoll
12 Ontario Street
Worcester, MA 01606

Re: Department of Public Works Commissioner

Dear Mr. Divoll:

The City of Marlborough would like to conditionally offer you the Department of Public Works Commissioner position. This position is contingent on passing a physical examination and drug screen as well as a CORI background check.

The starting salary for your position will be \$127,473.75 and you will also have four weeks of vacation time (both subject to City Council approval). This is a full-time benefitted position. Kindly advise if you accept this conditional offer and I can advise you on the next steps. I look forward to hearing from you.

Sincerely,

Lynn T. Davine, Director
Human Resources Department

CC: Arthur G. Vigeant, Mayor