

## City of Marlborough Public Meeting Posting

**Meeting Name:** City Council Personnel Committee  
**Date:** January 29, 2024  
**Time:** 7:30 PM  
**Location:** City Council Chamber, 2<sup>nd</sup> Floor, City Hall, 140 Main Street

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2024 JAN 24 PM 1:22

This meeting will be held in the City Council Chamber. Public attendance is permitted. The meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city's website, home page ([www.marlborough-ma.gov](http://www.marlborough-ma.gov)).

01-22-24 Order No.24-1009071: Communication from Mayor Dumais with appointment of Elizabeth Austin to the Conservation Commission for a 2-year term to expire on May 5, 2026. - 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

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Marlborough, Mass., JANUARY 22, 2024

### ORDERED:

That the Appointment of Elizabeth Austin to the Conservation Commission for a 2-year term to expire on May 5, 2026, be and is herewith referred to **PERSONNEL COMMITTEE**.

ADOPTED

ORDER NO. 24-1009071

**Elizabeth R. Austin**  
24 Bolton Street  
Marlborough, Massachusetts, 01752

Education

<b>Framingham State University</b> , Framingham, Massachusetts	2013-2017
<i>Bachelor of Science Environmental Science</i>	
<b>University of East Anglia</b> , Norwich, England	2014 – 2015
Study Abroad Program, Junior year	
<b>The Technology Learning Center</b> , Oxford, Massachusetts	2023
Certificate of Power Plant Engineering for 2nd Class Fireman	

Employment History

<b>Worcester Public Schools</b> , Worcester Massachusetts	February 2023- June 2023
<i>Substitute Teacher</i>	
- Covered classes on a per diem basis	

<b>Stored Solar Fitchburg, LLC</b> , Westminster, Massachusetts	March 2021 - July 2022
<i>Site Administrator</i>	

- Processed inbound and outbound invoices; coordinated orders, services and payments with vendors; managed company company credit card; processed employee expense accounts
- Managed biomass vendor logistics
- Managed financial and administrative aspects of company merger
- Conducted daily and monthly safety compliance meetings, including safety and environmental walkthroughs
- Managed human resource administration for Fitchburg location, including onboarding, trainings and payroll
- Coordinated environmental projects and samples, ensured environmental compliance with SWPPP, NPDES, GHG reports, air permit, ash permit, etc
- Reported directly to plant manager

<b>United States Postal Service</b> , Worcester, Massachusetts	September 2020 - December 2020
<i>City Carrier Assistant</i>	

- Prepared and delivered mail

<b>Rausch Sturm</b> , Northborough, Massachusetts	July 2019 - March 2020
<i>Litigation Assistant</i>	

- Filed legal documents with local courts
- Drafted correspondences, scanned, copied and input information into Excel databases
- Assembled wage garnishment packages
- Drafted motions, summons and notices to courts

- Processed incoming mail
- Prepared deposits

**Law Office of Sandra Rennie Austin**, Marlborough, Massachusetts

December 2018 - July 2019

*Legal Office Assistant*

September 2016 - June 2017

- Drafted correspondence, scanned, copied and entered information into Excel databases
- Managed schedules and maintained client relationships; answered phones, completed mass mailings and transcribed audio recordings
- Filed legal documents in courts, registry of deeds, city and town halls

### Other

**Oaklands Lodge**, Auckland, New Zealand

August 2018 - October 2018

*Housekeeper*

**Mubwons Inc.**, Bay of Plenty, New Zealand

April 2018 - June 2018

*Kiwi Harvester*

**Craggy Range Vineyard**, Te Muna, New Zealand

March 2018

*Grape Harvester*

**Hutchins Farm**, Concord, Massachusetts

July 2017 – October 2017

*Farm Crew*

- Managed land use, implemented time management for harvesting
- Implemented proper procedure for food safety

**Firefly's Bodacious BBQ**, Marlborough, Massachusetts

July 2015 – July 2017

*Server/Host*

- Provided customer and food service
- Greeted customers, answered phones and questions
- Maintained a clean and well stocked environment

### Volunteer Work

**Middlesex Conservation District**, Westford, Massachusetts

March 2020 - Present

*Vice Chair*

### Professional Skills

- Microsoft Office Suite: Word, Excel Outlook, Powerpoint, Word Perfect
- Sage 100, Mainsaver, Matrix
- Notary Public (expires 2026)
- OSHA 30 General Industry Safety and Health



# City of Marlborough

*Office of the Mayor*

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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

J. Christian Dumais, Mayor

2024 JAN 18 AM 11:56

140 Main Street  
Marlborough, MA 01752  
(508) 460-3770

[Mayor@marlborough-ma.gov](mailto:Mayor@marlborough-ma.gov)

January 18, 2024

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

**RE: Appointment of Elizabeth Austin to the Conservation Commission**

Dear Council President Ossing and Councilors,

I am pleased to submit for your approval the appointment of Elizabeth Austin to the Conservation Commission. Elizabeth will replace Karen Paquin, who is resigning her position as of Monday, February 5. Elizabeth will serve out Karen's unexpired term, which expires on May 5, 2026.

Elizabeth has educational background in the conservation field, with a bachelor's degree in environmental science from Framingham State University. In her work as Paralegal, she has helped coordinated environmental projects that adhere to permit requirements and has worked closely with various types of environmental reports. She is the current Vice Chair of the Middlesex Conservation District, an advocacy group that helps identify natural resource needs and conservation goals throughout Middlesex County. I have included her resume for your review.

I am excited to have Elizabeth become a part of the Conservation Commission and share her talents and background with the city. I would like to thank Karen Paquin for her years of dedicated service on the Conservation Commission and to the city.

Please do not hesitate to contact me or my office with any questions.

Sincerely,

**J. Christian Dumais**  
Mayor

Enclosures