

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Personnel Committee

Date: Monday, February 1, 2021

Time: 6:15 PM

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

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2021 JAN 27 P 5:27

This meeting will be held virtually with Councilors attending in person and/or remotely. **NO PUBLIC ATTENDANCE WILL BE PERMITTED.** This 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 website (www.marlborough-ma.gov).

Order No.21-1008177: Appointment of Krista Holmi as Chief Procurement Officer for a three-year term from date of City Council confirmation.

Order No.21-1008178: Appointment of Jonathan Steinberg to the Board of Assessors for a three-year term from date of City Council confirmation.

Order No.21-1008179: Appointment of Shanissa Sampson to the Parks and Recreation Commission for a three-year term from date of City Council confirmation.

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., _____ JANUARY 25, 2021

ORDERED:

That the Appointment of Krista Holmi as Chief Procurement Officer for a 3-year term effective the day after Council confirmation, replacing Beverly Sleeper who will be retiring on April 3, 2021, be and is herewith referred to the **PERSONNEL COMMITTEE**.

Yea: 11 – Nay: 0

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

ADOPTED

ORDER NO. 21-1008177



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City of Marlborough
Office of the Mayor

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

2021 JAN 21 A 11:35
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

January 21, 2021

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

RE: Appointment Procurement Officer

Honorable President Ossing and Councilors:

I am submitting for your approval the appointment of Krista Holmi as Procurement Officer for the City of Marlborough for a three-year term taking office the day after appointment. Ms. Holmi will be replacing Beverly Sleeper who is planning on retiring April 3rd.

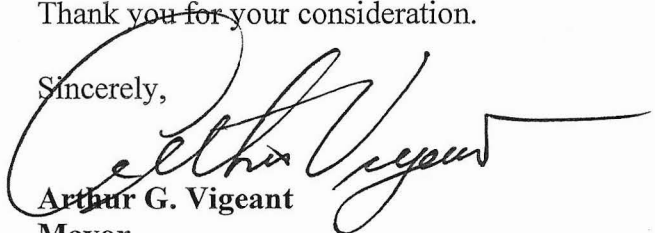
I'd like to take this opportunity to thank Beverly Sleeper for her service to the City. She's been a great asset, always providing her due diligence and guidance to all city departments. Ms. Sleeper has also offered to train her replacement.

Ms. Holmi has been employed in the Engineering Division for the last four years and previously worked as Executive Aide to Mayor Stevens for three years. She is familiar with Chapter 90 contracts, grants and vendor contracts, possesses the follow-up skills and attention to detail that this position requires to be successful. Ms. Holmi has continued her education in this field and recently completed the required classes for MCPPO certification.

I am confident that Ms. Holmi is the best qualified internal candidate and we are happy to be promoting within to fill this upcoming vacancy. Enclosed is her resume for your review.

Thank you for your consideration.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosure

pasw1

Krista I. Holmi

232 DeSimone Dr.
Marlborough, MA 01752

PROFILE An experienced professional with demonstrated administrative, procurement, technical and public service skills.

- Excellent verbal and written communication skills with the ability to work independently and in teams.
- Problem solver with the ability to apply business and technical skill sets in a dynamic, multi-tasking environment.

EMPLOYMENT

2016-Present

Engineering and Planning Board Administrator

City of Marlborough

- Provides administrative support to both the Engineering Division and the Marlborough Planning Board.
- Administers c. 30, 39M public works contracts for the Engineering Division.
- Arranges proper advertising and electronic posting of contracts on CommBuys, Central Register, Project Dog, newspaper (masspublicnotices.org), City website and City Clerk's Office.
- Coordinates, assembles, and disseminates general contract documents including Prevailing Wage Rates, Notice of Award, Notice to Proceed, Change Orders as well as coordination of Engineering/Consultant Agreements and Amendments. Reviews contract documents for completeness and consistency with applicable requirements.
- Maintains certified payroll records and provides procurement records to Chief Procurement Officer.
- Prepares reports and submissions documents in accordance with contract requirements for reimbursable expenses through Chapter 90, MassWorks and LWCF grant contracts.
- Serves as the customer service liaison on Engineering projects to ensure resolution of field issues. Files any contract-related claims through the MIIA first report process.
- Manages all accounts payable and receivables for both Engineering Division and Planning Board.
- Monitors Engineering Division budgets, enters requisitions, and coordinates funding with the City Auditor's Office.
- Processes all applications for the Planning Board and prepares biweekly meeting agendas.
- Schedules and administers Planning Board and Department of Public Works remote Microsoft Teams meetings.
- Ensures public transparency through detailed preparation of meeting minutes.
- Adheres to strict state and city deadlines. Maintains website and makes postings, as necessary.
- Writes and publishes legal notices, writes decisions and informs applicants of decisions. Files actions with Clerk and communicates votes with relevant parties.
- Assists residents, contractors, professional engineers and surveyors, attorneys, developers, realtors, employees, city officials and Planning Board members with a high degree of customer service.

2016-2016

Executive Assistant

Employment Options

- Provided professional support to the executive director and board of directors.
- Coordinated request for competitive proposals of the non-profit's information technology hardware, software, and technical support contract.
- Prepared reports, grants, and presentations to further non-profit growth and community impact.
- Managed director's conflicting priorities to meet key project deadlines and improve organizational effectiveness.
- Coordinated international task force meetings and developed marketing materials to further program initiatives.
- Assisted in non-profit operations including account receivables, payables and staff support.

2009 – 2012

Executive Aide to Mayor

City of Marlborough

- Professionally assisted the mayor in the duties and functions of the office.
- Worked collaboratively with department heads and City staff to support the office of the mayor.
- Represented the city and mayor on various boards and committees, including the Designer Selection Committee and the MWRTA.
- Assisted in the review of competitive contracts and proposals.
- Resolved problems and addressed constituent concerns with a high degree of professionalism and service.
- Composed and prepared a variety of formal and informal communications including speeches, letters, presentations, proclamations, city council agenda items, press releases and website postings.
- Provided administrative and content support on numerous grants and submissions.
- Scheduled and organized meetings with internal and external contacts. Gathered and provided appropriate research and background information to maximize meeting productivity and facilitate decision making.

1987 – 1999

Sales Engineer/Account Manager

Rockwell Automation

- Established and maintained relationships within multi-million-dollar territory and engaged distributors to ensure effective and efficient utilization of resources.
- Developed and implemented sales strategies and plans to acquire new business. Exceeded annual sales goals and market share growth objectives.
- Implemented customer risk management solutions to ensure quality, safety and obsolescence protection.
- Negotiated competitive pricing agreements and contract terms and conditions.
- Responsible for the annual review of distributor sales objectives and annual distributor strategic plans.
- Managed territorial disputes with Boston-market distributors.
- Established executive level relationships within customer base and developed knowledge of customer processes and business models to provide value-add solutions.
- Engaged multiple Rockwell Automation resources such as product specialists, application engineers and senior management to plan and win opportunities.
- Provided distributor product training and established stocking plans for new product launches.

OTHER RELEVANT EXPERIENCE

2002 – 2009

Leader - Parent Teacher Organization

City of Marlborough

Held a variety of leadership positions including PTO President, Vice-President and Enrichment Coordinator. Responsible for fundraising, grant writing, planning of school/community events and school newsletter. Established business partnerships with local teachers through the Adopt a Classroom program. Planned, contracted, and coordinated sixteen annual curriculum-based student enrichment programs. Served as classroom teaching assistant and computer lab aide. (volunteer)

EDUCATION/TRAINING/AWARDS

Bachelor of Science Industrial Engineering, University of Wisconsin-Madison 1986

OIG - Public Contracting Overview Course
OIG - Design and Construction Contracting Course
OIG - Supplies and Services Contracting Course
OSD – COMMBUYS Training
Munis Proficient
Microsoft Office Suite Training
Microsoft Teams Proficient
Notary Public
Public Information Officer Training
Incident Command Training
Rockwell Automation Sales Training Program (six months)
Rockwell Chairman's Team Award

City Council

From: Thomas DiPersio
Sent: Thursday, January 28, 2021 10:00 AM
To: City Council; Christian Dumais; Don Landers; David Doucette
Cc: Mayor; Sean Divoll
Subject: New Chief Procurement Officer

To Committee Chair Dumais and the Personnel Committee,

With mixed emotions, I want to provide the committee my endorsement of Mayor Vigeant's choice for the City's new Chief Procurement Officer. What will be a big loss for the Engineering Division and Planning Board, will be a benefit to our City government as a whole.

Over the past 4½ years Krista has managed the administrative duties of our busy division efficiently and professionally. She handles every project with an attention to detail and a desire to carry it through to successful completion. She always turns the day's new problem into an opportunity to learn, improve, and share knowledge and ideas with the staff. While working here, Krista has furthered her knowledge and expertise by completing several public procurement certification courses, and becoming a Notary Public. She consistently works extra hours without hesitation when that is what is needed to get the job done to her standards, all while maintaining her affable and personable demeanor with the staff and the general public.

Krista also took on the Planning Board Administrative duties, and without any prior background in that area, became proficient by researching and learning the subdivision laws and regulations. The board is operating very smoothly and I know I can speak for the members, and the people who had business before the board, in saying that she will be missed in that role as well.

Krista's work ethic and dedication to her job and the City are second to none, and I am confident that you could not find a better candidate for this position.

Please contact me with any questions or to discuss further.

Thank you,

Thomas DiPersio, Jr., PE, PLS

City Engineer
Department of Public Works
135 Neil Street
Marlborough, MA 01752
Phone:(508)624-6910x33200
tdipersio@marlborough-ma.gov





IN CITY COUNCIL

Marlborough, Mass., JANUARY 25, 2021

ORDERED:

That the Appointment of Jonathan Steinberg to the Board of Assessors for a 3-year term from date of Council confirmation, replacing Anthony Arruda who recently retired after 40 years of service, be and is herewith referred to the **PERSONNEL COMMITTEE.**

Yea: 11 – Nay: 0

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

ADOPTED

ORDER NO. 21-1008178



City of Marlborough
Office of the Mayor

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MARLBOROUGH
Arthur G. Vigeant
MAYOR

2021 JAN 21 A 11:35
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Michele A. O'Brien
EXECUTIVE SECRETARY

PASN1

January 21, 2021

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

RE: Appointment to the Board of Assessors

Honorable President Ossing and Councilors:

I am submitting for your approval the appointment of Jonathan Steinberg to the Board of Assessors for a three-year term upon date of confirmation. Mr. Steinberg will be replacing Anthony Arruda who recently retired after serving on the board for over 40 years.

Mr. Steinberg is a resident of Marlborough and has over ten years of assessment experience with the last five as the Chief Assessor with the Town of Westborough. He also holds a B.A. in Political Science from Emory University, is a licensed certified appraiser and an accredited assessor. Enclosed is his resume for your review.

Mr. Steinberg comes highly recommended, and I am confident that his experience will be a vital asset on our board.

Thank you for your consideration.

Sincerely,

Arthur G. Vigeant
Arthur G. Vigeant
Mayor

Enclosure

Jonathan Steinberg

538 Hemenway St., Marlborough, MA 01752

EXPERIENCE

Town of Westborough, 2015-Present **Chief Assessor**

- Responsible for the valuation of all Real and Personal Property including 6,430 Real Estate Parcels and 763 Personal Property Accounts totaling over \$4.2 Billion in value.
- Work with the Town Manager and Finance Team to develop budget projections.
- Responsible for the day-to-day management of all office responsibilities of the Assessing Department.
- Oversee annual inspection cycle of Real and Personal property.
- Evaluate and inspect abatement applications and prepare recommendations to the Board.
- As Chairman of the Board of Assessors; schedule and oversee all Board meetings as well as vote on actions of the Board.

Abelis Real Estate Services LLC, d/b/a Abelis Appraisals, 2005-Present **President**

- Founded Abelis Appraisals as an independent appraiser specializing in residential property valuation and consulting.
- Complete assignments of appraisal and consulting throughout Eastern Massachusetts for bank finance transactions, estate planning, title insurance claims, divorce, and tax purposes.

Town of Westborough, 2012-2015 **Assistant Assessor**

- Responsible for the inspection and evaluation of all commercial property and residential sales, permits and cyclical.
- Managed all aspects of personal property accounts including annual filings and inspections.
- Assumed responsibility for exempt properties as well as chapter land working directly with property owners to improve the accounting and completion of their annual filings.
- Worked with the Chief Assessor, Patriot Properties, and the Department of Revenue Certification Advisor in the current Triennial Revaluation, for which we have already received preliminary certification.
- Evaluated and inspected all residential abatement applications, preparing recommendations to the Board.
- Inspected, prepared and advised the Board with current and on-going commercial and personal property ATB cases including meeting with various tax representatives as well as the Colangelo family and representatives of Carruth Capital.
- Assisted in the recent restructuring of the office responsibilities including the interviewing and hiring of a Data Collector and Administrative Assistant.
- Management of all day-to-day activities during the absence of the Chief Assessor.

Town of Hopkinton, 2010-2012 **Deputy Assessor.**

- Inspected real and personal property updating databases based upon inspections.
- Evaluated assessment accuracy relative to market value and existing improvements.
- Researched historical and present property ownership disputes as well as accuracy of title.
- Manage all aspects of personal property accounts.
- Assisted the Principal Assessor in the evaluation of ASR ratios and market trends.
- Researched and provided recommendations to the Board regarding abatement applications.

Jonathan Steinberg

538 Hemenway St., Marlborough, MA 01752

EXPERIENCE

Lipof Real Estate Services, 2003-2005

Contract Real Estate Appraiser

- Performed fee appraisals of one to four family residential properties for bank finance transactions, estate planning, title insurance claims, divorce, and personal and business tax purposes.
- Conducted real estate consulting including highest and best use analysis, market summaries, complex property analysis, and feasibility studies.
- Obtained education and experience necessary to become a State Certified Residential Appraiser.

CAP FACTORY, 1994-2003

Vice President

- Partner in the development of the Cap Factory, an original concept for point-of-sale custom embroidered baseball caps.
- Operated retail locations in 9 States; opening 23 locations over the period.
- Developed a profitable internet and wholesale business and established a strategic partnership with Hat World/Lids to be the exclusive supplier of custom caps to its 450-store retail chain.
- Developed and implemented the strategic growth of the company including site selection, design, on-site build-out, staffing and opening of new locations.
- Oversaw the operations of all retail locations as well as wholesale sales and production with annual sales of \$3 million.
- Recruited, hired, trained and supervised Store Managers and Sales Associates.
- Developed and implemented customer service standards, operational controls, general policies and procedures.
- Managed payroll, inventory, cash control and customer service functions.
- Monitored profit and loss performance.

EDUCATION & CERTIFICATIONS

Emory University, Atlanta, GA, B.A. in Political Science (1993)
Massachusetts Certified Residential Appraiser License #70966
Massachusetts Accredited Assessor #1201

Past President of the Worcester County Assessors Association
Instructor for Suffolk University-Sawyer Business School/Mass Municipal Association Municipal Finance Management Seminar 2019 to Present



IN CITY COUNCIL

Marlborough, Mass., _____ JANUARY 25, 2021

ORDERED:

That the Appointment of Shanissa Sampson to the Parks & Recreation Commission for a 3-year term from date of Council confirmation, be and is herewith referred to the **PERSONNEL COMMITTEE**.

Yea: 11 – Nay: 0

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

ADOPTED

ORDER NO. 21-1008179



City of Marlborough
Office of the Mayor

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Michele A. O'Brien
EXECUTIVE SECRETARY

Asw1

January 21, 2021

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

RE: Appointment to the Parks and Recreation Commission

Honorable President Ossing and Councilors:

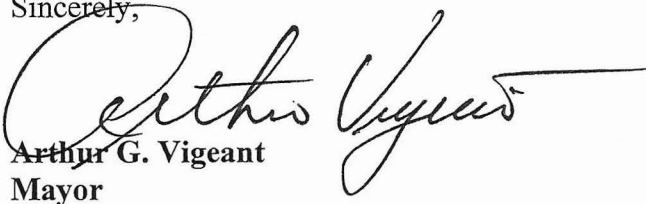
I am submitting for your approval the appointment of Shanissa Sampson to the Recreation Commission for a three-year term upon date of confirmation. This appointment will complete the commission's seven members.

Ms. Sampson is a resident of Marlborough, employed as a General Manager at Extended Stay America and coaches track and field at the Advance Math & Science Academy. She has an interest in recreation and looks forward to serving her community. Enclosed is her resume for your review.

I'm confident that her customer service background will be an added asset to our Parks and Recreation Commission.

Thank you for your consideration.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosures

SHANISSA SAMPSON

235 W Main Street Apt. 4, Marlborough, MA 01752

EXPERIENCE

AUG 2020 – PRESENT

GENERAL MANAGER, EXTENDED STAY AMERICA

Responsible for all operational aspect of the hotel while managing profitability and guest satisfaction.

AUG 2016 – AUG 2020

FRONT OFFICE MANAGER, EMERALD HOSPITALITY

Proud member of the hotels' opening team for award-winning hotel. My responsibilities are as followed but are not limited to the following: managing two departments, hiring manager, accounts receivable, inventory, ordering, R&I trained, cross-trained in housekeeping and assisting the general manager in hotel operations.

*2018 Circle of Excellence- Hilton
2019 Conrad Achievement Award- Hilton*

NOV 2016 – PRESENT

ASSISTANT COACH, ADVANCE MATH & SCIENCE ACADEMY

During the winter and spring months, I assist my long time mentor and high school coach. I specialize in throwing technique for shot put, discus, weight, hammer, and javelin.

*2019 Coach at New Balance Nationals
2019-2020 MSTCA Member*

EDUCATION

SPRING 2013

BACHELOR OF SCIENCE, FITCHBURG STATE UNIVERSITY

GPA: 3.3

Communication Media major with a concentration in Graphic Design. Current record holder for javelin.

SPRING 2009

HIGH SCHOOL DIPLOMA, MARLBOROUGH HIGH SCHOOL

GPA: 3.4

Two- sport athlete, lettering in Basketball and Track. Co-Captain of the league champion Track & Field team. Senior year awarded the Unsung Hero award, named to the Girls Mid-Wach All-Star team, and was an honorable mention for the Girls T & G Hometeam All- Stars.

SKILLS

Very team oriented. Excels in the following; providing great customer service, problem solving skills, accounting, and communication.